

# 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-4-0000321049</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>  <b>Page</b> 1
			<b>Ship To:</b> 6484 - Mexia:424 Mesquite Dr HEALTH & HUMAN SERVICES COMMISSION 424 Mesquite Dr PO Box 1132 Mexia TX 76667 United States

**Vendor:** 1060495050 0  
PITNEY BOWES INC  
WORLD HEADQUARTERS CORP TAX DEPT  
STAMFORD CT 069260001  
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:** Rakos,Michelle Antoinet 512/406-2496

Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
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FY24 funding

CP/A Term Contract 985-C1

Requisition 227042

Encumbrance for leasing existing equipment

Confirmation order Do not duplicate

PO Service Dates 09-01-2023 to 08/31/2024 (contingent upon Contract 985-C1 renewal)

Goods and/or services are to be delivered and invoiced after September 1, 2023.

State agency mail operations are governed by state statute and administrative rules. TGC Ann., Ch. 2176, Vernon 2000 Supp. (2006); 1 TAC Sec. 117.31 (2006); See also TGC Ann. Sec. 2113.103; General Appropriations Act, S.B. 1, 79th Leg., Art. Ix, Sec. 6.15 (2005).

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.

Vendor contact  
Pitney Bowes  
Francie Coffey  
213-256-1917  
francie.coffey@pb.com

Agency contact  
Shannon Smith  
Shannon.smith@hhs.texas.gov  
254-562-1209

PCS contact  
Michelle Rakos  
512-406-2496  
Michelle.Rakos@hhs.texas.gov

Vendors please send invoices to 718Accounting@hhs.texas.gov

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Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
1-1	FY24 (Service)-Rental of Postage Machines	985-54	1.00	LOT	6500.00000	\$6,500.00	09/01/2023
<b>Schedule Total</b>						\$6,500.00	
<b>Item Total for Line 1</b>						\$6,500.00	
<b>Total PO Amount</b>						\$6,500.00	

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>Michelle Rakos CTCD</i> <b>07/06/2023</b>
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