

# 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-3-0000319037</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> 4549 - San Antonio:6711 S New Brau HEALTH & HUMAN SERVICES COMMISSION 6711 S New Braunfels Ste 100 San Antonio TX 78223 United States
			<b>Page</b> 1

**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:** Wilson, Madison Faith

Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
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SHIPPING INSTRUCTIONS: Ship according to the DUE DATES specified on the PO.  
 FREIGHT: F.O.B. Destination Freight Prepaid Allowed  
 DELIVERY: 7 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:**  
 Margaret Moreno  
 210-531-7718  
 Margaret.moreno@hhs.texas.gov  
 Ship to Attn: Margaret Moreno  
 6711 S New Braunfels Ave  
 Ste 100  
 San Antonio, TX 78223

Destination SASH Warehouse: Please deliver to Bldg. 558

Info for Warehouse staff:  
 Delivery Contact: Maria Leal  
 Phone #: (210) 531-8069  
 Email: Maria.Leal@hhs.texas.gov  
 Bldg/Floor/Cubicle: Ferguson Hall Medical Records Dept.

**HHSC BUYER:**  
 Madison Wilson  
 254-744-4512  
 Madison.wilson@hhs.texas.gov

**VENDOR:**  
 Workquest  
 Customer Service

**PURCHASING METHOD:** EX/0  
 Purchase made under the Authority of Texas Government Code 2155.138 (WorkQuest/TIBH Set-Aside)  
 Term Contact: 620-S1  
 Term: 11/16/2021-11/30/2026  
 Smartbuy PO:

**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 0000233811

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Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
1-1	Chisel Tip Permanent marker Black SKU: 62090161027	615-60	3.00	EA	5.21000	\$15.63	06/06/2023
<b>Schedule Total</b>						\$15.63	
<b>Item Total for Line 1</b>						\$15.63	
2-1	Retractable fluorescent highlighters SKU:620903.81013	615-60	6.00	EA	6.08000	\$36.48	06/06/2023
<b>Schedule Total</b>						\$36.48	
<b>Item Total for Line 2</b>						\$36.48	
<b>Total PO Amount</b>						\$52.11	

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

*Madison Wilson*

06/06/2023