

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-3-0000317321 |
| 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 05/15/23 |
| All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number. | | | Revision 3137 - Tyler:3303 Mineola Hwy HEALTH & HUMAN SERVICES COMMISSION 3303 Mineola Hwy PO Box 5200 Tyler TX 75702 United States |
| | | | Page 1 |

Vendor: 1391837105 8
4IMPRINT INC
25303 NETWORK PL
CHICAGO IL 606731253
United States

Bill To: Invoice-HHSC; Region 04 Headqu
HEALTH & HUMAN SERVICES COMMISSION
302 E Rieck Rd
Tyler TX 75703
United States

Fax: 903 534 8487
Email: paula.thurman@hhs.state.tx.us

Purchaser: Breest, Maria Ana

| Line-Sch | Inventory Item ID - Line Description | Class/Item | Quantity | UOM | PO Price | Extended Amt | Due Date |
|----------|--------------------------------------|------------|----------|-----|----------|--------------|----------|
|----------|--------------------------------------|------------|----------|-----|----------|--------------|----------|

NOTE TO PURCHASER: please add the below to the TXSmartBuy copy and PO copy.

SHIP TO LOCATION CODE: 3137
Health and Human Services Commission
3303 MINEOLA HWY., TYLER, TX 75702

Attention: Paula Thurman / 903-509-5104 / paula.thurman@hhs.texas.gov

BILL TO LOCATION CODE: 3135
Health and Human Services Commission
302 E. RIECK ROAD, TYLER, TX 75703

SEND INVOICES TO: reg04_admin_services@hhs.texas.gov

SUPER USER: Esperanza.McMeans@hhs.texas.gov / 903-509-5131

SCOR DIVISION # 13 HHSC - System Support Services

Please follow the Texas Comptroller's Invoicing standards as seen below.

Include PO Number on invoices, bills, receipts, bill lading, packing slips, and back order.

(a) To receive payment, a contractor must submit an invoice to the State Agency receiving the goods or services.

The invoice should include, but is not limited to including:

- (1) the contractor's mailing and e-mail (if applicable) address;
- (2) the contractor's telephone number;
- (3) the name and telephone number of a person designated by the contractor to answer questions regarding the invoice;
- (4) the state agency's name, agency number, delivery address;
- (5) the state agency's purchase order number, if applicable;
- (6) the contract number or other reference number, if applicable;
- (7) a valid Texas identification number (TIN) issued by the Comptroller;
- (8) a description of the goods or services, in sufficient detail to identify the order which relates to the invoice;
- (9) unit numbers corresponding to the amount of the invoice;
- (10) if submitting an invoice after receiving an assignment of a contract, the TIN of the original contractor and the TIN of the successor vendor;
- (11) other relevant information supporting and explaining the payment requested.

Notes to Purchaser:

Add PCC code to PO copy, if any

Please add Requisition number and SmartBuy Number on PO copy

Employee Uniform Shirts.

SP/E - Spot Purchase Up to \$10,000.00 936-18

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-3-0000317321 |
| 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 05/15/23 |
| All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number. | | | Revision 3137 - Tyler:3303 Mineola Hwy HEALTH & HUMAN SERVICES COMMISSION 3303 Mineola Hwy PO Box 5200 Tyler TX 75702 United States |
| | | | Page 2 |

Vendor: 1391837105 8
4IMPRINT INC
25303 NETWORK PL
CHICAGO IL 606731253
United States

Bill To: Invoice-HHSC; Region 04 Headqu
HEALTH & HUMAN SERVICES COMMISSION
302 E Rieck Rd
Tyler TX 75703
United States

Fax: 903 534 8487
Email: paula.thurman@hhs.state.tx.us

Purchaser: Breest,Maria Ana

| Line-Sch | Inventory Item ID - Line Description | Class/Item | Quantity | UOM | PO Price | Extended Amt | Due Date |
|----------|--------------------------------------|------------|----------|-----|----------|--------------|----------|
|----------|--------------------------------------|------------|----------|-----|----------|--------------|----------|

SHIPPING INSTRUCTIONS: Ship according to the DUE DATES specified on the PO.
 FREIGHT: F.O.B. Destination Freight Prepaid Allowed
 DELIVERY: 10 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
****PLEASE HAVE VENDORS SEND INVOICES VIA EMAIL TO paula.thurman@hhs.texas.gov ****

Agency Contact:
 Lead Contact: Paula Thurman
 Lead Contact Email: paula.thurman@hhs.texas.gov
 Lead Contact Phone: 903-509-5104

SHIP TO LOCATION CODE: 3137
 Health and Human Services Commission
 3303 MINEOLA HWY., TYLER, TX 75702
 Attention: Darin Adams / 903-533-4258 / Darin.Adams@hhs.texas.gov

BILL TO LOCATION CODE: 3135
 Health and Human Services Commission
 302 E. RIECK ROAD, TYLER, TX 75703

SEND INVOICES TO: reg04_admin_services@hhs.texas.gov

SUPER USER: Esperanza.McMeans@hhs.texas.gov / 903-509-5131

SCOR DIVISION # 13 HHSC - System Support Services

Please follow the Texas Comptroller's Invoicing standards as seen below.
 Include PO Number on invoices, bills, receipts, bill lading, packing slips, and back order.
 (a) To receive payment, a contractor must submit an invoice to the State Agency receiving the goods or services.
 The invoice should include, but is not limited to including:
 (1) the contractor's mailing and e-mail (if applicable) address;
 (2) the contractor's telephone number;
 (3) the name and telephone number of a person designated by the contractor to answer questions regarding the invoice;
 (4) the state agency's name, agency number, delivery address;
 (5) the state agency's purchase order number, if applicable;
 (6) the contract number or other reference number, if applicable;
 (7) a valid Texas identification number (TIN) issued by the Comptroller;
 (8) a description of the goods or services, in sufficient detail to identify the order which relates to the invoice;
 (9) unit numbers corresponding to the amount of the invoice;
 (10) if submitting an invoice after receiving an assignment of a contract, the TIN of the original contractor and the TIN of the successor vendor;
 (11) other relevant information supporting and explaining the payment requested.

HHSC BUYER:

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-3-0000317321 |
| 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 05/15/23 |
| All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number. | | | Revision 3137 - Tyler:3303 Mineola Hwy HEALTH & HUMAN SERVICES COMMISSION 3303 Mineola Hwy PO Box 5200 Tyler TX 75702 United States |
| | | | Page 3 |

Vendor: 1391837105 8
4IMPRINT INC
25303 NETWORK PL
CHICAGO IL 606731253
United States

Bill To: Invoice-HHSC; Region 04 Headqu
HEALTH & HUMAN SERVICES COMMISSION
302 E Rieck Rd
Tyler TX 75703
United States

Fax: 903 534 8487
Email: paula.thurman@hhsc.state.tx.us

Purchaser: Breest, Maria Ana

| Line-Sch | Inventory Item ID - Line Description | Class/Item | Quantity | UOM | PO Price | Extended Amt | Due Date |
|----------|--------------------------------------|------------|----------|-----|----------|--------------|----------|
|----------|--------------------------------------|------------|----------|-----|----------|--------------|----------|

Ana Breest, CTCD, CTCM
512-406-2679
ana.breest@hhs.texas.gov

VENDOR INFORMATION:
4Imprint
Vendor Contact: Laura Schmitz
Vendor Telephone: 877-446-7746 X:8519
Vendor Email: lschmitz@4imprint.com
Quote #24895307

PURCHASING METHOD: SP/E
Not to Exceed \$10,000.00
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, 2023
Requisition: 0000233788

| | | | | | | | |
|-----|--|--------|-------|----|----------|----------|------------|
| 1-1 | Dry-Mesh Hi-Performance Polo - Men's Embroidered, 1-Medium: Royal Blue, Steel Gray, 4-Large: Royal Blue, Steel Gray, 2-XL: Royal Blue, Steel Gray, 2-XXL: Royal Blue, Steel Gray, 1-XXXL: Royal Blue, Gray Steel, Item# 122078-M-E | 936-18 | 10.00 | EA | 23.51000 | \$235.10 | 05/21/2023 |
|-----|--|--------|-------|----|----------|----------|------------|

Schedule Total \$235.10

PLEASE SEE ATTACHED QUOTE.

Item Total for Line 1 \$235.10

| | | | | | | | |
|-----|---------|--------|------|-----|----------|---------|------------|
| 2-1 | Freight | 962-86 | 1.00 | LOT | 23.50000 | \$23.50 | 05/21/2023 |
|-----|---------|--------|------|-----|----------|---------|------------|

Schedule Total \$23.50

Item Total for Line 2 \$23.50

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-3-0000317321 |
| 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 05/15/23 |
| All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number. | | | Revision 3137 - Tyler:3303 Mineola Hwy HEALTH & HUMAN SERVICES COMMISSION 3303 Mineola Hwy PO Box 5200 Tyler TX 75702 United States |
| | | | Page 4 |

Vendor: 1391837105 8
4IMPRINT INC
25303 NETWORK PL
CHICAGO IL 606731253
United States

Bill To: Invoice-HHSC; Region 04 Headqu
HEALTH & HUMAN SERVICES COMMISSION
302 E Rieck Rd
Tyler TX 75703
United States

Fax: 903 534 8487
Email: paula.thurman@hhsc.state.tx.us

Purchaser: Breest, Maria Ana

| Line-Sch | Inventory Item ID - Line Description | Class/Item | Quantity | UOM | PO Price | Extended Amt | Due Date |
|------------------------------|--|------------|----------|-----|----------|--------------|------------|
| 3-1 | Dry-Mesh Hi Performance Polo - Ladies' - Embroidered, 1-Small: Royal Blue, Steel Gray, 2-Medium: Royal Blue, Steel Gray, 1-Large: Royal Blue, Steel Gray, 2-XXL: Royal Blue, Steel Gray, Item #122078-L-E | 936-18 | 6.00 | EA | 23.51000 | \$141.06 | 05/21/2023 |
| Schedule Total | | | | | | \$141.06 | |
| Item Total for Line 3 | | | | | | \$141.06 | |
| 4-1 | Micro Mesh UV Performance Polo - Ladies' - Embroidered, 1-Small: Graphite, Graphite, 2-Medium: Graphite, Graphite, 1-Large: Graphite, Graphite, 2-XXL: Graphite, Graphite, Item# 145248-L-E | 936-18 | 6.00 | EA | 22.06000 | \$132.36 | 05/21/2023 |
| Schedule Total | | | | | | \$132.36 | |
| Item Total for Line 4 | | | | | | \$132.36 | |
| 5-1 | Micro Mesh UV Performance Polo - Men's - Embroidered, 1-Medium: Graphite, Graphite, 4-Large: Graphite, Graphite, 2-XL: Graphite, Graphite, 2-XXL: Graphite, Graphite, 1-XXXL: Graphite, Graphite, Item# 145248-M-E | 936-18 | 10.00 | EA | 22.06000 | \$220.60 | 05/21/2023 |
| Schedule Total | | | | | | \$220.60 | |
| Item Total for Line 5 | | | | | | \$220.60 | |
| 6-1 | Tape Charge | 962-33 | 1.00 | LOT | 35.00000 | \$35.00 | 05/21/2023 |
| Schedule Total | | | | | | \$35.00 | |
| Item Total for Line 6 | | | | | | \$35.00 | |

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-3-0000317321 |
| 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 05/15/23 |
| All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number. | | | Revision Page 5 |
| | | Ship To: | 3137 - Tyler:3303 Mineola Hwy HEALTH & HUMAN SERVICES COMMISSION 3303 Mineola Hwy PO Box 5200 Tyler TX 75702 United States |

Vendor: 1391837105 8
4IMPRINT INC
25303 NETWORK PL
CHICAGO IL 606731253
United States

Bill To: Invoice-HHSC; Region 04 Headqu
HEALTH & HUMAN SERVICES COMMISSION
302 E Rieck Rd
Tyler TX 75703
United States

Fax: 903 534 8487
Email: paula.thurman@hhsc.state.tx.us

Purchaser: Breest, Maria Ana

| Line-Sch | Inventory Item ID - Line Description | Class/Item | Quantity | UOM | PO Price | Extended Amt | Due Date |
|----------|--------------------------------------|------------|----------|-----|----------|--------------|----------|
|----------|--------------------------------------|------------|----------|-----|----------|--------------|----------|

Total PO Amount \$787.62

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

MBreest CTCD,CTCM

05/16/2023