

Health and Human Services Commission

Purchase Order

Dispatch via Print

Payment Terms Net 30	Freight Terms FOB Dest. Prepaid & Add	Ship Via BEST WAY	Purchase Order HHSTX-3-0000321404
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 07/10/23
All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.			Revision Page 1
			Ship To: 4549 - San Antonio:6711 S New Brau HEALTH & HUMAN SERVICES COMMISSION 6711 S New Braunfels Ste 100 San Antonio TX 78223 United States

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

Bill To: Invoice-DSHS Accounts Payable
HEALTH & HUMAN SERVICES COMMISSION
6711 S New Braunfels
Ste 100
San Antonio TX 78223
United States

Fax: 210/531-7883
Email: SAHAccounting@dshs.texas.gov

Purchaser: Burns,Debra A

Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
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FY23 CLASS ITEM 615-33
SCOR HHSC Division State-Operatd-Fac-(proposed)
SHIPPING INSTRUCTIONS: Ship according to the DUE DATES specified on the PO.

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

DELIVERY: 21 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

AGENCY CONTACT:
***PACKING LIST REQUIRED TO SHOW PO NUMBER AND ATTN CONTACT INFO ***
SHIP TO ATTN Margaret Moreno 210-531-7718 margaret.moreno@hhs.texas.gov
Destination SASH Warehouse: Please deliver to Bldg. 558
Info for Warehouse staff:
Delivery Contact: Sheila Lewis-Garcia
Phone #: 210-531-8380
Email: Sheila.lewisgarcia@hhs.texas.gov
Bldg/Floor/Cubicle: Arnold Hall Nurse Station

VENDORS SEND INVOICES VIA EMAIL TO: SAHACCOUNTING@dshs.texas.gov

PO BILL TO INFORMATION
SAN ANTONIO STATE HOSPITAL
ATTN: Charles Ago - ACCOUNTING
6711 S. NEW BRAUNFELS AVE. / SUITE 100 / SAN ANTONIO, TEXAS 78223
MAIL CODE#: 4505
Email: SAHACCOUNTING@dshs.texas.gov

HHSC BUYER:
Debra Burns, CTPM
Direct: 512) 406-2564 CELL 832-818-3936
Debra.Burns@hhs.texas.gov

VENDOR:
VID: 17419760511
Contractor: WorkQuest
Contact Name: WorkQuest Customer Service
Email: smartbuy@workquest.com
Phone: (512) 451-8145

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QUOTE # PRICED PER TEXAS SMART BUY
DO NOT DULIPCATE

PURCHASING METHOD: EX/0
Purchase made under the Authority of Texas Government Code 2155.441 (WorkQuest/TIBH Set-Aside)

Term Contact: 615-S1
Term: 11/16/2021 End Date 11/30/2026
Smartbuy PO: 23168150

REQUIREMENTS/LIMITATIONS:
This PO is contingent upon the continued availability of lawful appropriations by the Texas Legislature. FY2023 funding.

Invoice per 34 TAC §20.487, amended effective May 1, 2022

Requisition 0000238264

1-1	Wall File Pocket Plastic Hanging 1 Piece Letter Size Clear 61533460509 Freight included	615-33	4.00	EA	7.88000	\$31.52	07/31/2023
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Schedule Total	\$31.52
Item Total for Line 1	\$31.52
Total PO Amount	\$31.52

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.

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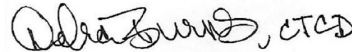
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Authorized By



07/10/2023