

# 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-4-0000321722</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>	5035 - Rusk:805 N Dickinson Dr HEALTH & HUMAN SERVICES COMMISSION 805 N Dickinson Dr PO Box 318 Rusk TX 75785 United States

**Vendor:** 1741325946 0  
INSCO DISTRIBUTION INC  
12501 NETWORK BLVD  
SAN ANTONIO TX 782493306  
United States

**Bill To:** Invoice - DADS  
HEALTH & HUMAN SERVICES COMMISSION  
424 Mesquite Dr  
PO Box 1132  
Mexia TX 76667  
United States

**Fax:** 254/562-1894  
**Email:** 718Accounting@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 031-67  
BLANKET PURCHASE ORDER  
TERM: September 1, 2023 through August 31, 2024  
TEMS TO BE ORDERED ON AS NEEDED BASIS FOR THE FACILITY  
Rusk State Hospital Maintenance - HVAC Parts and Supplies  
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: - ITEMS TO PICKED-UP BY FACILITY PERSONNEL AT 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:  
Lead Contact: Edward Thornton 903-683-3421 Edward.thornton@hhs.texas.gov  
Contract Manager: Jerry McClure 903-683-7621 jerry.mcclure@hhs.texas.gov  
Shipping Code: 5035

Billing Code: 6483  
\*\* VENDORS SEND INVOICES VIA EMAIL TO \*\*718Accounting@hhs.texas.gov\*\*

HHSC BUYER:  
Debra Burns, CTCD  
512-406-2564 Cell 832-818-3936  
Debra.Burns@hhs.texas.gov

VENDOR:  
VID 17413259460  
VENDOR INSCO Distributing, Inc.  
ADDRESS 3805 Timms Street Suite 300 Tyler, Texas 75701  
Contact: Luke Wilabay  
Phone: 903-561-8080  
Email: lwilabay@insco.com

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

TERMS NET 30

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Quote #INSCO QOTE 9299712 FY24 SAMPLE PO PRICING

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 # 0000227232

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.

This contract is for goods to be ordered as needed by Health and Human Services Commission (HHSC), Rusk State Hospital. 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 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	FY24BLANKET RSH HVAC Parts Supplies TERM 09/01/2023 - 08/31/2024	031-67	1.00	LOT	10000.00000	\$10,000.00	09/01/2023
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<b>Schedule Total</b>	\$10,000.00
<b>Item Total for Line 1</b>	\$10,000.00

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

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**

*Debra Burns, CTAS*

**07/12/2023**