

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-4-0000325739
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: 4549 - San Antonio:6711 S New Brau HEALTH & HUMAN SERVICES COMMISSION 6711 S New Braunfels Ste 100 San Antonio TX 78223 United States

Vendor: 1741976051 1
WORKQUEST
1011 E 53RD 1/2 ST
AUSTIN TX 787511703
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: Hanna, Mary Beth

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- TGC 2155.441 - Managed Term Contract 962-S3
Requisition 0000232181
PO Service Dates 09/01/2023 to 08/31/2024

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

Terms and Conditions per Managed Term Contract 962-S3 apply to this Purchase Order.

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 or dollar amounts with respect to this purchase order. The agency shall be obligated to pay for only those goods actually ordered and received by the agency. Any funds not utilized by 08/31/2024 are automatically canceled.

Texas District: 15

Job classification: 8003
Job class title: Custodian I
Job skill level: Entry
Temp(s): 15 Temp Staff Requested

JOB DESCRIPTION: Performs entry-level custodial work. Works under close supervision, with minimal latitude for the use of initiative and independent judgment. Employees at this level may have limited experience or no experience and spend the majority of their time performing simple to routine work following standard practices. Employees may also assist others in performing job duties of greater complexity. Sweeps, mops, and polishes floors; vacuums carpets; and dusts and sanitizes areas such as restrooms, offices, and other areas within buildings and facilities; uses and applies appropriate cleaning chemicals. Cleans office furniture, windows, and light fixtures. Collects and disposes of trash from inside buildings and facilities and from the surrounding premises. Moves office furniture and other items. Operates floor maintenance equipment, including buffers, strippers, vacuums, and extractors. Restocks custodial supplies. Performs related work as assigned.

Knowledge, Skills, and Abilities: Knowledge of cleaning techniques and procedures. Skill in the use of custodial materials and chemicals, and in the operation of custodial tools and equipment. Ability to understand written and oral instructions.

Service Period
Start date: 09/01/2023
End date: 08/31/2024

Hours: 8 a.m. to 5 p.m.
Days per week: Monday through Friday

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Department: San Antonio State Hospital HHS Region 8
Street Address (Report-to Worksite Location): 6711 S. New Braunfels
City/State/Zip: San Antonio, Texas, 78223
Bldg/Room#: Environmental Services

Contract Manager: Maria Cabrera
Phone: 210-531-7356
Email: Mariaelena.Cabrera1@hhs.texas.gov

Additional/Alternate Contact Name: Eddie Luna
Phone: 210-532-8107
Email: Eddie.Luna@hhs.texas.gov

Vendor: WorkQuest
Address: 1011 E 53 1/2 St
Austin, TX 78751
Supplier/Payee ID: 1741976051
Mike Pierulla
Regional Representative
1011 East 53 Street
Austin, TX 78751
Office (512) 451-8145
Fax (512) 450-5519
Mobile (512) 699-0575
Email: mpierulla@workquesttx.com
CC: tempservicepo@workquesttx.com

HHSC PCS Purchasing Contact
Mary Beth Hanna, CTCD, CTCM
512-406-2544
MaryBeth.Hanna@hhs.texas.gov

**Per contract at no additional charge, we request a standard DPS criminal history check.

1-1	Temporary Supplemental Custodial Staff	962-69	28800.00	HR	24.87000	\$716,256.00	09/01/2023
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Schedule Total	\$716,256.00
Item Total for Line 1	\$716,256.00

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Total PO Amount \$716,256.00

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

Mary Beth Hanna, GCIS, CTEM

08/21/2023