

Health and Human Services Commission

Purchase Order

Dispatch via Print

Payment Terms Net 30	Freight Terms Prepaid & Allow	Ship Via BEST WAY	Purchase Order HHSTX-4-0000321342
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.			Date 09/01/23
All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.			Revision Page 1
			Ship To: 6943 - Austin:6101 E Oltorf HEALTH & HUMAN SERVICES COMMISSION 6101 E Oltorf Austin TX 78741 United States

Vendor: 1741976051 1
WORKQUEST
1011 E 53RD 1/2 ST
AUSTIN TX 787511703
United States

Bill To: Invoice-HHSC Accounting
HEALTH & HUMAN SERVICES COMMISSION
4601 W Guadalupe St
Austin TX 78751
United States

Fax: 512/424-6901
Email: HHSC_AP@hhsc.state.tx.us

Purchaser: Cantu,Vanessa

Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
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FY24 funding
EX/0 TGC 2155.138; THRC 122.008
Requisition 226132 Pricing per Quote

PO Service Dates 09-01-23 to 08/31/2024

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

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
Kyle Radford
512-451-8145
kradford@workquest.com

Agency contact
David Briceno
512-437-8647
david.briceno@ssa.gov

PCS contact
Vanessa Cantu
vanessa.cantu@hhs.texas.gov

FY24 Workquest Courier Services
Health Human Services Commission
Mail Code: 3500
4900 N. Lamar Blvd.
Austin, TX 78751
Bill to Code: 3500
Medical Social Services Division

Contract Manager: Dana Sherrill
Email: Dana.Sherrill@hhs.texas.gov
Phone 512-206-5647

DDS Contact: David Briceno
Email: david.briceno@ssa.gov
Phone: 512-437-8647

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			Page 2

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Final Destination: Jesse Ayala
Email: DDS.TX.S49.AP@ssa.gov
Phone: 512-437-8754

Vendor Contact: Kyle Radford
Email: kradford@workquest.com
Phone: 512-451-8145

Confidential information: Awarded vendor will not have access to confidential information.

Any contingency items not covered by the contract will be added as needed.

HHS for the agency does not commit to ordering specific quantities or dollar amounts with respect to this purchase order. The agency shall be obligated to pay for only those services actually ordered and received by the agency. Any funds not utilized by 8/31/2024 are automatically cancelled.

Please send all invoices to Disability Determination Services, PO Box 149198, Austin, TX 78714-9198 for authorization.

1-1	9/1/2023-9/30/2023 As needed, emergency courier for small packages and envelope delivery.	962-24	1.00	LOT	150.00000	\$150.00	08/31/2024
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Schedule Total \$150.00

Item Total for Line 1 \$150.00

2-1	10/1/2023-8/31/2024 As needed, emergency courier for small packages and envelope delivery.	962-24	1.00	LOT	350.00000	\$350.00	08/31/2024
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Schedule Total \$350.00

Item Total for Line 2 \$350.00

Total PO Amount \$500.00

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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

Vanessa Cantu, CTCO

07/07/2023