

# 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-4-0000321282</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> 4551 - Austin:4301 N Lamar Blvd HEALTH & HUMAN SERVICES COMMISSION 4301 N Lamar Blvd Austin TX 78751 United States

**Vendor:** 1742592430 9  
KEY SCIENTIFIC PRODUCTS INCORPORATED  
1113 E REYNOLDS ST  
STAMFORD TX 795535909  
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:** Holton,Sharonda 512/406-2464

Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
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BLANKET PURCHASE ORDER

TERM: September 1, 2023 through August 31, 2024

\*\*\*SHIPPING INSTRUCTIONS: DO NOT SHIP UNTIL NOTIFIED BY AGENCY CONTACT\*\*\*

FREIGHT: F.O.B. Destination Freight Prepaid Allowed

DELIVERY: # 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

VENDOR, please e-mail invoice to eric.degeer@hhs.texas.gov

AGENCY CONTACT:  
CARRIE DILLON, LAB MANAGER  
512-419-2038  
CARRIE.DILLON@HHS.TEXAS.GOV

Ship to Attn:  
CARRIE DILLON  
PO BILL TO INFORMATION  
HHSC- BRENHAM STATE SUPPORTED LIVING CENTER  
ATTN: ACCOUNTS PAYABLE  
4001 SOUTH HWY 36  
BRENHAM TX 77833  
CODE #6688

HHSC BUYER:  
SHARONDA HOLTON, CTCD  
512-406-2464  
SHARONDA.HOLTON@HHS.TEXAS.GOV

VENDOR:  
VID: 1742592430  
Contractor: KEY SCIENTIFIC PRODUCTS INCORPORATED  
Email: custserv@keyscientific.com  
Local: 325-773-3918  
Toll Free: 800-843-1539  
FAX: 888-440-4208 / 325-773-2793  
Address: 1113 E Reynolds, Stanford, TX 79553  
VENDOR CONTACT: Carol Zentner, 800-843-1539, carol.zentner@keyscientific.com

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Quote # 23017

PURCHASING METHOD: SP/E  
Purchase not to exceed \$10,000.00. Rule 34 Texas Administrative Code § 20.41 - Delegated Purchases

REQUIREMENTS/LIMITATIONS:  
Quantities may be increased or decreased upon need during the term of the PO.  
The quantities shown are estimates only and do not constitute a guarantee of purchase. Any quantities not ordered and received by August 31, 2023, will be considered cancelled.

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

This PO is contingent upon the continued availability of lawful appropriations by the Texas Legislature. FY24 funding.

Invoice per 34 TAC §20.487, amended effective May 1, 2023

Requisition # 0000227044

(Include for 1 Lot POs)  
Note: Agency will not order products on this PO that are available from Workquest, Texas Correctional Industries or DIR. Agency will not order capital or controlled assets on this PO.

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1-1	FY24-GOODS- microbiology materials- includes shipping	495-29	1.00	LOT	3000.00000	\$3,000.00	09/01/2023
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**Schedule Total**           \$3,000.00

**Item Total for Line 1**           \$3,000.00

**Total PO Amount** \$3,000.00

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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**

*Sharonda Holton, CTCO*

**07/07/2023**