

# 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-4-0000321557</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> See Detail Below

**Vendor:** 1510363252 5  
PEP BOYS MANNY MOE & JACK OF DELAWARE I  
6725 MCCART AVE  
FORT WORTH TX 761336356  
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:** Andrews, Kimberly 972/337-6254

Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
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FY24 Funding  
BLANKET PURCHASE ORDER  
NIGP: 960-66  
PO 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: 5-7days After Receipt of PO

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

Payment Inquiries and Invoices are to be submitted to SAHAccounting@dshs.texas.gov

Vendor Contact: Maggie Cantu, 956-425-8611

SME/Agency Contact: Martin Martinez  
SME/Agency Contact Email:  
SME/Agency Contact Phone: 956-364-8763

ADOA Contact: Belda Villalon  
ADOA Phone: 956-364-8007  
ADOA email: belda.villalon@hhs.texas.gov

Admin. to ADOA: Adriana Gudino, adriana.gudino@hhs.texas.gov, 956-364-8724

Contract Specialist: Maria G. Rodriguez, CTCM  
Contract Specialist Email: maria.rodriguez13@hhs.texas.gov

Vendor Information:  
Vendor Name: PEP Boys Manny Moe Jack of Delaware  
Vendor Contact: Maggie Cantu  
Vendor Phone: 956-425-8611-Fax: 956-423-7879  
Vendor Email: srvmgr0760@pepboys.com

PCS Contact:  
Kimberly Andrews, CTCD, CTCM  
Purchaser V- Services Department  
Procurement and Contracting Services (PCS)  
801 S Hwy 161 Suite 620, Office F

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Grand Prairie, Texas 75051  
Teleworking-please call thru Microsoft  
Office: 972-337-6254  
Kimberly.Andrews@hhs.texas.gov

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.

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, 2022

\*\*\* Not to Exceed \$10,000.00\*\*\* without prior authorization from Health and Human Services Commission.  
Requisition #: 0000231306

1-1	FY24 DA720-GOODS & SERVICES- RGSSC Provide, on an as needed basis, repair and maintenance (includes labor with or without parts) to include miscellaneous parts, supplies and accessories for Rio Grande State Center State Vehicles	060-66	1.00	LOT	2500.00000	\$2,500.00	09/01/2023
Ship To:		4548 HEALTH & HUMAN SERVICES COMMISSION 1401 S Rangerville Rd Harlingen TX 78552 United States					

**Schedule Total**                   \$2,500.00

FY24 DA720 DN9 GOODS AND SERVICES  
7368 F2210FY24 DN9 DA720 PEPBOYS F2210  
DA720 F2210 7368/ 7304/ 7330

LINE 1 SERVICES 7368  
LINE 2 FLUIDS 7304  
LINE 3 PARTS 7330

**Item Total for Line 1**                   \$2,500.00

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2-1	FY24 DA720 FLUIDS-RGSSLC- Provide, on an as needed basis, miscellaneous lubricants and automotive fluids for Rio Grande State Center state vehicles	060-66	1.00	LOT	1250.00000	\$1,250.00	09/01/2023
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Ship To: 4548  
HEALTH & HUMAN SERVICES COMMISSION  
1401 S Rangerville Rd  
Harlingen TX 78552  
United States

**Schedule Total** \$1,250.00

FY24 DA720 DN9 FLUIDS  
7304 F2210FY24 DN9 DA720 PEPBOYS F2210  
DA720 F2210 7368/ 7304/ 7330

LINE 1 SERVICES 7368  
LINE 2 FLUIDS 7304  
LINE 3 PARTS 7330

**Item Total for Line 2** \$1,250.00

3-1	FY24 DA720 PARTS-RGSSLC-Provide, on an as needed basis, parts for state vehicles	060-66	1.00	LOT	1250.00000	\$1,250.00	09/01/2023
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Ship To: 5070  
DEPARTMENT OF STATE HEALTH SERVICES  
1401 S Rangerville Rd  
PO Box 2668  
Harlingen TX 78552  
United States

**Schedule Total** \$1,250.00

FY24 DN9 DA720 PEPBOYS F2210  
DA720 F2210 7368/ 7304/ 7330

LINE 1 SERVICES 7368  
LINE 2 FLUIDS 7304  
LINE 3 PARTS 7330

**Item Total for Line 3** \$1,250.00

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**Total PO Amount** \$5,000.00

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.

**Authorized By**

*Kimberly Andrews, CTED*

07/11/2023