

# Health and Human Services Commission

## Purchase Order

Dispatch via Print

|  |   |                             |   |
|--|---|-----------------------------|---|
| <b>Payment Terms</b><br>Net 30   | <b>Freight Terms</b><br>Prepaid & Allow | <b>Ship Via</b><br>BEST WAY | <b>Purchase Order</b><br><b>HHSTX-3-0000317864</b>  |
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| <b>All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.</b>   |   |                             | <b>Revision</b><br>Page<br>1  |
|  |   |                             | <b>Ship To:</b><br>6689 - Brenham:4001 S Hwy 36<br>HEALTH & HUMAN SERVICES COMMISSION<br>4001 S Hwy 36<br>Brenham TX 77833<br>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  
4001 Highway 36 South  
Brenham TX 77833  
United States

**Fax:** 979/277-1865  
**Email:** 712Accounting@hhs.texas.gov

**Purchaser:** Burgess,Becky 512/406-2619

| 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: 14-20 Days After Receipt of PO

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

AGENCY CONTACT:  
Patricia Zwahr (979) 277-1334 patricia.zwahr@hhs.texas.gov

Ship to Attn: Janet Daniell

HHSC BUYER:  
Becky Burgess (512) 406-2619 becky.burgess@hhs.texas.gov

VENDOR:  
(512) 451-8145 smartbuy@workquest.com

QUOTE: online pricing per term contract

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

Term Contact: 615-S1 (lines 1-5) term 11-16-21 to 11-30-26  
605-S1 (line 6) term 11-9-21 to 11-30-26  
207-S2 (line 7) term 11-16-21 to 11-30-26

Smartbuy PO: 23155745

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: 235049

|     |   |        |       |    |         |          |            |
|-----|---|--------|-------|----|---------|----------|------------|
| 1-1 | 61573173103 Binder, 2" Capacity, 3 Round Rings, white | 615-73 | 34.00 | EA | 4.98000 | \$169.32 | 06/12/2023 |
|-----|---|--------|-------|----|---------|----------|------------|

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|----------|---|------------|----------|-----|------------------------------|--------------|------------|
|          |   |            |          |     | <b>Schedule Total</b>        | \$169.32     |            |
|          |   |            |          |     | <b>Item Total for Line 1</b> | \$169.32     |            |
| 2-1      | 61573162106 Binder , 1 1/2" Capacity, 3 Ring Vinyl View Black | 615-73     | 28.00    | EA  | 4.17000                      | \$116.76     | 06/12/2023 |
|          |   |            |          |     | <b>Schedule Total</b>        | \$116.76     |            |
|          |   |            |          |     | <b>Item Total for Line 2</b> | \$116.76     |            |
| 3-1      | 61573171107 Binder, 1" Capacity, 3 Ring WHITE                 | 615-73     | 113.00   | EA  | 3.51000                      | \$396.63     | 06/12/2023 |
|          |   |            |          |     | <b>Schedule Total</b>        | \$396.63     |            |
|          |   |            |          |     | <b>Item Total for Line 3</b> | \$396.63     |            |
| 4-1      | 61573160605 Binder, 1/2" Capacity, 3 Ring, Vinyl View, white  | 615-73     | 50.00    | EA  | 3.70000                      | \$185.00     | 06/12/2023 |
|          |   |            |          |     | <b>Schedule Total</b>        | \$185.00     |            |
|          |   |            |          |     | <b>Item Total for Line 4</b> | \$185.00     |            |
| 5-1      | 61573175108 Binder, 3" Capacity, 3 Ring, black                | 615-73     | 24.00    | EA  | 6.04000                      | \$144.96     | 06/12/2023 |
|          |   |            |          |     | <b>Schedule Total</b>        | \$144.96     |            |
|          |   |            |          |     | <b>Item Total for Line 5</b> | \$144.96     |            |
| 6-1      | 60588400200 Stapler, Desktop                                  | 605-88     | 5.00     | EA  | 7.64000                      | \$38.20      | 06/12/2023 |
|          |   |            |          |     | <b>Schedule Total</b>        | \$38.20      |            |
|          |   |            |          |     | <b>Item Total for Line 6</b> | \$38.20      |            |

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|     |   |        |       |    |         |         |            |
|-----|---|--------|-------|----|---------|---------|------------|
| 7-1 | 20730641006 DVD/Cd Sleeves, 5" X 5" Square, White With Clear Window | 207-30 | 10.00 | EA | 7.52000 | \$75.20 | 06/12/2023 |
|-----|---|--------|-------|----|---------|---------|------------|

|                              |            |
|------------------------------|------------|
| <b>Schedule Total</b>        | \$75.20    |
| <b>Item Total for Line 7</b> | \$75.20    |
| <b>Total PO Amount</b>       | \$1,126.07 |

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><br><i>Becky Burgess, CTCD</i> | <b>05/19/2023</b> |
|--|-------------------|