

# 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-3-0000318584</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><br>05/31/23   |
| <b>All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.</b>   |   |                             | <b>Revision</b><br>1  |
|  |   |                             | <b>Ship To:</b><br>1288 - Arlington:2220 Forum Dr<br>HEALTH & HUMAN SERVICES COMMISSION<br>2220 Forum Dr<br>Arlington TX 76010<br>United States |

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

**Bill To:** Invoice-HHSC Financial Service  
HEALTH & HUMAN SERVICES COMMISSION  
801 S State Highway 161  
PO Box 532089  
Grand Prairie TX 75051  
United States

**Fax:** 972/337-6257  
**Email:** Reg03\_AP@hhsc.state.tx.us

**Purchaser:** Franks,Kyler

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

SCOR - SYSTEM SUPPORT SERVICES  
REQUESTOR/FINAL DESTINATION~JAZLYN.DAVIS19@HHS.TEXAS.GOV 972-337-6210  
0125 T158 801 S STATE HWY 161 GRAND PRAIRIE SERVICE CTR  
SUPERUSER-JAN.SHAW@HHS.TEXAS.GOV 972-337-6249  
A/P CONTACT-REG03\_AP@HHSC.STATE.TX.US  
"SHIP TO" M/C IS 1288. LOCATION ADDRESS FOR WAREHOUSE PURPOSES ONLY.  
REGIONAL BULK ORDER TO ACCOMMODATE REG 03 FACILITIES  
NO DELIVERIES BETWEEN 12 - 1 PM  
CALL 24 HRS PRIOR TO DELIVERY 214-284-3893, 469-540-7021, 469-540-7040 OR 972-337-6109  
PLEASE SEND COPY OF PO TO REG03\_RECEIVINGFLEET@HHSC.STATE.TX.US  
PO BILL TO INFO:  
HEALTH HUMAN SERVICES COMMISSION  
PO BOX 532089  
GRAND PRAIRIE, TX 75053-2089  
BILL TO CODE: 0125  
EX/0 - WorkQuest

SHIPPING INSTRUCTIONS: Ship according to the DUE DATES specified on the PO.

FREIGHT: F.O.B. Destination Freight Prepaid Allowed  
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:  
Jazlyn Davis  
Jazlyn.davis19@hhs.texas.gov

Ship To Location  
1288

Address  
HEALTH HUMAN SERVICES COMMISSION  
2220 Forum Dr  
Arlington, TX 76010

Attention To  
JAZLYN DAVIS

HHSC BUYER:  
Kyler Franks

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|----------|--------------------------------------|------------|----------|-----|----------|--------------|----------|

Kyler.franks@hhs.texas.gov

PURCHASING METHOD: EX/0

Purchase made under the Authority of Texas Government Code 2155.138 (WorkQuest/TIBH Set-Aside)

Term Contact: 615-S2  
Term: 11/19/21 - 11/30/26  
Smartbuy PO: 23156720

**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 231776

|     |   |        |        |     |          |            |            |
|-----|---|--------|--------|-----|----------|------------|------------|
| 1-1 | R03 Box, Archive Storage, Removable Lid, Letter/Legal, Recycled Comm code | 615-37 | 100.00 | CTN | 72.00000 | \$7,200.00 | 05/31/2023 |
|-----|---|--------|--------|-----|----------|------------|------------|

**Schedule Total**           \$7,200.00          

/ Supplier Part Number 61537130850

**Item Total for Line 1**           \$7,200.00          

**Total PO Amount** \$7,200.00

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.

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**Authorized By**



05/31/2023