

# 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-4-0000325880</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> Page 1
			<b>Ship To:</b> 4551 - Austin:4301 N Lamar Blvd HEALTH & HUMAN SERVICES COMMISSION 4301 N Lamar Blvd Austin TX 78751 United States

**Vendor:** 1742689945 0  
MCCOY'S LAWN EQUIPMENT CENTER INC.  
8501 RESEARCH BLVD  
USA  
AUSTIN TX 78758-7841  
United States

**Bill To:** Invoice - DADS  
HEALTH & HUMAN SERVICES COMMISSION  
4001 Highway 36 South  
Brenham TX 77833  
United States

**Fax:** 979/277-1865  
**Email:** 712Accounting@hhs.texas.gov

**Purchaser:** Omisore,Oluwaseyi Samue 512/776-4242

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

TERM: September 1, 2023 through August 31, 2024

SHIPPING INSTRUCTIONS: DO NOT SHIP until notified by Agency Contact.

SEND INVOICES VIA EMAIL TO: 712Accounting@hhs.texas.gov

FREIGHT: F.O.B. Destination Freight Prepaid Allowed

DELIVERY: 30 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:  
Linda Ruiz  
512-374-6039 Linda.ruiz@hhs.texas.gov

Thomas Chavez  
512-374-6566/ Cell-512-571-1334 Thomas.chavez@hhs.texas.gov

Ship to Attn: Joshua Barber CTCM  
512-810-0884 Joshua.Barber@hhs.texas.gov

HHSC BUYER:  
Oluwaseyi Omisore, CTCD, CTCM  
512-776-4242 Oluwaseyi.Omisore@hhs.texas.gov

VENDOR: MCCOY'S LAWN EQUIPMENT CENTER, INC  
512-453-7540 Danny7540@AOL.com

QUOTE: Previous Invoice from vendor #1215428. Dated: 06-27-23

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

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be considered cancelled.

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

This PO is contingent upon the continued availability of lawful appropriations by the Texas Legislature. FY23 funding.

Invoice per 34 TAC §20.487, amended effective May 1, 2022

Requisition 0000234158

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.

SOW

Purpose: The Austin State Supported living center (AuSSLC) for lawn equipment repairs/labor/parts and assorted supplies.

Services to be performed:

- all lawn equipment
  - Backpack blower repair/replace parts
  - Hedge trimmer- repair/replace parts
  - Echo string trimmer repair/replace parts
  - Echo Chain saws repair/replace parts
  - Sitting riding mowers repair/replace parts
  - Weed eater repair/replace parts
  - Standup mower repair/replace parts
- The requisition is for \$5K

Service of Location: The Austin State Supported Living Center: 2203 West 35th Street, Austin, Texas 78703 (building 728/Maintenance)

Period of Performance: The vendor shall respond for services during the normal business hours of 8:00- 5:00 pm within 24 hours of notification.

Service Term Duration: 9/01/23 thru 8/31/24

Miscellaneous:

- What is your regular hourly rate for maintenance and repairs services on: Backpack blower-repair/replace parts?
- Hedge trimmer-repair/replace parts?
- Echo string trimmer-repair/replace parts?
- Echo chain saw-repair/replace parts?
- Weed eater-repair/replace parts?
- Riding lawn mower-repair/replace parts?
- Skagg stand up mower-repair/replace parts?
- What is your markup percentage on parts needed to perform the repairs?
- The vendor shall supply factory warranty for materials.

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**Invoicing and payment:**

Payment will be made to the vendor for the services performed as detailed in this SOW upon completion. If the services and/or goods have not been received to satisfaction or do not comply with this scope of work, payment will be withheld until they are received to satisfaction and comply with this scope of work. The vendor will provide an e-mail of the invoice to 712Accounting@hhs.texas.gov

**Qualifying Bid Criteria:**

The vendor shall provide goods/labor and repair services described in this SOW.

1-1	Assorted lawn equipment repairs/parts/labor, for backpack blowers, hedge trimmer, echo chain saws, riding lawn mowers, weed eater, skagg stand up mower.	515-56	1.00	LOT	3000.00000	\$3,000.00	09/01/2023
<b>Schedule Total</b>						\$3,000.00	
<b>Item Total for Line 1</b>						\$3,000.00	
2-1	Labor cost on lawn repairs	934-46	1.00	LOT	2000.00000	\$2,000.00	09/01/2023
<b>Schedule Total</b>						\$2,000.00	
<b>Item Total for Line 2</b>						\$2,000.00	
<b>Total PO Amount</b>						\$5,000.00	

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.

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**Authorized By**  
*Oluwaseyi Omisore CTCB CTCM*  
**08/15/2023**