

Health and Human Services Commission

Purchase Order

Dispatch via Print

Payment Terms Net 30	Freight Terms Prepaid & Allow	Ship Via BEST WAY	Purchase Order HHSTX-3-0000316599
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.			Date 05/08/23
All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.			Revision Page 1
			Ship To: 5035 - Rusk:805 N Dickinson Dr HEALTH & HUMAN SERVICES COMMISSION 805 N Dickinson Dr PO Box 318 Rusk TX 75785 United States

Vendor: 1741976051 1
WORKQUEST
1011 E 53RD 1/2 ST
AUSTIN TX 787511703
United States

Bill To: Invoice - DADS
HEALTH & HUMAN SERVICES COMMISSION
424 Mesquite Dr
PO Box 1132
Mexia TX 76667
United States

Fax: 254/562-1894
Email: 718Accounting@hhs.texas.gov

Purchaser: Thompson,Casandra

Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
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PCS PLEASE CONTACT Teresa Wittenburg FOR QUESTIONS.

**PLEASE HAVE VENDORS SEND INVOICES VIA EMAIL TO 718Accounting@hhs.texas.gov **

Vendor:
WorkQuest, Inc.
1011 East 53 Street
Austin, Tx 78751
(800) 472-4643

Vendor Contact: 615-S1
Vendor Term: 11-16-21 through 11-30-26
Vendor Phone: (512) 451-8145
Vendor Email: smartbuy@workquest.com

Lead Contact: Teresa Wittenburg
Lead Contact Email: teresa.wittenburg@hhs.texas.gov
Lead Contact Phone: 903-683-7278

Lead Contact in SOAR: Jerry McClure
Lead Contact in SOAR: jerry.mcclure@hhs.texas.gov
Lead Contact in SOAR: 903-683-7621

Shipping Code: 5035
Billing Code: 6483
SCOR Division: 19 - State Operated Facilities

Fund: 0001 General Revenue

Email PO to:
(Unit requesting-SME)
Jerry.mcclure@hhs.texas.gov (CTCM)
teresa.wittenburg@hhs.texas.gov (Requestor)
leah.alexander@hhs.texas.gov (Financial Officer)
718Accounting@hhs.texas.gov AP TECH MAILBOX

Justifications:
Line 1 of Requisition Standard Office Supplies for daily use.
SHIPPING INSTRUCTIONS: Ship according to the DUE DATES specified on the PO.

FREIGHT: F.O.B. Destination Freight Prepaid Allowed

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DELIVERY: 30 Days After Receipt of PO

Delivery hours are from 8:00-11:30 AM and 1:00-4:30 PM Monday Friday except designated State Holidays

AGENCY CONTACT:
Teresa Wittenburg
Ph: 903-683-7278
Email: Teresa.wittenburg@hhs.texas.gov

Jerry McClure
Ph: 903-683-7621
Email: Jerry.Mcclure@hhs.texas.gov

HHSC BUYER:
Casandra Thompson, CTCD,
512-776-4243
Casandra.Thompson@hhs.texas.gov

VENDOR:
VID: 17419760511
Contractor: WorkQuest, Inc.
Email: smartbuy@workquest.com
Phone: (512) 451-8145
Address: 1011 East 53 1/2 Street Austin TX 78751

PURCHASING METHOD: EX/0
Purchase made under the Authority of Texas Government Code 2155.138 (WorkQuest/TIBH Set-Aside)

Term Contact: 620-S1
Term: 11/16/2021 through 11/30/2026
Smartbuy PO: 23147530

REQUIREMENTS/LIMITATIONS:
This PO is contingent upon the continued availability of lawful appropriations by the Texas Legislature. FY2023 funding.

Invoice per 34 TAC §20.487, amended effective May 1, 2022

Requisition 0000232139

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Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
	Lead Refills, 0.7mm, 12 leads/rube, 12 tubs/box						
					Schedule Total	\$11.11	
	Supplier Part Number 62060182003						
					Item Total for Line 1	\$11.11	
2-1	Highlighter, Retractable, Assorted Color, 10/pkg	620-90	2.00	PKG	10.45000	\$20.90	06/07/2023
					Schedule Total	\$20.90	
	Supplier Part Number 62090381021						
					Item Total for Line 2	\$20.90	
					Total PO Amount	\$32.01	

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.

Authorized By

Casandra Thompson, CTCD

05/08/2023