

# 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-4-0000320629</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 1
			<b>Ship To:</b> 5998 - Richmond:2100 Preston HEALTH & HUMAN SERVICES COMMISSION 2100 Preston Richmond TX 77469 United States

**Vendor:** 1710427007 3  
FEDERAL EXPRESS CORPORATION  
PO BOX 371461  
PITTSBURGH PA 152507461  
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:** Andrews, Kimberly 972/337-6254

Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
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Contract Details: # 962-C1  
Number 962-C1  
Description Small Package Delivery Services  
Category Managed  
Type Term  
Start Date 12/29/2021  
End Date 11/27/2026  
Purchase Category Code(Agencies Only) PCC C  
Req#0000227695  
Optional Renewal Terms No renewals remaining  
Purchase Orders Customers will issue an internal purchase order that references this CPA Contract Number and current item description(s) and pricing as stated on this contract. The Contractor will not ship any products or provide related services until receipt of a Purchase Order generated by the State Agency, Higher Education or Cooperative member.  
NIGP Code(s) 962-24  
CPA Contract Management Questions regarding contract management issues, price changes, amendments or other post-award concerns should be directed to:

SPD Contract Management (SCM)  
Texas Comptroller of Public Accounts (CPA)  
Phone: (512) 463-3034 option 3  
Email: spd.cmo@cpa.texas.gov  
Contract Items and Pricing FedEx Customer Service Team: 866-477-7529

For pricing validation please refer to the Single National Carrier Pricing on the NASPO website (not to include freight over 150lbs).

1. FedEx Ground multiple-piece shipments may receive Multiweight rates if the total shipment weighs 200 lbs. or more. A minimum average package weight of 15 lbs applies. Multiply the per-pound rate by total shipment weight.
2. FedEx Express multiple-piece shipments may receive Multiweight rates if the total shipment weighs 100 lbs. or more (200 lbs. or more for FedEx Express Saver shipments). A minimum average package weight of 15 lbs applies. Multiply the per-pound rate by total shipment weight.
3. FedEx will bill the lower of the Multiweight shipment rate or the sum of the individual price per package. Please refer to the price sheets for more information.

**Dimensional Weight**

FedEx Ground applies dimensional weight to all shipments on a per-package basis. FedEx Express applies dimensional weight to all shipments in customer packaging and may apply it to shipments in FedEx packaging. Dimensional weight is calculated by multiplying the length by width by height of each package in inches and dividing the total by 139. When dimensional weight applies per shipment, calculate the volume of each piece or freight handling unit in the shipment (multiply the length by width by height), then add those volumes together and divide the total by 139. If the dimensional weight exceeds the actual weight, charges may be assessed based on the dimensional weight. Dimensions of one-half inch or greater are rounded up to the next whole number; dimensions less than one-half inch are rounded down. The final calculation is rounded up to the next whole pound. Package

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shape and dimensions may change during transit, which can affect the packages dimensional weight and surcharge eligibility. If the dimensions change during transit, FedEx may make appropriate adjustments to the shipment charges at any time.

If the dimensional weight exceeds the actual weight, charges may be assessed based on the dimensional weight. Dimensions of one-half inch or greater are rounded up to the next whole number; dimensions less than one-half inch are rounded down. The final calculation is rounded up to the next whole pound. Package shape and dimensions may change during transit, which can affect the packages dimensional weight and surcharge eligibility. If the dimensions change during transit, FedEx may make appropriate adjustments to the shipment charges at any time.

For information on possible service interruptions due to weather, natural disasters and other uncontrollable events, please check the FedEx Service Alerts page, FedEx Service Alerts.

The Contractor shall not propose or apply pick-up charges or weekly service fees in addition to the contracted rates due to aggregate NASPO ValuePoint volume anticipated.

The Contractor shall not require a minimum number of packages per trip, per day, per week or per month.

In the event a correct address cannot be determined, any packages returned to senders due to an incorrect address shall be assessed a return fee.

Fuel Surcharges for express and ground deliveries are capped and cannot exceed 7%.

For more information please reference the Master Agreement Documents, Service Guide that begins on page 150. For International Zone charts, please contact your FedEx Customer Service representative.

Delivery Delays by Contractor If delay is foreseen, Contractor shall give written notice to the Customer and must keep Customer advised at all times of status of order.

Default in promised Delivery Days After Receipt of Order (ARO) without accepted reasons or failure to meet specifications authorizes the Customer to purchase goods and services of this contract elsewhere and charge any increased costs for the goods and services, including the cost of re-soliciting, to the Contractor.

Failure to pay a damage assessment is cause for contract cancellation and/or debarment or removal of the contractor, as applicable, from the States Centralized Master Bidders List (CMBL).

Compliant Products by Contractor Delivery does not occur until the Contractor delivers products, materials or services in full compliance with the specifications to Customers F.O.B. destination, unless delivery is specifically accepted, in whole or in part, by the Customer. Providing products, materials or services which do not meet all specification requirements does not constitute delivery.

Customer reserves the right to require new delivery or a refund in the event that materials or products not meeting specifications are discovered after payment has been made.

Purchase Order Cancellation The Customer may request that a Contractor cancel a specific line item or an entire purchase order. There shall be no fees charged for cancellation of an item and/or order prior to shipment by the Contractor. A Purchase Order Change Notice should be processed and sent to Contractor.

Contractor Performance The Statewide Procurement Division Contract Management Office (SCMO), a division of the Comptroller of Public Accounts (CPA), administers a vendor performance program for use by all customers per Texas Government Code (TGC), §2262.055, and 34 Texas Administrative Code (TAC), §20.108. The Vendor Performance relies on the customer's participation in gathering information on vendor performance. State agency customers shall report vendor performance on purchases of \$25,000 or more from contracts administered by CPA, or any other purchase of \$25,000 or more made through delegated authority granted by CPA (TAC 20.108), or purchases exempt from CPA procurement rules and procedures. State agencies are additionally encouraged to report vendor performance on purchases under \$25,000.

Vendor Performance shall be reported through the CPA VENDOR PERFORMANCE TRACKING SYSTEM.

The purpose of the Vendor Performance Tracking System is to:

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Identify vendors that have exceptional performance  
Aid purchasers in making a best value determination based on vendor past performance  
Protect the state from vendors with unethical business practices  
Track vendor performance for delegated and exempt purchases  
Contractor Information  
VID: 17104270073  
Contractor: FedEx Corporate Services, Inc.  
Contact Name: David Guanella  
Email: daguanella@fedex.com  
Phone: (469) 939-0578  
Alternate Contact Name: Erin Cook  
Alternate Email: erin.cook@fedex.com  
Alternate Phone: (901) 397-2125  
Address: 900 7th Street NW, Suite 550 Washington, District of Columbia 20001

PCS contact:  
Kimberly Andrews, CTCD  
Purchaser V- Services Department  
Procurement and Contracting Services (PCS)  
801 S Hwy 161 Suite 620, Office F  
Grand Prairie, Texas 75051  
Teleworking-please call thru Microsoft  
Office: 972-337-6254  
Kimberly.Andrews@hhs.texas.gov

LEAD AGENCY CONTACT NAME: ANGELA SLAWINSKI  
LEAD AGENCY CONTACT PHONE: 281-344-4404  
LEAD AGENCY CONTACT EMAIL: ANGELA.SLAWINSKI@HHS.TEXAS.GOV

CONTRACT MANAGER NAME: ANA KRUSE  
CONTRACT MANAGER PHONE: 281.344.4648  
CONTRACT MANAGER EMAIL: ANA.KRUSE@HHS.TEXAS.GOV

SCOR DIVISION: 19-STATE OPERATED FACILITIES

FY23 REQ: 190589  
FY23 PO: 297094

\*\*\*SUPPLY WAREHOUSE\*\*  
DELIVER TO: NA

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FY24 Services CH9 RSSLC - Fed-Ex  
Managed Contract 962-C1 Small  
Package 150 bs or less Overnight,  
Second Day, Ground Delivery Services;  
Term: 9/1/23 - 8/31/24

<b>Schedule Total</b>	\$5,000.00
<b>Item Total for Line 1</b>	\$5,000.00
<b>Total PO Amount</b>	\$5,000.00

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.

<b>Authorized By</b> <i>Kimberly Andrews, CTED</i>	<b>06/27/2023</b>
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