

# 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-4-0000327160</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> 5035 - Rusk:805 N Dickinson Dr HEALTH & HUMAN SERVICES COMMISSION 805 N Dickinson Dr PO Box 318 Rusk TX 75785 United States

**Vendor:** 1060495050 0  
PITNEY BOWES INC  
WORLD HEADQUARTERS CORP TAX DEPT  
STAMFORD CT 069260001  
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:** Ender,Katrinia 512/406-2428

Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
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FY24 funding  
CP/A Term Contract 985-C1  
Requisition No. 232705

Confirmation order Do not duplicate

PO Service Dates 09-01-2023 to 04-30-2024 (contingent upon Contract 985-C1 renewal)

Rusk State Hospital  
TXSmartBuy PO No. 19101402  
Lease No. 0012200441  
Term: 05-01-2019 to 04-30-2024 (60 Months)

State agency mail operations are governed by state statute and administrative rules. TGC Ann., Ch. 2176, Vernon 2000 Supp. (2006); 1 TAC Sec. 117.31 (2006); See also TGC Ann. Sec. 2113.103; General Appropriations Act, S.B. 1, 79th Leg., Art. IX, Sec. 6.15 (2005).

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.

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

Vendor Contact  
Boyd Hering  
254-733-6450  
Boyd.Hering@pb.com

Agency Contact  
Jerry McClure  
903-683-7621  
Jerry.McClure@hhsc.texas.gov

PCS Contact  
Katrinia Ender  
512-406-2428  
Katrinia.Ender@hhs.texas.gov

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FY24 Mail/Postage System with Arrival  
Software Lease/Renewal Service

**Schedule Total**           \$12,000.00

**Item Total for Line 1**           \$12,000.00

**Total PO Amount**           \$12,000.00

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.

<b>Authorized By</b>  <i>Katrinia Ender, GC, CPM</i>	<b>08/28/2023</b>
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