

# 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-4-0000325529</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> 5884 - Denton:3980 State School Rd HEALTH & HUMAN SERVICES COMMISSION 3980 State School Rd PO Box 368 Denton TX 76210 United States

**Vendor:** 1431698481 5  
FERRELLGAS LP  
1690 PRESIDENTIAL CORRIDOR  
CALDWELL TX 778365827  
United States

**Bill To:** Terrell SH Whse  
HEALTH & HUMAN SERVICES COMMISSION  
1200 E Brin  
PO Box 70  
Terrell TX 75160  
United States

**Email:** DSHS.TSHBusinessOffice@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 PO  
Propane Rental and Inspection - MAINTENANCE  
Req#0000230898  
TERM: 09/01/23 THRU 08/31/24  
PCC: SP/E  
NPI Class: 405-03

**VENDOR INFORMATION:**  
Vendor Name: FERRELL GAS LP.  
Vendor Address: 1690 PRESIDENTIAL CORRIDOR  
Vendor City Zip: CALDWELL, TX. 77836  
Vendor Contact: Martha Touch  
Vendor Contact Phone: Cell 940-382-2538  
Vendor Contact Email: marthatouch@ferrellgas.com  
Vendor TIN#: 1431698481

Contract Manager: Tausha Ellis  
Contract manager phone: 972-551-8430  
Contract manager email: tausha.ellis@hhs.texas.gov

Regional Contract Manager: Stephany Vanbolden  
Regional CM Phone: 972-551-8563  
Regional CM Email: stephany.vanbolden@hhs.texas.gov

SME Agency Contact: Sha Jones  
SME Agency Contact phone: 940-591-3543  
SME Agency Contact email: Shawana.jones@hhs.texas.gov

Previous PO: HHSTX-3-0000298085  
PCS Contact:  
Kimberly Andrews, CTCD  
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

VENDORS EMAIL INVOICES TO: DSHS.TSHBusinessOffice@dshs.texas.gov  
PO BILL TO INFORMATION

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Terrel State Hospital  
ATTN: Regional Accounting office  
PO BOX 70  
1200 E Brin  
Terrell, Texas 75160  
CODE # 5030  
Email: DSHS.TSHBusinessOffice@txnet.state.tx.us

MAIL TO INFORMATION: 5884  
BUILDING: Warehouse 518  
CONTACT: Sha Jones  
PHONE #: 940-591-3543  
FAX#: n/a  
Email: Shawana.jones@hhs.texas.gov

JUSTIFICATION: Denton Stated Supported Living Center is requesting to establish a TPO for requisition for propane rental and inspections for DSSLC facility wide.

Line 1 Information: FY24/SERVICE/FERRELL GAS LP/BLANKET TPO REQUEST FOR THE PURCHASE OF PROPANE RENTAL AND INSPECTIONS FOR DENTON STATE SUPPORTED LIVING CENTER. MOTOR POOL / DA714-DSSLC

1. The cylinder cannot be refilled until it has been qualified
2. The Worthington 01791699 11-13E cant be out of date
3. An electrical seal off is required at the electrical switch located in the pump cabinet.
4. Trinity industries inc SR# 492874, SR# 492874, WP-250, WC-500, YR- 1969
5. The piping under the container needs to be protected against corrosion.
6. The container has lost its heat reflective color and need to be repainted
7. The high weeds located around the container must be separated by a minimum of 10 ft.
8. All employees that handle LP-gas must be provided with training. Refresher training shall be provided at least every 3 years and the initial and refresher training be documented.

**SCOPE OF WORK**

Scope of contractor services  
Would include but not be limited to:

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1. The Contractor shall Propane rental and inspections for facility fleet for all state vehicles.
2. The Contractor shall respond accordingly to service calls and emergency calls from Denton State Supported Living Center and shall perform all steps necessary to protect persons and property from risk of harm.
3. The Contractor shall provide any emergency repairs as stated related to weather or natural disaster recovery work as assigned by Denton State Supported Living Center in accordance with this scope of work.
4. The Contractor shall sign in at the Security Gate upon every visit to the campus and comply with any and all rules and safety requirements set forth by Denton State Supported Living Center or other Federal, state, and local laws or ordinances and permits, while on Campus.
5. The Contractor shall provide a trained crew that is knowledgeable and skilled, as based on this scope of work.
6. The Contractor shall answer all calls in the allotted times below. If the Contractor does not answer in the allotted time below, Denton State Supported Living Center may choose to engage other parties to answer the call. The contractor shall absorb any differences in cost if the state engages another party to respond to a call.

Non-emergency service call (within (24) business hours of notification or an agreeable time that is acceptable to Denton State Supported Living Centers Maintenance Department.)  
Emergency service call (Within (4) business hours of notification.)  
Per Diem and Lodging will not be covered.

Service Location  
Campus location is: 3980 State School Rd  
PO Box 368  
Denton, TX 76210

During the contract period, Denton State Supported Living Center reserves the right to add or delete service locations during the period covered by any resulting contract.

Hours and Days Services are to be performed  
Denton State Supported Living Centers General Medical Department regular business hours are:  
Monday Friday, 8 am to 5 pm  
(Exception is the designated holidays recognized by the State of Texas). Should work be performed outside of normal working hours without the approval of Denton State Supported Living Center, then Contractor shall be performing such work at NO additional expense to Denton State Supported Living Center or the HHS agency.

Service Calls, Call Backs, Unperformed Service  
If services/goods have not been received to a satisfactory resolution, payment will be withheld until services/goods are received and comply with this scope of work.

Emergency option to extend services: The Contractor shall also agree that Denton State Supported Living Center may require continued performance,

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beyond the initial term or a renewal contract term, of any of the herein described services at the rates specified at the awarded time. This option may be exercised more than once, but the total extension of performance shall not exceed one hundred twenty (120) calendar days. Such extension of services shall be subject to all specifications and terms and conditions of the contract resulting from the awarded procurement.

1-1	F2200 / FY24 / SERVICE / FERRELL GAS LP. / TPO REQUEST	405-03	1.00	LOT	10000.00000	\$10,000.00	09/01/2023
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**Schedule Total**           \$10,000.00

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

**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**

*Kimberly Andrews, CTED*

**08/11/2023**