

# 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-4-0000327408</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> 5059 - Kerrville:721 Thompson Dr HEALTH & HUMAN SERVICES COMMISSION 721 Thompson Dr Kerrville TX 78028 United States

**Vendor:** 1201251711 1  
PJ AUTOMOTIVE INC  
DBA BEST AUTO PARTS  
1805 WATER ST  
KERRVILLE TX 780286023  
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:** Burgess,Becky 512/406-2619

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

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

DELIVERY: 14 Days After Receipt of each order

Delivery hours are from 8:00-11:30 AM and 1:00-4:30 PM Monday to Friday except designated State Holidays

AGENCY CONTACT:  
Warren Setnan (830) 258-5284 warren.setnan@hhs.texas.gov

HHSC BUYER:  
Becky Burgess (512) 406-2619 becky.burgess@hhs.texas.gov

VENDOR:  
Lilia Herrera (830) 257-3544 lherrera1805@gmail.com

Informal IFB #: 230404

PURCHASING METHOD: OM/F

Purchase Not to Exceed \$25,000

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 be considered cancelled.

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

FY24 Funding

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

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

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Requisition #: 230404

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.

1-1	Automotive Parts as needed	060-66	1.00	LOT	9000.00000	\$9,000.00	09/01/2023
<b>Schedule Total</b>						\$9,000.00	
<b>Item Total for Line 1</b>						\$9,000.00	
2-1	Automotive Oils & Lubricants as needed	405-39	1.00	LOT	6000.00000	\$6,000.00	09/01/2023
<b>Schedule Total</b>						\$6,000.00	
<b>Item Total for Line 2</b>						\$6,000.00	
3-1	Automotive Supplies as needed	060-12	1.00	LOT	4999.00000	\$4,999.00	09/01/2023
<b>Schedule Total</b>						\$4,999.00	
<b>Item Total for Line 3</b>						\$4,999.00	
4-1	Automotive Tools & Equipment as needed	060-66	1.00	LOT	5000.00000	\$5,000.00	09/01/2023
<b>Schedule Total</b>						\$5,000.00	
<b>Item Total for Line 4</b>						\$5,000.00	
<b>Total PO Amount</b>						\$24,999.00	

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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**

*Becky Burgess, CTC.D*

**08/28/2023**