

# 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-4-0000318810</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>09/01/23   |
| <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>1081 - Edinburg;2520 S Veterans Bl<br>HEALTH & HUMAN SERVICES COMMISSION<br>2520 S Veterans Blvd<br>PO Box 960<br>Edinburg TX 78539<br>United States |

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

**Bill To:** Invoice-HHSC-Adult Protective  
HEALTH & HUMAN SERVICES COMMISSION  
2520 S Veterans Blvd  
PO Box 960  
Edinburg TX 78539  
United States

**Fax:** 956/316-8355  
**Email:** reg11purchases@hhsc.state.tx.us

**Purchaser:** Harrison,Vivian 512/406-2460

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

FY24  
EX/0-TGC 2155.13  
Requisition: 0000230223

Purchase order term: 9-1-2023 through 8-31-2024

Services are to be performed in accordance to agency scope of work which has been provided to vendor. On an as needed basis for cubicle cleaning services in offices within Region 11 area Laredo, Corpus Christi, and Rio Grande Valley

The quantities are based on estimates of prior purchases and are estimates for evaluation purposes only and should not be construed as a minimum or maximum that the agency must order. HHSC shall be obligated to pay for only those goods actually ordered and received by the agency. Any funds not utilized by August 31 (the end of the fiscal year) will be automatically cancelled.

Vendor Contact: Rosa Valdez  
Phone: 361-443-2995  
Email: rvaldez@workquest.com

Agency Contract Manager: Phillip Johnson  
Phone: 956-316-8323  
Email:phillip.johnson@hhs.texas.gov

HHSC PCS Purchaser: Vivian Harrison  
Phone:512-406-2460  
Email: Vivian.harrison@hhs.texas.gov

|     |  |        |      |     |            |            |            |
|-----|--|--------|------|-----|------------|------------|------------|
| 1-1 | FY24 R11 New Cubicle Cleaning Services "As Needed Basis" | 910-39 | 1.00 | LOT | 2000.00000 | \$2,000.00 | 09/01/2023 |
|-----|--|--------|------|-----|------------|------------|------------|

|                              |            |
|------------------------------|------------|
| <b>Schedule Total</b>        | \$2,000.00 |
| <b>Item Total for Line 1</b> | \$2,000.00 |
| <b>Total PO Amount</b>       | \$2,000.00 |

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|  |   |                             | <b>Page</b><br>2  |

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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**

*Vivian Harrison CTED, CTOM*

**06/02/2023**