

# 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-4-0000320909</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> 6433 - Carlsbad: 11640 US Hwy 87 N HEALTH & HUMAN SERVICES COMMISSION 11640 US Hwy 87 N 11640 N US Hwy 87 Carlsbad TX 76934 United States

**Vendor:** 1310841368 6  
US BANK NATIONAL ASSOCIATION  
CORPORATE PAYMENT SYSTEMS  
PO BOX 790428  
SAINT LOUIS MO 631790428  
United States

**Bill To:** Invoice - DADS  
HEALTH & HUMAN SERVICES COMMISSION  
2501 Maple St  
PO Box 451  
Abilene TX 79602  
United States

**Fax:** 325/795-3807  
**Email:** 710Accounting@hhsc.state.tx.us

**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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FY24 \*\*\*Services to start after 09/1/2023\*\*\*  
Req#0000227627  
Contract Details: # 946-M3  
Number 946-M3  
Description Retail Fuel Card Services  
Category Managed  
Type Term  
Start Date 4/26/2017  
End Date 4/30/2024  
Purchase Category Code(Agencies Only) PCC B  
Optional Renewal Terms  
Extension: May 1, 2023, through April 30, 2024  
NIGP Code(s) 946-35  
VID: 13108413686  
Contractor: US Bank National Association  
Contact Name: Mark Hess  
Email: mark.hess1@usbank.com  
Phone: (612) 436-6544  
Alternate Phone: (612) 436-6544  
Address: 800 Nicollet Mall Minneapolis, MN 55402  
Sean Joyce  
Sean.Joyce@usbank.com  
c. 612.430.4528

This purchase order is contingent upon the continued availability of lawful appropriations by the Texas Legislature and may be canceled at any time in whole or part without penalty. HHS or the agency does not commit to ordering specific quantities of goods/services or dollar amounts with respect to this purchase order. The agency shall be obligated to pay for only those goods and/or services ordered and received by the agency. Any funds not utilized by 08-31-2024 are automatically canceled.

Contract Manager: Ida Montez  
Contract manager phone: 325-465-2203  
Contract manager email: ida.montez@hhs.texas.gov

SME Agency Contact: Perry Havard  
SME Agency Contact phone: 325-465-2300  
SME Agency Contact email: perry.havard@hhs.texas.gov

FY23:

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PCS Purchaser: Demetta Muhammad  
PCS Purchaser phone: 5112-406-2423  
PCS Purchaser email: demetta.muhammad02@hpsc.texas.gov  
FY23 PCS PO #: HHSTX-3-0000292887  
\*\*\*\*\*

PCS Email PO to: perry.havard@hpsc.texas.gov / Lead Contact  
ida.montez@hpsc.texas.gov / Contract Specialist  
carol.durham@hpsc.texas.gov / ADOA  
\*\*\*\*\*

VENDORS SEND INVOICES VIA EMAIL TO: 710Accounting@hpsc.state.tx.us  
BILL TO INFORMATION  
Bill to: 4507  
Abilene State Supported Living Center  
Attn: Accounts Payable  
PO Box 451 Abilene, TX 79604  
Email: 710Accounting@hpsc.state.tx.us  
\*\*\*\*\*

SHIP TO INFORMATION: 6433  
BUILDING: Warehouse  
CONTACT: Danny Melvin  
PHONE #: 325-465-2266  
CELL #: 325-262-0043  
Email: danny.melvin@hpsc.texas.gov  
\*\*\*\*\*

PCS Contact:  
Kimberly Andrews, CTCD, CTCM  
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@hpsc.texas.gov

1-1	FY24 Services: Motor Pool - Gasoline and lubricants .. credit card DA1-SGSSLC	946-35	1.00	LOT	36750.00000	\$36,750.00	09/01/2023
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**Schedule Total**                     \$36,750.00

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			<b>Page</b> 3

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<b>Item Total for Line 1</b>						\$36,750.00	
2-1	FY24 Services: Motor Pool - Car washes ... credit card DA1-SGSSLC	946-35	1.00	LOT	7350.00000	\$7,350.00	09/01/2023
<b>Schedule Total</b>						\$7,350.00	
<b>Item Total for Line 2</b>						\$7,350.00	
3-1	FY24 Services: Motor Pool - towing...credit card DA1-SGSSLC	946-35	1.00	LOT	3150.00000	\$3,150.00	09/01/2023
<b>Schedule Total</b>						\$3,150.00	
<b>Item Total for Line 3</b>						\$3,150.00	
<b>Total PO Amount</b>						\$47,250.00	

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.

**Authorized By**

*Kimberly Andrews, CTED*

**07/17/2023**

