

# 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-4-0000328682</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> 09/19/23
<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>	1081 - Edinburg;2520 S Veterans Bl HEALTH & HUMAN SERVICES COMMISSION 2520 S Veterans Blvd PO Box 960 Edinburg TX 78539 United States

**Vendor:** 1453328644 0  
AMAZON CAPITAL SERVICES INC  
PO BOX 35184  
SEATTLE WA 981245185  
United States

**Bill To:** Invoice-HHSC-Adult Protective  
HEALTH & HUMAN SERVICES COMMISSION  
2520 S Veterans Blvd  
PO Box 960  
Edinburg TX 78539  
United States

**Fax:** 956/316-8355  
**Email:** reg11purchases@hhsc.state.tx.us

**Purchaser:** Jiminian,Mia Ravae

Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
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Requesting 2 Microsoft Ergo Keyboard from Amazon not from CDW, because they have problems with that kind of keyboards. Reasonable Accommodation for 2 employees and Civil Rights paperwork on File.  
FY24 funding  
IT/D  
Requisition 0000241605  
PO Service Dates 09/19/2023 to 08/31/2024

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

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 08/31/2024 are automatically canceled.

DIR blanket exemption: Minimum Threshold Procurements: State Agencies may purchase IT commodity items outside of the DIR Cooperative Contracts program if the purchase does not exceed \$10,000.

Amazon Capital Services  
VID: 1453328644

Vendor Contact:  
Customer Service  
Vendor Phone: (888) 281-3847  
Email: NA

Agency contact  
Karina Tovar  
(956) 316-8277  
karina.tovar@hhs.texas.gov  
HHSC

PCS contact  
Mia Jiminian  
mia.jiminian@hhs.texas.gov  
ORDER # 112-5945058-8304226

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AMAZON-Microsoft Ergonomic  
Desktop - Black - Wired, Comfortable,  
Ergonomic Keyboard and Mouse  
Combo, with Cushioned Wrist and Palm  
Support. Split Keyboard. Dedicated  
Office Key.

**Schedule Total**                     \$163.98

Requesting 2 Microsoft Ergo Keyboard from Amazon not from TCI, because they have problems with that kind of keyboards. Reasonable Accommodation for 2 employees and Civil Rights paperwork on File.

**Item Total for Line 1**                     \$163.98

**Total PO Amount**                     \$163.98

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>  Mia Ravae, CTCD	<b>09/19/2023</b>
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