

# 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-3-0000319761</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> 06/16/23
<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> 5035 - Rusk:805 N Dickinson Dr HEALTH & HUMAN SERVICES COMMISSION 805 N Dickinson Dr PO Box 318 Rusk TX 75785 United States

**Vendor:** 1251907519 1  
BUCKSTAFF PUBLIC SAFETY INC  
HANDCUFF WAREHOUSE  
1017 WALLBOARD DR  
CHESAPEAKE VA 23323-0000  
United States

**Bill To:** Invoice - DADS  
HEALTH & HUMAN SERVICES COMMISSION  
424 Mesquite Dr  
PO Box 1132  
Mexia TX 76667  
United States

**Fax:** 254/562-1894  
**Email:** 718Accounting@hhs.texas.gov

**Purchaser:** De La Rosa,Lindsey M

Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
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PCS PLEASE CONTACT Teresa Wittenburg FOR QUESTIONS.

\*\*PLEASE HAVE VENDORS SEND INVOICES VIA EMAIL TO 718Accounting@hhs.texas.gov \*\*

Vendor:  
Handcuff Warehouse  
1017 Wallboard Drive  
Cheasapeake, VA 23323  
Vendor Contact: NOT TX SMARTBUY CONTRACTOR  
Vendor Term: NA  
Vendor Phone: 757-622-4580  
Vendor Email: sales@handcuffwarehouse.com

Lead Contact: Teresa Wittenburg  
Lead Contact Email: teresa.wittenburg@hhs.texas.gov  
Lead Contact Phone: 903-683-7278

Lead Contact in SOAR: Jerry McClure  
Lead Contact in SOAR: jerry.mcclure@hhs.texas.gov  
Lead Contact in SOAR: 903-683-7621

Shipping Code: 5035  
Billing Code: 6483  
SCOR Division: 19 - State Operated Facilities

Fund: 0001 General Revenue

Email PO to:  
Srividya.viswanathan@hhs.texas.gov (Unit requesting-SME)  
Jerry.mcclure@hhs.texas.gov (CTCM)  
teresa.wittenburg@hhs.texas.gov (Requestor)  
leah.alexander@hhs.texas.gov (Financial Officer)  
718Accounting@hhs.texas.gov AP TECH MAILBOX

Justifications:  
Line 1 of Requisition - MSU Ward supplies (no-shank flexi pens will help the patients to keep this pencil in the dorm room/ activity area without staff monitoring; as sharp pencils and non-state issued items are contraband in patient areas)  
SHIPPING INSTRUCTIONS: Ship according to the DUE DATES specified on the PO.  
FREIGHT: F.O.B. Destination Freight Prepaid Allowed  
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AGENCY CONTACT:

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Lead Contact Phone: 903-683-7278

Lead Contact in SOAR: Jerry McClure  
Lead Contact in SOAR: jerry.mcclure@hhs.texas.gov  
Lead Contact in SOAR: 903-683-7621

HHSC BUYER:  
Lindsey De La Rosa  
Lindsey.delarosa@hhs.texas.gov

VENDOR:  
Handcuff Warehouse  
1017 Wallboard Drive  
Cheasapeake, VA 23323  
Vendor Phone: 757-622-4580  
Vendor Email: sales@handcuffwarehouse.com

PURCHASING METHOD: SP/E  
Not to Exceed \$10,000.00  
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 #232506  
QUOTE

1-1	Pencils, No-Shank Super Flex Pencils Case of 1000 SKU NSPC1001B	620-70	2.00	CM	325.00000	\$650.00	06/18/2023
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**Schedule Total**                     \$650.00

**Item Total for Line 1**                     \$650.00

**Total PO Amount** \$650.00

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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**

*Lindsey De La Rosa*

**06/16/2023**