

# Health and Human Services Commission

## Purchase Order

Dispatch via Print

|  |   |                             |   |
|--|---|-----------------------------|---|
| <b>Payment Terms</b><br>Net 30   | <b>Freight Terms</b><br>FOB Dest. Prepaid & Add | <b>Ship Via</b><br>BEST WAY | <b>Purchase Order</b><br><b>HHSTX-4-0000321580</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><br>09/01/23   |
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**Vendor:** 1391837105 8  
4IMPRINT INC  
25303 NETWORK PL  
CHICAGO IL 606731253  
United States

**Bill To:** Invoice - DADS  
HEALTH & HUMAN SERVICES COMMISSION  
2501 Maple St  
PO Box 451  
Abilene TX 79602  
United States

**Fax:** 325/795-3807  
**Email:** 710Accounting@hhsc.state.tx.us

**Purchaser:** Burns, Debra A

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

FY24 CLASS ITEM 037-78  
BLANKET PURCHASE ORDER  
TERM: September 1, 2023 through August 31, 2024  
ITEMS TO BE ORDERED ON AS NEEDED BASIS FOR THE FACILITY  
San Angelo SSLC Treadmills Promotional Items-Imprinted-Engraved-Embroidered  
SCOR Division: 19 HHSC - 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/Add

DELIVERY: PER FACILITY REQUEST #5-10 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 \*\*\*  
SME-Contract Manager: Ida Montez 325-465-2203 ida.montez@hhs.texas.gov  
\*\*\*All orders will be submitted by Carrie Collins 325-465-2264 carrie.collins@hhs.texas.gov  
ADOA carol.durham@hhs.texas.gov

SHIP TO INFORMATION: 6433  
BUILDING: Warehouse  
CONTACT: Danny Melvin  
PHONE #: 325-465-2266 CELL 325-262-0043 danny.melvin@hhs.texas.gov

VENDORS SEND INVOICES VIA EMAIL TO: 710Accounting@hhsc.state.tx.us

BILL TO INFORMATION  
Bill to: 4507  
Abilene State Supported Living Center  
Attn: Accounts Payable  
PO Box 451 Abilene, TX 79604  
Email: 710Accounting@hhsc.state.tx.us

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

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VENDOR:  
VID 13918371058  
Vendor 4imprint  
Address: 101 Commerce St Oshkosh, WI 54901  
Contact: Amanda LaSure  
Phone: 877-446-7746 ext 8711  
Email: alasure@4imprint.com

TERMS NET 30

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

ITERMS NET 30

Quote 25376134 FY24 SAMPLE PO PRICING\*\*\* ARTWORK TO BE PROVIDED BY REQUESTER\*\*\*  
\*\*\*Items limited to only those indicated\*\*\*  
\*\*\*PROOF REQUIRED\*\*\*

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 #0000228629

Note: Agency will not order products on this PO that are available from Workquest or Texas Correctional Industries. Agency will not order capital or controlled assets on this PO.

This contract is for goods to be ordered as needed by Health and Human Services Commission (HHSC), San Angelo State Supported Living Center . HHSC does not commit to ordering specific quantities of goods or dollar amounts with respect to this contract.

The quantities are based on estimates of prior purchases and are estimates for evaluation purposes only and should not be construed as a minimum or maximum that the agency must order. HHSC shall be obligated to pay for only those goods actually ordered and received by the agency. Any funds not

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utilized by August 31 (the end of the fiscal year) will be automatically cancelled.

Adding New Products to the Contract:  
Following the contract award, additional products of the same general category that could have been encompassed in the award of this contract, and that are not already on the contract, may be added.

|     |   |        |      |     |             |             |            |
|-----|---|--------|------|-----|-------------|-------------|------------|
| 1-1 | FY24 Blanket SGSSLC Promotional Specified Items Imprinted TERM 9/1/23-8/31/24 | 037-78 | 1.00 | LOT | 10000.00000 | \$10,000.00 | 09/01/2023 |
|-----|---|--------|------|-----|-------------|-------------|------------|

**Schedule Total**                     \$10,000.00

- Items limited to only those indicated below:  
 IMPRINTED PER REQUESTER  
 Item # Description Color  
 130777 Mini journal w/pen, flags sticky notes Natural/Black  
 83035 Mouse pads Navy  
 124136 Silicone Twist Bracelet black  
 113998 Flashlight w/pen and lanyard Lime green  
 156083 Element first aide kits Red  
 160752 Omni outdoor bluetooth speaker black  
 149021 Mahale diamond travel Tumbler 18oz black  
 6729-S-C Hanes Authentic T-Shirts variety  
 1972-1515 Cotton Sheeting Colored Economy tote bags Uni-Blue  
 151470 Clear Dry Erase Memo Board Clear/White  
 136414 Mini Square Mint Tins black  
 122581 Locking Lid Lunch Containers Translucent Orange  
 132015 - JB Snack Treats - Assorted Jelly Beans Clear/white

**Item Total for Line 1**                     \$10,000.00

**Total PO Amount** \$10,000.00

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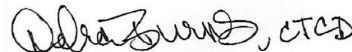
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No substitutions or cancellations are permitted without prior approval by Health & Human Services Commission. If contractor fails to deliver by promised delivery date (or reasonable time thereafter) or fails to meet requirements, Health & Human Services 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**



07/11/2023