

# 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-4-0000327857</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>  <b>Page</b> 1
			<b>Ship To:</b> 5030 - Terrell:1200 E Brin HEALTH & HUMAN SERVICES COMMISSION 1200 E Brin PO Box 70 Terrell TX 75160 United States

**Vendor:** 1850966389 6  
J & L LINE SERVICES LLC  
PO BOX 407  
EDGEWOOD TX 751170407  
United States

**Bill To:** Invoice-DSHS Accounts Payable  
DEPARTMENT OF STATE HEALTH SERVICES  
1200 E Brin  
PO Box 70  
Terrell TX 75160  
United States

**Fax:** 972/551-8052  
**Email:** DSHS.TSHBusinessOffice@dshs.texas.gov

**Purchaser:** Orozco,Rodolfo Alejandro

Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
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F2200 / FY24-SERVICE / J L LINE SERVICE/ TPO REQUEST

Service Period: 09/01/2023 thru 08/31/2024  
TPO AMOUNT: \$24,950.00

SCOR Division: 19 HHSC - State Operated Facilities  
SCOR Other Subject: CG5 TSH: ELECTRICAL SERVICES  
NPI Class: 910-82  
ACCT CODE: 732800

**VENDOR INFORMATION:**

Vendor Name: J L LINE SERVICE, LLC  
Vendor Address: P.O. BOX 407  
Vendor City Zip: EDGEWOOD, TX 75117-0407  
Vendor Contact: CHRISTINE SWOAPE  
Vendor Contact Phone: 903-896-4653  
Vendor Contact Email: CHRISTINA@JLUTILITY.COM  
Vendor TIN#: 1850966389

Contract Manager: Stephany VanBolden  
Contract Manager Phone: 972-551-8563  
Contract Manager Email: STEPHANY.VANBOLDEN@HHS.TEXAS.GOV

SME Agency Contact: TAMMY LANGFORD  
SME Agency Contact Phone: 972-551-8597  
SME Agency Contact Email: TAMMY.LANGFORD@HHS.TEXAS.GOV

LEAD CONTACT: MENDY LONG  
LEAD PHONE: 972-551-8448  
LEAD EMAIL: MENDY.LONG@HHS.TEXAS.GOV

PCS Purchaser:  
PCS Purchaser Phone:  
PCS Purchaser Email:  
Previous PO:  
Previous Contract #:

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PCS EMAIL PO TO: TAMMY.LANGFORD@HHS.TEXAS.GOV/ SME CONTACT  
STEPHANY.VANBOLDEN@HHS.TEXAS.GOV / Contract Specialist  
MENDY.LONG@HHS.TEXAS.GOV / Lead contact  
VENDORS SEND INVOICES VIA EMAIL TO: dshs.tshbusinessoffice@dshs.texas.gov

PO BILL TO INFORMATION  
TERRELL STATE HOSPITAL  
ATTN: Accounting Office  
PO Box 70 / 1200 E Brin Street / Terrell TX 75160  
CODE#: 3072  
Email: dshs.tshbusinessoffice@dshs.texas.gov

MAIL TO INFORMATION:  
CONTACT: TAMMY LANGFORD  
PHONE#: 972-551-8757  
FAX#: 972-551-8812  
Email#: TAMMY.LANGFORD@HHS.TEXAS.GOV

JUSTIFICATION: FY24- request for vendor to provide electrical and primary power services and maintenance for Terrell State Hospital.

LINE 1 DESCRIPTION:  
FY24-SERVICE-J L UTILITY SERVICE: REQUEST FOR TPO FOR TERRELL STATE HOSPITAL-CG5-TSH: TO REPAIR AND TROUBLESHOOT FOR ELECTRICAL SERVICES on an AS NEEDED BASIS

Scope of Work

Repair and trouble-shooting of Electrical Services at Terrell State Hospital

Vendor will be expected to provide service 24 hours per day, 7 days per week when required with a maximum response time of 4 hours.

Terrell State Hospital will contact vendor when services are needed.

Types of services requested:

- a) Sub-station repair/maintenance
- b) Engineering for new or existing electrical distribution infrastructures
- c) Emergency overhead / underground repair / replacement
- d) New utility construction underground or overhead
- e) Security and streetlight maintenance / repair/ new construction as requested
- f) Converting existing overhead distribution to underground distribution
- g) Extracting oil samples from transformers and other equipment
- h) Infrared testing to find hotspots (possible failures) in electrical distribution infrastructures as requested

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- i) Installing / removing transformers (overhead and underground)
  - j) Maintenance of existing distribution systems
  - k) Pole installation and removal
  - l) New installation, replacement, or repair of high and low voltage underground cables and circuits
  - m) New construction of underground electric conduit and cable systems
  - n) Substation maintenance patrols (oil samples, breaker operation tests, back-up battery test, and repair or replacement of damaged equipment
  - o) Installation of electric metering or monitoring devices, high or low voltage
  - p) Trimming trees away from electric distribution infrastructures for less likely electric outages during bad weather seasons
  - q) Maintenance / repair of primary electrical distribution components including disconnects, air switches and reclosures
- Proposals will be evaluated on the cost per hour for the following units, based on 100 hours of scheduled service and 20 hours or overtime/unscheduled service in addition to the cost of equipment units per hour.
- a) Skilled labor energized work
  - b) Skilled labor non-energized work
  - c) Class B Lineman
  - d) Class A Lineman
  - e) Work Forman

This contract may be cancelled by either party with 30 days written notice.  
This contract is subject to cancellation without penalty, either in whole or in part if funds are not appropriated by the Texas Legislature.

- a) Awarded vendor to furnish all labor, materials, and equipment needed to complete work
- b) Awarded vendor responsible for keeping all equipment and other materials out of patients reach
- c) Awarded vendor responsible for all cleanups, disposal of used materials and removal from the premises including hazardous materials
- d) Awarded vendor must check in with the maintenance department upon arrival at the facility to receive clearance from the plant maintenance manager before proceeding to perform any work. Awarded vendor shall receive instructions and sign an Environmental Clearance Permit related to asbestos and lead and submit a MSDS sheet on any chemicals that are brought on campus
- e) Awarded vendor shall provide prove of liability and workers compensation insurance upon award. Failure to do so may result in cancellation of award
- f) Vendor shall perform an on-site visit prior to submitting a proposal.

To set up an appointment to visit site;  
Contact: Plant Maintenance Manager, Tammy Langford  
Phone: 972-551-8957  
Email: TAMMY.LANGFORD@HHS.TEXAS.GOV

TERRELL STATE HOSPITAL  
CAMPUS RULES AND REGULATIONS

ALL CONTRACTORS ARE REQUIRED TO OBSERVE THE FOLLOWING RULES AND REGULATIONS. FAILURE TO COMPLY MAY RESULT IN PERMANENT EXPULSION FROM THE INSTITUIONS PREMISES.

CAMPUS SPEED LIMIT IS 15 miles per hour, maximum.

PEDESTRIANS always have the right-of-way. Drive with extreme caution, and be prepared to stop for any unexpected circumstances.

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- OBEY ALL STOP SIGNS and other traffic controls.
- PARKING must be in areas designated by Security or the Plant Maintenance Manager. Do not drive or park on lawns without expressed permission.
- VEHICLES MUST BE LOCKED WHEN UNATTENDED. Keys should not be left in the vehicle at any time. Vehicle interiors must be secure.
- FIREARMS, EXPLOSIVE DEVICES AND WEAPONS are forbidden on the Campus.
- ALCOHOLIC BEVERAGES AND ILLEGAL DRUGS are forbidden on the Campus.
- ANIMAL AND PETS are forbidden on the Campus.
- TOOLS, EQUIPMENT AND DANGEROUS OR FLAMMABLE MATERIALS must be properly secured and/or controlled at all times.
- CONTACT WITH PATIENTS IS RESTRICTED. Do not give patients anything, including cigarettes, matches, food, or money. Do not purchase trade or borrow anything from patients. Should a resident become uncooperative or act in a manner that impedes the contractors work, notify Security, Plant Maintenance Manager, or Staff at once.
- CONFIDENTIALITY LAWS PROTECT PATIENTS. Do not photograph or videotape while on Campus without authorization.
- CAMPUS IS TOBACCO FREE. Terrell State Hospital is a Tobacco Free Campus. All Tobacco Products are prohibited in buildings, vehicles, and grounds of all Terrell State Hospital property.
- ALL DOORS MUST BE LEFT AS FOUND. If locked, leave locked, if unlocked, leave unlocked.
- INFECTION CONTROL. Persons with contagious conditions are not allowed to work on this campus.
- ALL INJURIES AND INCIDENTS should be reported to the contracting department immediately. To report a fire or other emergency requiring assistance, call 2222 on the facility telephone system.
- VENDOR MUST CHECK IN WITH MAINTENANCE DEPARTMENT upon arrival at the facility to receive clearance from the Plant Maintenance Manager before proceeding to perform any work. Vendor to receive instructions and sign an Environmental Clearance Permit, related to asbestos and lead, and submit a MSDS sheet on any chemicals that are brought on campus.

Vendor will utilize their own equipment and remove all electrical poles taken up or that must be moved.  
FY24 funding  
OM/Q  
Requisition xxxx - Solicitation xxxxxx  
PO Service Dates 09/01/2023 to 08/31/2024

\*\*\*\*\*  
OM/Q - Phone bid - Texas Government Code 2156.063.

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Attached Terms and Conditions 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/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 08-31-2023 are automatically canceled.

Vendor contact  
Christine Swoap  
903-896-4653  
christina@jlutility.com

Agency contact  
Stephany VanBolden  
972-551-8563  
Stephany.vanbolden@hhs.texas.gov  
Terrell State Hospital

PCS contact  
Rodolfo Orozco  
512-776-3160  
Rodolfo.orozco@hhs.texas.gov

1-1	FY24 ELECTRICAL SERVICES	910-82	1.00	LOT	24950.00000	\$24,950.00	09/01/2023
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**Schedule Total**                     \$24,950.00

**Item Total for Line 1**                     \$24,950.00

**Total PO Amount** \$24,950.00

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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**



**08/31/2023**