

# Health and Human Services Commission

## Purchase Order

**TX SmartBuy PO ID 23157910**

**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-3-0000319021</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> 06/06/23
<b>All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.</b>			<b>Revision</b> Page 1
			<b>Ship To:</b> 5059 - Kerrville:721 Thompson Dr HEALTH & HUMAN SERVICES COMMISSION 721 Thompson Dr Kerrville TX 78028 United States

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

**Bill To:** Invoice-DSHS Accounts Payable  
HEALTH & HUMAN SERVICES COMMISSION  
6711 S New Braunfels  
Ste 100  
San Antonio TX 78223  
United States

**Fax:** 210/531-7883  
**Email:** SAHAccounting@dshs.texas.gov

**Purchaser:** Garcia,Suzanna L

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: 7-20 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:  
Whse Supvr Keith Dowdy  
Ph 830-258-5206  
Fax - 830-258-5369  
patrick.dowdy@hhs.texas.gov  
Reg Mgr Jessica Jackson

HHSC BUYER:  
Suzanna Garcia  
Ph: 512-776-2694  
Email: suzanna.garcia@hhs.texas.gov

VENDOR:  
Contractor: WorkQuest, Inc.  
Email: smartbuy@workquest.com  
Phone: (512) 451-8145

PURCHASING METHOD: EX/0  
Purchase made under the Authority of Texas Government Code 2155.441 (WorkQuest/TIBH Set-Aside)

Term Contact: 645-S1 485-S1 615-S1 620-S1 475-S1

Smartbuy PO: 23157910

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: MIM2318230 / Lines: 6,11,16,17,20,29,31

# Health and Human Services Commission

## Purchase Order

**TX SmartBuy PO ID 23157910**

**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-3-0000319021</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> 06/06/23
<b>All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.</b>			<b>Revision</b> 5059 - Kerrville:721 Thompson Dr HEALTH & HUMAN SERVICES COMMISSION 721 Thompson Dr Kerrville TX 78028 United States
			<b>Page</b> 2

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

**Bill To:** Invoice-DSHS Accounts Payable  
HEALTH & HUMAN SERVICES COMMISSION  
6711 S New Braunfels  
Ste 100  
San Antonio TX 78223  
United States

**Fax:** 210/531-7883  
**Email:** SAHAccounting@dshs.texas.gov

**Purchaser:** Garcia,Suzanna L

Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
1-1	615-39-12000-1 TAB INDEX NUM 1-5 AST COL LTR WRKQST 61539120001	615-39	20.00	EA	1.81000	\$36.20	06/20/2023
<b>Schedule Total</b>						\$36.20	
<b>Item Total for Line 1</b>						\$36.20	
2-1	645-21-21015-9B PAPER COPY 8.5X11 10RM/CTN WRKQST MULTIPLES	645-21	40.00	CTN	65.61000	\$2,624.40	06/26/2023
<b>Schedule Total</b>						\$2,624.40	
<b>Item Total for Line 2</b>						\$2,624.40	
3-1	620-80-05800-1 PEN BALLPNT RTRCT BLK MED WRKQST 62080058001	620-80	72.00	DZ	8.53000	\$614.16	06/20/2023
<b>Schedule Total</b>						\$614.16	
<b>Item Total for Line 3</b>						\$614.16	
4-1	615-62-38431-5 NOTE SLF STCK PAD YLW 3X5 WRKQST 61562384315 12/PKG	615-62	36.00	PKG	16.17000	\$582.12	06/20/2023
<b>Schedule Total</b>						\$582.12	
<b>Item Total for Line 4</b>						\$582.12	
5-1	615-62-38150-1 NOTE SLF STCK PAD YLW 1.5X2IN WRKQST 61562381501 1200/PKG	615-62	12.00	PKG	4.80000	\$57.60	06/20/2023
<b>Schedule Total</b>						\$57.60	
<b>Item Total for Line 5</b>						\$57.60	
6-1	485-16-30100-9 CLEANER DISINF SPRY SPIC-SPAN	485-16	16.00	CS	112.57000	\$1,801.12	06/16/2023

# Health and Human Services Commission

## Purchase Order

**TX SmartBuy PO ID 23157910**

**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-3-0000319021</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> 06/06/23
<b>All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.</b>			<b>Revision</b> Page 3
			<b>Ship To:</b> 5059 - Kerrville:721 Thompson Dr HEALTH & HUMAN SERVICES COMMISSION 721 Thompson Dr Kerrville TX 78028 United States

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

**Bill To:** Invoice-DSHS Accounts Payable  
HEALTH & HUMAN SERVICES COMMISSION  
6711 S New Braunfels  
Ste 100  
San Antonio TX 78223  
United States

**Fax:** 210/531-7883  
**Email:** SAHAccounting@dshs.texas.gov

**Purchaser:** Garcia,Suzanna L

Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
	WRKQST 2GAL/CS USE W DISP						
					<b>Schedule Total</b>	\$1,801.12	
					<b>Item Total for Line 6</b>	\$1,801.12	
7-1	475-41-48105-8 GLOVE NTRL PF SML BLU 100/BX WRKQST 47541484058	475-41	450.00	BX	13.63000	\$6,133.50	06/13/2023
					<b>Schedule Total</b>	\$6,133.50	
					<b>Item Total for Line 7</b>	\$6,133.50	
<b>Total PO Amount</b>						\$11,849.10	

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**

*Suzanna Garcia*

**06/06/2023**