

# Health and Human Services Commission

## Purchase Order

Dispatch via Print

|  |   |                             |  |
|--|---|-----------------------------|--|
| <b>Payment Terms</b><br>Net 30   | <b>Freight Terms</b><br>Prepaid & Allow | <b>Ship Via</b><br>BEST WAY | <b>Purchase Order</b><br><b>HHSTX-4-0000327332</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><br>09/01/23  |
| <b>All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.</b>   |   |                             | <b>Revision</b><br>2112 - Austin:909 W 45th St (DHB)<br>HEALTH & HUMAN SERVICES COMMISSION<br>909 W 45th St (DHB)<br>Ste 271<br>Austin TX 78751<br>United States |
|  |   |                             | <b>Page</b><br>1   |

**Vendor:** 1202018013 4  
MARCO PROMS LLC  
2640 COMMERCE DR  
HARRISBURG PA 171109368  
United States

**Bill To:** Invoice-HHSC Accounting  
HEALTH & HUMAN SERVICES COMMISSION  
4601 W Guadalupe St  
Austin TX 78751  
United States

**Fax:** 512/424-6901  
**Email:** HHSC\_AP@hhsc.state.tx.us

**Purchaser:** Connell,Ron Lee

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

FY24 General Goods

Spot Purchase Open Market  
SP/E

Requisition #: HHSTX-4-0000233587

Requester Name: Ella Boyd  
Phone #: +1 (512) 206-5479  
Email: Ella.Boyd@hhs.texas.gov

Lead Contact: Ella Boyd, +1 (512) 206-5479, Ella.Boyd@hhs.texas.gov

Purchaser Name: Ron Connell  
Phone #: 512-406-2666  
Email: ron.connell@hhs.texas.gov

Vendor Name: Marco Promos  
Contact: Leon Cassel  
Phone #: 800-232-1121  
Email: LEON.CASSEL@MARCOPROMOS.COM

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

This purchase order is contingent upon the continued availability of lawful appropriations by the Texas Legislature CPA Procurement Manual, and may be cancelled at any time in whole or part without penalty.

Quote # Q37577

Invoicing and Payment: The invoice shall contain all the following in order to be considered for payment: PO number referenced, a unique invoice number, invoice date, and the total invoice amount. Each invoice shall also have an attached copy of the bill in order to be paid. Mail all original invoices to the BILL TO ADDRESS ON PO. Payment terms are net thirty days (30) unless a discount has been offered. Facility is not responsible for failure by the vendor to properly invoice which may delay payment processing.

|     |                                 |        |        |    |        |         |            |
|-----|---------------------------------|--------|--------|----|--------|---------|------------|
| 1-1 | Horizontal Gray #H1-AUDIOVISUAL | 080-57 | 100.00 | EA | .21000 | \$21.00 | 09/01/2023 |
|-----|---------------------------------|--------|--------|----|--------|---------|------------|

**Schedule Total**                     \$21.00

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**Purchaser:** Connell,Ron Lee

| Line-Sch                     | Inventory Item ID - Line Description                                     | Class/Item | Quantity | UOM | PO Price | Extended Amt | Due Date   |
|------------------------------|--|------------|----------|-----|----------|--------------|------------|
| <b>Item Total for Line 1</b> |  |            |          |     |          | \$21.00      |            |
| 2-1                          | Director Ribbon - Horizontal Royal #H1-DIRECTOR                          | 080-57     | 100.00   | EA  | .21000   | \$21.00      | 09/01/2023 |
| <b>Schedule Total</b>        |  |            |          |     |          | \$21.00      |            |
| <b>Item Total for Line 2</b> |  |            |          |     |          | \$21.00      |            |
| 3-1                          | Committee Ribbon - Horizontal Red #H1-Committee                          | 080-57     | 100.00   | EA  | .21000   | \$21.00      | 09/01/2023 |
| <b>Schedule Total</b>        |  |            |          |     |          | \$21.00      |            |
| <b>Item Total for Line 3</b> |  |            |          |     |          | \$21.00      |            |
| 4-1                          | H2-Custom 4x2 Horizontal Ribbon Custom Title Navy (Executive Leadership) | 080-57     | 25.00    | EA  | .29000   | \$7.25       | 09/01/2023 |
| <b>Schedule Total</b>        |  |            |          |     |          | \$7.25       |            |
| <b>Item Total for Line 4</b> |  |            |          |     |          | \$7.25       |            |
| 5-1                          | Presenter Ribbon - Horizontal Purple #H1-Presenter                       | 080-57     | 100.00   | EA  | .21000   | \$21.00      | 09/01/2023 |
| <b>Schedule Total</b>        |  |            |          |     |          | \$21.00      |            |
| <b>Item Total for Line 5</b> |  |            |          |     |          | \$21.00      |            |
| 6-1                          | H2-Custom 4x2 Horizontal Ribbon Custom Title Black (QUEST)               | 080-57     | 100.00   | EA  | .29000   | \$29.00      | 09/01/2023 |
| <b>Schedule Total</b>        |  |            |          |     |          | \$29.00      |            |

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|------------------------------|--|------------|----------|-----|----------|--------------|------------|
| <b>Item Total for Line 6</b> |  |            |          |     |          | \$29.00      |            |
| 7-1                          | Less than minimum charge (<100 ribbons) - 5155 | 080-57     | 1.00     | LOT | 15.00000 | \$15.00      | 09/01/2023 |
| <b>Schedule Total</b>        |  |            |          |     |          | \$15.00      |            |
| <b>Item Total for Line 7</b> |  |            |          |     |          | \$15.00      |            |
| 8-1                          | shipping                                       | 962-86     | 1.00     | LOT | 10.99000 | \$10.99      | 09/01/2023 |
| <b>Schedule Total</b>        |  |            |          |     |          | \$10.99      |            |
| <b>Item Total for Line 8</b> |  |            |          |     |          | \$10.99      |            |
| <b>Total PO Amount</b>       |  |            |          |     |          | \$146.24     |            |

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**



**08/29/2023**

