

Health and Human Services Commission

Purchase Order

Dispatch via Print

Payment Terms Net 30	Freight Terms Prepaid & Allow	Ship Via BEST WAY	Purchase Order HHSTX-4-0000322527
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 09/01/23
All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.			Revision Page 1
			Ship To: 4514 - Waco:3501 N 19th St DEPARTMENT OF STATE HEALTH SERVICES 3501 N 19th St Waco TX 76708 United States

Vendor: 1741976051 1
WORKQUEST
1011 E 53RD 1/2 ST
AUSTIN TX 787511703
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: 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
EX/0 Texas Government Code § 2155.441
Requisition 0000232557
NIGP: 962-27

Pricing per Quote Contract Pricing Sheet
PO Service Dates 09/01/2023 to 08-31-2024

Contract 962-S1
Contract Term: 9/1/2021 to 11/30/2026

This purchase order is contingent upon the continued availability of lawful appropriations by the Texas Legislature and may be canceled at any time in whole or part without penalty. HHS or the agency does not commit to ordering specific quantities of goods/services or dollar amounts with respect to this purchase order. The agency shall be obligated to pay for only those goods and/or services ordered and received by the agency. Any funds not utilized by 08-31-2024 are automatically canceled.

CONTACT Valerie Cashner valerie.cashner2@hhs.texas.gov FOR QUESTIONS.

****PLEASE HAVE VENDORS SEND INVOICES VIA EMAIL TO 718Accounting@hhs.texas.gov ****

VID: 17419760511
Contractor: WorkQuest, Inc.
Email: smartbuy@workquest.com
Phone: (512) 451-8145
Address: 1011 East 53 1/2 Street Austin TX 78751
Goodwill Industries of South Texas
Goodwill Rep: Arterry Cooper
Phone: (361) 884-4068
Email: acooper@goodwillsouthtexas.com
WorkQuest, Inc. Rep: Rosa Valdez
Phone: 361-985-8899
E-mail: rvaldez@workquesttx.com

Lead Contact: Zuri Lopez
Lead Contact Email: zurisaddai.lopez@hhs.texas.gov
Lead Contact Phone: 254.745.5301

Contract Manager: Valerie Cashner
Contract Manager Email: valerie.cashner2@hhs.texas.gov
Contract Manager Phone: 254.562.1389

Shipping Code: 4514

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Billing Code: 6483
SCOR Division: 19 - State Operated Facilities

Email PO to:
zurisaddai.lopez@hhs.texas.gov
valerie.cashner2@hhs.texas.gov
marla.womack@hhs.texas.gov
718Accounting@hhs.texas.gov

Justification: FY24- (Services) WCY request funding for document shredding,

FY23 TPO: 296500

HHSC PCS Contact:
Kimberly Andrews, CTCD, CTCM
Purchaser V- Services Department
Procurement and Contracting Services (PCS)
801 S Hwy 161 Suite 620, Office F
Grand Prairie, Texas 75051
Teleworking-please call thru Microsoft
Office: 972-337-6254
Kimberly.Andrews@hhs.texas.gov

1-1	FY24- (Services) WCY request funding for document shredding	962-27	1.00	LOT	5000.00000	\$5,000.00	09/01/2023
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Schedule Total	\$5,000.00
Item Total for Line 1	\$5,000.00
Total PO Amount	\$5,000.00

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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

Kimberly Andrews, CTED

07/19/2023