

# Health and Human Services Commission

## Purchase Order

Dispatch via Print

<b>Payment Terms</b> Net 30	<b>Freight Terms</b> Prepaid & Allow	<b>Ship Via</b> BEST WAY	<b>Purchase Order</b> <b>HHSTX-4-0000316396</b>
If advertised by informal bid, Invitation for Offer, or Request for Proposal; all specifications, terms, and conditions set forth in the advertisement and vendor's conforming responses become a part of this numbered purchase order. Contractor guarantees goods or services delivered meet or exceed numbered purchase order requirements.			<b>Date</b> 09/01/23
<b>All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.</b>			<b>Revision</b> Page 1
			<b>Ship To:</b> 1300 - Austin:4601 W Guadalupe St HEALTH & HUMAN SERVICES COMMISSION 4601 W Guadalupe St PO Box 85200 Austin TX 78751 United States

**Vendor:** 1710427007 3  
FEDERAL EXPRESS CORPORATION  
PO BOX 371461  
PITTSBURGH PA 152507461  
United States

**Bill To:** Invoice-HHSC Accounting  
HEALTH & HUMAN SERVICES COMMISSION  
4601 W Guadalupe St  
Austin TX 78751  
United States

**Fax:** 512/424-6901  
**Email:** HHSC\_AP@hhsc.state.tx.us

**Purchaser:** Andrews, Kimberly 972/337-6254

Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
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FY24 Services and invoicing AFTER 09/01/2023

Req#0000234705

Account #688265550

Contract Details: # 962-C1

Number 962-C1

Description Small Package Delivery Services

Category Managed

Type Term

Start Date 12/29/2021

End Date 11/27/2026

Purchase Category Code(Agencies Only) PCC C

Optional Renewal Terms No renewals remaining

Purchase Orders Customers will issue an internal purchase order that references this CPA Contract Number and current item description(s) and pricing as stated on this contract. The Contractor will not ship any products or provide related services until receipt of a Purchase Order generated by the State Agency, Higher Education or Cooperative member.

NIQP Code(s) 962-24

CPA Contract Management Questions regarding contract management issues, price changes, amendments or other post-award concerns should be directed to:

SPD Contract Management (SCM)

Texas Comptroller of Public Accounts (CPA)

Phone: (512) 463-3034 option 3

Email: spd.cmo@cpa.texas.gov

Contract Items and Pricing FedEx Customer Service Team: 866-477-7529

For pricing validation please refer to the Single National Carrier Pricing on the NASPO website (not to include freight over 150 lbs).

New customers should contact FedEx to request a new account.

Email: Govtsupport@fedex.com

Subject Line: State of Texas, 962-C1, New Customer

Include the following in the request:

Agency name, full address, contact name, phone number and email

Number of different shipping locations

How do you currently create your shipping labels? (i.e. automation, software)

Do you currently have a daily pick-up with your provider?

Average daily volume for express vs. ground packages?

Multiweight

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1. FedEx Ground multiple-piece shipments may receive Multiweight rates if the total shipment weighs 200 lbs. or more. A minimum average package weight of 15 lbs applies. Multiply the per-pound rate by total shipment weight.
2. FedEx Express multiple-piece shipments may receive Multiweight rates if the total shipment weighs 100 lbs. or more (200 lbs. or more for FedEx Express Saver shipments). A minimum average package weight of 15 lbs applies. Multiply the per-pound rate by total shipment weight.
3. FedEx will bill the lower of the Multiweight shipment rate or the sum of the individual price per package. Please refer to the price sheets for more information.

**Dimensional Weight**

FedEx Ground applies dimensional weight to all shipments on a per-package basis. FedEx Express applies dimensional weight to all shipments in customer packaging and may apply it to shipments in FedEx packaging. Dimensional weight is calculated by multiplying the length by width by height of each package in inches and dividing the total by 139. When dimensional weight applies per shipment, calculate the volume of each piece or freight handling unit in the shipment (multiply the length by width by height), then add those volumes together and divide the total by 139. If the dimensional weight exceeds the actual weight, charges may be assessed based on the dimensional weight. Dimensions of one-half inch or greater are rounded up to the next whole number; dimensions less than one-half inch are rounded down. The final calculation is rounded up to the next whole pound. Package shape and dimensions may change during transit, which can affect the packages dimensional weight and surcharge eligibility. If the dimensions change during transit, FedEx may make appropriate adjustments to the shipment charges at any time.

If the dimensional weight exceeds the actual weight, charges may be assessed based on the dimensional weight. Dimensions of one-half inch or greater are rounded up to the next whole number; dimensions less than one-half inch are rounded down. The final calculation is rounded up to the next whole pound. Package shape and dimensions may change during transit, which can affect the packages dimensional weight and surcharge eligibility. If the dimensions change during transit, FedEx may make appropriate adjustments to the shipment charges at any time.

For information on possible service interruptions due to weather, natural disasters and other uncontrollable events, please check the FedEx Service Alerts page, FedEx Service Alerts.

The Contractor shall not propose or apply pick-up charges or weekly service fees in addition to the contracted rates due to aggregate NASPO ValuePoint volume anticipated.

The Contractor shall not require a minimum number of packages per trip, per day, per week or per month.

In the event a correct address cannot be determined, any packages returned to senders due to an incorrect address shall be assessed a return fee.

Fuel Surcharges for express and ground deliveries are capped and cannot exceed 7%.

For more information please reference the Master Agreement Documents, Service Guide that begins on page 150. For International Zone charts, please contact your FedEx Customer Service representative.

Delivery Delays by Contractor If delay is foreseen, Contractor shall give written notice to the Customer and must keep Customer advised at all times of status of order.

Default in promised Delivery Days After Receipt of Order (ARO) without accepted reasons or failure to meet specifications authorizes the Customer to purchase goods and services of this contract elsewhere and charge any increased costs for the goods and services, including the cost of re-soliciting, to the Contractor.

Failure to pay a damage assessment is cause for contract cancellation and/or debarment or removal of the contractor, as applicable, from the States Centralized Master Bidders List (CMBL).

Compliant Products by Contractor Delivery does not occur until the Contractor delivers products, materials or services in full compliance with the

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specifications to Customers F.O.B. destination, unless delivery is specifically accepted, in whole or in part, by the Customer. Providing products, materials or services which do not meet all specification requirements does not constitute delivery.

Customer reserves the right to require new delivery or a refund in the event that materials or products not meeting specifications are discovered after payment has been made.

**Purchase Order Cancellation** The Customer may request that a Contractor cancel a specific line item or an entire purchase order. There shall be no fees charged for cancellation of an item and/or order prior to shipment by the Contractor. A Purchase Order Change Notice should be processed and sent to Contractor.

**Contractor Performance** The Statewide Procurement Division Contract Management Office (SCMO), a division of the Comptroller of Public Accounts (CPA), administers a vendor performance program for use by all customers per Texas Government Code (TGC), §2262.055, and 34 Texas Administrative Code (TAC), §20.108. The Vendor Performance relies on the customer's participation in gathering information on vendor performance. State agency customers shall report vendor performance on purchases of \$25,000 or more from contracts administered by CPA, or any other purchase of \$25,000 or more made through delegated authority granted by CPA (TAC 20.108), or purchases exempt from CPA procurement rules and procedures. State agencies are additionally encouraged to report vendor performance on purchases under \$25,000.

Vendor Performance shall be reported through the CPA VENDOR PERFORMANCE TRACKING SYSTEM.

The purpose of the Vendor Performance Tracking System is to:

- Identify vendors that have exceptional performance
- Aid purchasers in making a best value determination based on vendor past performance
- Protect the state from vendors with unethical business practices
- Track vendor performance for delegated and exempt purchases

**Contractor Information**

VID: 17104270073

Contractor: FedEx Corporate Services, Inc.

Contact Name: David Guanella

Email: daguanella@fedex.com

Phone: (469) 939-0578

Alternate Contact Name: Erin Cook

Alternate Email: erin.cook@fedex.com

Alternate Phone: (901) 397-2125

Address: 900 7th Street NW, Suite 550 Washington, District of Columbia 20001

**PCS Contact:**

Kimberly Andrews, CTCD

Purchaser V- Services Department

Procurement and Contracting Services (PCS)

801 S Hwy 161 Suite 620, Office F

Grand Prairie, Texas 75051

Teleworking-please call thru Microsoft

Office: 972-337-6254

Kimberly.Andrews@hhs.texas.gov

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Agency Contact:  
judy.guise@hhs.texas.gov  
Administrative Asst II  
+1 (512) 491-5705

1-1	FY24 Funding PO for FedEx- OIG BPI. <div style="background-color: black; width: 100px; height: 15px; margin-top: 5px;"></div>	962-24	1.00	LOT	1500.00000	\$1,500.00	09/01/2023
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**Schedule Total**           \$1,500.00

**Item Total for Line 1**           \$1,500.00

**Total PO Amount** \$1,500.00

No substitutions or cancellations are permitted without prior approval by Health & Human Services Commission. If contractor fails to deliver by promised delivery date (or reasonable time thereafter) or fails to meet requirements, Health & Human Services Commission reserves the right to purchase elsewhere and charge an increased cost and handling to contractor.

Over shipments will not be accepted unless authorized by Buyer prior to shipment. The dispute resolution process provided for in Chapter 2260 of the Texas Government Code must be used by the Health & Human Services Commission and Contractor to attempt to resolve all disputes arising under the contract.

Performance under this purchase order is acceptance of the attached affirmations and terms and conditions.

<b>Authorized By</b> <i>Kimberly Andrews, CTED</i>	<b>05/04/2023</b>
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