

# Health and Human Services Commission

## Purchase Order

**TX SmartBuy PO ID 23159121**

**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-3-0000319262</b>  |
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|  |   |                             | <b>Page</b><br>1  |
|  |   |                             | <b>Ship To:</b><br>5998 - Richmond:2100 Preston<br>HEALTH & HUMAN SERVICES COMMISSION<br>2100 Preston<br>Richmond TX 77469<br>United States |

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

**Bill To:** Invoice - DADS  
HEALTH & HUMAN SERVICES COMMISSION  
4001 Highway 36 South  
Brenham TX 77833  
United States

**Fax:** 979/277-1865  
**Email:** 712Accounting@hhs.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: 7-30 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  
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: 390-S1,405-S1, 475-S1, 505-S1, 615-S1, 645-S1, 475-S1, 640-S1, 485-S1, 620-S1

Smartbuy PO: 23159121

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: MIM2318244 / Lines: 10,17,26,36,41,42,45,46,47,59,60,75,77,78

|     |   |        |       |    |         |          |            |
|-----|---|--------|-------|----|---------|----------|------------|
| 1-1 | 620-80-05800-1<br>PEN BALLPNT RTRCT BLK MED | 620-80 | 36.00 | DZ | 8.53000 | \$307.08 | 06/22/2023 |
|-----|---|--------|-------|----|---------|----------|------------|

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**Purchaser:** Garcia,Suzanna L

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|----------|---|------------|----------|-----|------------------------------|--------------|------------|
|          | WRKQST 62080058001  |            |          |     |                              |              |            |
|          |   |            |          |     | <b>Schedule Total</b>        | \$307.08     |            |
|          |   |            |          |     | <b>Item Total for Line 1</b> | \$307.08     |            |
| 2-1      | 485-38-40331-1<br>DETERGENT MAN POT/PAN DAWN<br>GAL WRKQST 4/CS   | 485-38     | 10.00    | CS  | 80.93000                     | \$809.30     | 06/23/2023 |
|          |   |            |          |     | <b>Schedule Total</b>        | \$809.30     |            |
|          |   |            |          |     | <b>Item Total for Line 2</b> | \$809.30     |            |
| 3-1      | 475-41-48155-3<br>GLOVE NTRL PF MED BLU 100/BX<br>WRKQST 47541484058  | 475-41     | 500.00   | BX  | 13.63000                     | \$6,815.00   | 06/15/2023 |
|          |   |            |          |     | <b>Schedule Total</b>        | \$6,815.00   |            |
|          |   |            |          |     | <b>Item Total for Line 3</b> | \$6,815.00   |            |
| 4-1      | 645-21-21015-9B<br>PAPER COPY 8.5X11 10RM/CTN<br>WRKQST MULTIPLES   | 645-21     | 40.00    | CTN | 48.89000                     | \$1,955.60   | 06/28/2023 |
|          |   |            |          |     | <b>Schedule Total</b>        | \$1,955.60   |            |
|          |   |            |          |     | <b>Item Total for Line 4</b> | \$1,955.60   |            |
| 5-1      | 640-85-31270-6<br>TOWEL INDUSTRIAL WIPE<br>WRKQST 64085312706   | 640-85     | 54.00    | CS  | 7.85000                      | \$0.00       | CANCEL     |
|          |   |            |          |     | <b>Schedule Total</b>        | \$0.00       |            |
|          | SG - 06/26/23 cancel line due to comm. code 64085312706 in smartbuy was incorrect and has now been updated. |            |          |     | <b>Item Total for Line 5</b> | \$0.00       |            |
| 6-1      | 615-73-16310-41<br>BINDER 3-RNG 2IN HVY DTY WHI<br>WRKQST 61573163104                                       | 615-73     | 36.00    | EA  | 5.35000                      | \$192.60     | 06/28/2023 |

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|          |  |            |          |     | <b>Schedule Total</b>         | \$192.60     |            |
|          |  |            |          |     | <b>Item Total for Line 6</b>  | \$192.60     |            |
| 7-1      | 615-73-00000-1<br>BINDER 3-RNG WHT 1IN CLR VIEW<br>WRKQST 61573161108          | 615-73     | 144.00   | EA  | 3.83000                       | \$551.52     | 06/28/2023 |
|          |  |            |          |     | <b>Schedule Total</b>         | \$551.52     |            |
|          |  |            |          |     | <b>Item Total for Line 7</b>  | \$551.52     |            |
| 8-1      | 615-62-38150-1<br>NOTE SLF STCK PAD YLW 1.5X2IN<br>WRKQST 61562381501 1200/PKG | 615-62     | 13.00    | PKG | 4.80000                       | \$62.40      | 06/22/2023 |
|          |  |            |          |     | <b>Schedule Total</b>         | \$62.40      |            |
|          |  |            |          |     | <b>Item Total for Line 8</b>  | \$62.40      |            |
| 9-1      | 615-19-13077-9A<br>2023 CALENDAR DSK PD 22X17<br>WRKQST 61519130779            | 615-19     | 20.00    | EA  | 8.49000                       | \$169.80     | 06/22/2023 |
|          |  |            |          |     | <b>Schedule Total</b>         | \$169.80     |            |
|          |  |            |          |     | <b>Item Total for Line 9</b>  | \$169.80     |            |
| 10-1     | 615-15-07450-5A<br>2023 APPT PLN MNTHLY 8X11<br>WRKQST 61515074505             | 615-15     | 20.00    | EA  | 14.65000                      | \$0.00       | CANCEL     |
|          |  |            |          |     | <b>Schedule Total</b>         | \$0.00       |            |
|          |  |            |          |     | <b>Item Total for Line 10</b> | \$0.00       |            |
| 11-1     | 505-25-74000-1<br>BLEACH TIDE PRO CLR SFE 2.5GAL<br>WRKQST 50525740001         | 505-25     | 10.00    | EA  | 141.97000                     | \$1,419.70   | 06/23/2023 |
|          |  |            |          |     | <b>Schedule Total</b>         | \$1,419.70   |            |

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| <b>Item Total for Line 11</b> |  |            |          |     |          | \$1,419.70   |            |
| 12-1                          | 475-41-48193-4<br>GLOVE NTRL PF LGE BLU 100/BX<br>WRKQST 47541484058 | 475-41     | 500.00   | BX  | 13.63000 | \$6,815.00   | 06/15/2023 |
| <b>Schedule Total</b>         |  |            |          |     |          | \$6,815.00   |            |
| <b>Item Total for Line 12</b> |  |            |          |     |          | \$6,815.00   |            |
| 13-1                          | 405-73-73175-5<br>OIL SHREDDER 16OZ BTL 4/CS<br>WRKQST 40573731755   | 405-73     | 6.00     | CS  | 52.92000 | \$317.52     | 07/10/2023 |
| <b>Schedule Total</b>         |  |            |          |     |          | \$317.52     |            |
| <b>Item Total for Line 13</b> |  |            |          |     |          | \$317.52     |            |
| 14-1                          | 390-91-35000-2<br>WATER DRINK 16.9OZ 24/CS<br>WRKQST 39091350002     | 390-91     | 648.00   | CS  | 6.69000  | \$4,335.12   | 06/22/2023 |
| <b>Schedule Total</b>         |  |            |          |     |          | \$4,335.12   |            |
| <b>Item Total for Line 14</b> |  |            |          |     |          | \$4,335.12   |            |
| <b>Total PO Amount</b>        |  |            |          |     |          | \$23,750.64  |            |

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**

*Suzanna Garcia, CTCD*

**06/26/2023**