

# 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-4-0000318911</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> 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:** 1751238018 3  
GRAPHIC SOLUTIONS GROUP INC  
4601 SPRING VALLEY RD  
DALLAS TX 752443902  
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
----------	--------------------------------------	------------	----------	-----	----------	--------------	----------

FY24 General Goods  
Blanket Purchase Order  
SP/E  
Requisition #: HHSTX-4-0000225174

Requester Name: Dawna Fulford  
Facility: NTSH Vernon Campus  
Phone #: 940-552-4337  
Email: dawna.fulford@hhs.texas.gov

Lead Contact: Chad Edwards, 940-552-4500, chad.edwards@hhs.texas.gov

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

Vendor Name: Graphic Solutions  
Contact: Customer Service  
Phone #: 1-800-366-1776  
Email: DallasSales@GOGSG.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 NTSH Vernon Campus. Total contract value is \$9999.00 with no renewals. Total amount cannot exceed \$9999.00 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.accounts payable@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.

# 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-4-0000318911</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> Page 2
			<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:** 1751238018 3  
GRAPHIC SOLUTIONS GROUP INC  
4601 SPRING VALLEY RD  
DALLAS TX 752443902  
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
----------	--------------------------------------	------------	----------	-----	----------	--------------	----------

\*\* 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 for ink, screen wash, ink remover and other printing supplies as needed for FY 09/01/2023-08/31/2024.

Would include but not be limited to:

- \*The Contractor shall provide for ink, screen wash, ink remover, and other printing supplies as needed for FY 09/01/2023-08/31/2024.
- \*The Contractor shall provide delivery of goods to the facility location. Items will also be picked up at the vendor location as needed by facility staff.
- \*The Contractor shall respond accordingly to purchase 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 sign in at the Security Gate and the Maintenance 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.

Facility Location  
Campus location is:  
Vernon Campus  
4730 College Dr.  
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.

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	Ink, screen wash, ink remover and other printing supplies needed in the vocational services department.	015-25	1.00	LOT	9999.00000	\$9,999.00	09/01/2023
-----	---	--------	------	-----	------------	------------	------------

<b>Schedule Total</b>	\$9,999.00
<b>Item Total for Line 1</b>	\$9,999.00
<b>Total PO Amount</b>	\$9,999.00

# 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-4-0000318911</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> 3
			<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:** 1751238018 3  
GRAPHIC SOLUTIONS GROUP INC  
4601 SPRING VALLEY RD  
DALLAS TX 752443902  
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
----------	--------------------------------------	------------	----------	-----	----------	--------------	----------

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**