

# Health and Human Services Commission

## Purchase Order

Dispatch via Print

<b>Payment Terms</b> Net 30	<b>Freight Terms</b> Prepaid & Allow	<b>Ship Via</b> BEST WAY	<b>Purchase Order</b> <b>HHSTX-4-0000318875</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> 09/01/23
<b>All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.</b>			<b>Revision</b>  <b>Page</b> 1
			<b>Ship To:</b> 5009 - Vernon:4730 College Dr HEALTH & HUMAN SERVICES COMMISSION 4730 College Dr PO Box 2231 Vernon TX 76385 United States

**Vendor:** 1752756722 0  
TODD R SMITH  
1730 HOUSTON ST  
VERNON TX 76384-7715  
United States

**Bill To:** Terrell SH Whse  
HEALTH & HUMAN SERVICES COMMISSION  
1200 E Brin  
PO Box 70  
Terrell TX 75160  
United States

**Email:** DSHS.TSHBusinessOffice@dshs.texas.gov

**Purchaser:** Connell,Ron Lee

Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
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FY24 General Goods  
Blanket Purchase Order  
SP/E  
Requisition #: HHSTX-4-0000225225

Requester Name: Dawna Fulford  
Facility: North Texas State Hospital  
Phone #: 940-552-4337  
Email: dawna.fulford@hhs.texas.gov

Lead Contact: Dawna Fulford, 940-552-4337, dawna.fulford@hhs.texas.gov

Purchaser Name: Ron Connell  
Phone #: 512-406-2666  
Email: ron.connell@hhs.texas.gov

Vendor Name: Todd R Smith, OD  
Contact: Dr. Todd Smith  
Phone #: 940-552-2204  
Email: trseye@yahoo.com

Goods and/or services are to be delivered and invoiced after September 1, 2023.  
This purchase order is contingent upon the continued availability of lawful appropriations by the Texas Legislature CPA Procurement Manual, and may be cancelled at any time in whole or part without penalty.

Blanket Transactional Purchase Order FY24 (9/1/23 through 8/31/2024) for North Texas State Hospital. Total contract value is \$10,000.00 with no renewals. Total amount cannot exceed \$10,000.00 without authorization from the agency and PCS Purchaser.  
Contractor will deliver products within three (3) days after release/call out has been received from the facility requestor.  
HHSC does not commit to ordering specific dollar amounts with respect to this contract. Quantities may be increased or decreased upon need during the term of the contract. Forecasted quantities are estimates only and do not constitute a guarantee of purchase. The agency shall be obligated to pay for only those goods actually ordered and received by the agency. Any funds not utilized by 08-31-24 are automatically cancelled.

**\*\* VENDORS SEND INVOICES VIA EMAIL TO \*\***  
nth.accountspayable@hpsc.state.tx.us

Invoicing and Payment: The invoice shall contain all the following in order to be considered for payment: PO number referenced, a unique invoice number, invoice date, and the total invoice amount. Each invoice shall also have an attached copy of the bill in order to be paid. Mail all original invoices to the BILL TO ADDRESS ON PO. Payment terms are net thirty days (30) unless a discount has been offered. Facility is not responsible for failure by the vendor to properly invoice which may delay payment processing.

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\*\* ALL INVOICES/CORRESPONDENCE MUST REFERENCE THE NEW PURCHASE ORDER NUMBER FOR FY24. \*\*

SCOPE OF WORK

North Texas State Hospital is requesting to establish a blanket requisition to pay for replacement eyeglasses in accordance with General Appropriations Act, Section 3 Services to Employees.

Would include but not be limited to:

The Contractor shall provide- blanket requisition to pay for replacement eyeglasses in accordance with General Appropriations Act, Section 3 Services to Employees. The cost is not to exceed \$500 per employee per incident.

The Contractor shall respond accordingly to service calls and emergency calls from North Texas State Hospital and shall perform all steps necessary to protect persons and property from risk of harm.

The Contractor shall provide any emergency repairs as stated related to weather or natural disaster recovery work as assigned by North Texas State Hospital in accordance with this scope of work.

The Contractor shall sign in at the Security Gate and the Maintenance Engineers Office upon every visit to the campus and also comply with any and all rules and safety requirements set forth by North Texas State Hospital or other Federal, state, and local laws or ordinances and permits, while on Campus.

The Contractor shall provide a trained crew that is knowledgeable and skilled, as based on this scope of work.

The Contractor shall answer all calls in the allotted times below. If the Contractor does not answer in the allotted time below, North Texas State Hospital may choose to engage other parties to answer the call. The contractor shall absorb any differences in cost if the state engages another party to respond to a call.

- Non-emergency service call (within twenty-four (24) business hours of notification or an agreeable time that is acceptable to North Texas State Hospitals Maintenance Department.)
- Emergency service call (Within four (4) business hours of notification.)
- Entrapment service call (Within one and a half (1.5) hours of notification.)

Service Location  
Campus location is:

Wichita Falls Campus Vernon Campus Vernon Campus- AFP  
6515 Kemp Blvd. 4730 College Dr. 8407 FM 433 West  
Wichita Falls TX 76308 Vernon, TX 76384 Vernon, TX 76384

During the contract period, North Texas State Hospital reserves the right to add or delete service locations during the period covered by any resulting contract.

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Hours and Days Services are to be performed  
North Texas State Hospitals Business Office regular business hours are:  
Monday Friday, 8 am to 5 pm  
(Exception is the designated holidays recognized by the State of Texas). Should work be performed outside of normal working hours without the approval of North Texas State Hospital, then Contractor shall be performing such work at NO additional expense to North Texas State Hospital or the HHS agency.

Service Calls, Call Backs, Unperformed Service  
If services/goods have not been received to a satisfactory resolution, payment will be withheld until services/goods are received and comply with this scope of work.

Emergency option to extend services: The Contractor shall also agree that North Texas State Hospital may require continued performance, beyond the initial term or a renewal contract term, of any of the herein described services at the rates specified at the awarded time. This option may be exercised more than once, but the total extension of performance shall not exceed one hundred twenty (120) calendar days. Such extension of services shall be subject to all specifications and terms and conditions of the contract resulting from the awarded procurement.

\*\*\*\*\*  
Deliver to SHIP TO ADDRESS ON PO Please include PO NUMBERS ON PACKING SLIPS, CARTONS, PACKAGES, BUNDLES, ETC.  
Freight Terms are FOB Destination Prepaid and Allowed/Add.  
Delivery hours are from 8:00-11:30 AM and 1:00-4:30 PM Monday thru Friday except designated State Holidays when the Warehouse is closed.  
\*\*\*\*\*

1-1	Replacement eyeglasses in accordance with General Appropriations Act, Section 3 Services for Employees. The cost not to exceed \$500 per employee per incident.	625-26	1.00	YR	10000.00000	\$10,000.00	09/01/2023
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<b>Schedule Total</b>	\$10,000.00
<b>Item Total for Line 1</b>	\$10,000.00
<b>Total PO Amount</b>	\$10,000.00

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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**



**06/05/2023**