

# Health and Human Services Commission

## Purchase Order

Dispatch via Print

<b>Payment Terms</b> Net 30	<b>Freight Terms</b> Pick Up or Will Call	<b>Ship Via</b> BEST WAY	<b>Purchase Order</b> <b>HHSTX-4-0000321526</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>	4547 - Wichita Falls:6515 Kemp Blv HEALTH & HUMAN SERVICES COMMISSION 6515 Kemp Blvd PO Box 300 Wichita Falls TX 76308 United States

**Vendor:** 1843914365 4  
HAWKINS AUTO GLASS LLC  
1219 31ST ST  
WICHITA FALLS TX 76302-1731  
United States

**Bill To:** Maintenance  
HEALTH & HUMAN SERVICES COMMISSION  
6515 Kemp Blvd  
PO Box 300  
Wichita Falls TX 76308  
United States

**Email:** Allyson.Cruz@hhs.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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FY24 CLASS ITEM 060-57 928-46  
SCOR Division 19 HHSC - State Operated Facilities  
BLANKET PURCHASE ORDER  
TERM: September 1, 2023 through August 31, 2024  
TEMS TO BE ORDERED ON AS NEEDED BASIS FOR THE FACILITY  
North Texas State Hospital-Wichita Falls Maintenance - AUTO GLASS GOODS-SERVICE  
SCOR Division: 19 State operated facilities

\*\*\*DO NOT PROCESS ORDERS PRIOR TO 09/01/2023\*\*\*

SHIPPING INSTRUCTIONS: DO NOT SHIP until notified by Agency Contact.

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

DELIVERY: PER FACILITY REQUEST-FACILITY PERSONNEL WILL PICK UP FROM LOCAL STORE

Delivery hours are from 8:00-11:30 AM and 1:00-4:30 PM Monday - Friday except designated State Holidays

AGENCY CONTACT:  
Contract Manager Drew Hardy 940-414-0975 drew.hardy2@hhs.texas.gov  
SME Agency Bill To Allyson Cruz 940-689-5351 allyson.cruz@hhs.texas.gov

MAIL TO INFORMATION: 5616  
BUILDING Site Wide  
CONTACT: Allyson Cruz  
PHONE 940-689-5351 FAX 940-689-5888  
Email# allyson.cruz@hhs.texas.gov

VENDORS SEND INVOICES VIA EMAIL To: DSHS.TSHBusinessOffice@dshs.texas.gov  
PO BILL TO INFORMATION  
NORTH TEXAS STATE HOSPITAL  
ATTN: ALLYSON CRUZ, MAINTENANCE DEPARTMENT  
P.O. BOX 2231  
6515 KEMP BLVD.  
WICHITA FALLS, TEXAS 76301  
CODE # 5616  
Email#: Allyson.cruz@hhs.texas.gov

HHSC BUYER:  
Debra Burns, CTCD  
512-406-2564 Cell 832-818-3936

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Debra.Burns@hhs.texas.gov

VENDOR:  
VID 1843914365  
Vendor Hawkins Auto Glass LLC  
Address 1219 31st St. Wichita Falls, Texas 76302-1731  
Contact Linda Whitmore  
Phone: (940) 613-0031  
Email: whitmorelinda@outlook.com

\*\*\*AMOUNT NOT TO EXCEED \$10,000.00 PER FY24\*\*\*

TERMS NET 30

Quote FY24 SAMPLE PO PRICING AND SOW ARRACHED

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, 2024, will be considered cancelled.

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

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

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

Requisition 0000226275

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.

1-1	FY24BLANKET F3E010-F2200-NTSH- WF-Goods Auto Glass TERM 09/01/2023 - 08/31/2024	060-57	1.00	LOT	8000.00000	\$8,000.00	09/01/2023
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<b>Schedule Total</b>						\$8,000.00	
SAMPLE ITEMS THAT MAY BE ORDERED BUT NOT LIMITED TO							
	224 4'X8'X1/4" Lexan						
	2241 4'X8'X1/4" Lexan Mirror						
	230 1/4" Annealed plate glass						
	6012 regulator						
	60122 door handle						
	60122 electric motor						
	228 4'X8'X1/8" Lexan						
	228 4'X8'X1/4" Plexi Glass (Lexan)						
	220 sealer						
	200 Tempered Glass						
	210 gasket						
<b>Item Total for Line 1</b>						\$8,000.00	
2-1	FY24BLANKET F3E010-F2200-NTSH-WF-Service Auto Glass per SOW TERM 09/01/2023 - 08/31/2024	928-46	1.00	LOT	1000.00000	\$1,000.00	09/01/2023
<b>Schedule Total</b>						\$1,000.00	
PER SOW replace/repair auto glass.							
<b>Item Total for Line 2</b>						\$1,000.00	
<b>Total PO Amount</b>						\$9,000.00	

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.

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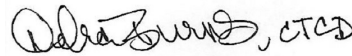
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**Authorized By**



07/11/2023