Health and Human Services Commission

Purchase Order

Dispatch via Print

Payment Terms	Freight Terms	Ship Via
Net 30	Prepaid & Allow	BEST WAY

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.

All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.

Purchase Order **HHSTX-4-0000335031**

Date	Revision	Page
12/14/23		1

Ship To: 6943 - Austin:6101 E Oltorf
HEALTH & HUMAN SERVICES COMMISSION
6101 E Oltorf
Austin TX 78741
United States

Vendor: 1741976051 1
WORKQUEST
1011 E 53RD 1/2 ST
AUSTIN TX 787511703
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

Exempt Reason: WORKQUEST GOODS OR SERVICES

Purchaser: Burgess,Becky 512/406-2619

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

SHIPPING INSTRUCTIONS: Ship according to the DUE DATES specified on the PO

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

DELIVERY: 14 days After Receipt of PO

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

AGENCY CONTACT:
Steven Chavez (512) 437-8233 DDS.TX.S49.AP@ssa.gov

Ship to Attn: Frances Montez-Davis
Inside delivery: Steven Chavez

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

VENDOR:
(512) 451-8145 smartbuy@workquest.com

QUOTE: online pricing per term contract

PURCHASING METHOD: EX/0 Purchase made under the Authority of Texas Government Code 2155.138 (WorkQuest/TIBH Set-Aside)

Term Contact: 615-S1

Term: 11-16-21 to 11-30-26

Smartbuy PO: 24053783

REQUIREMENTS/LIMITATIONS:

This PO is contingent upon the continued availability of lawful appropriations by the Texas Legislature. FY2024 funding.

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

Requisitions: 249573 batteries and 249560 sticky notes

Please add all header verbiage to the P.O.

ALL PRICE INCREASES REQUIRE PROGRAM APPROVAL.
PLEASE NOTIFY REQUESTER PRIOR TO PROCEEDING WITH PO.

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FY24 FR112923 #1 Office Supplies

Delivery Address:
Disability Determination Services
6101 E. Oltorf Street
Austin, TX 78741
ATTN: FM Frances Montez-Davis
(512)437-8294

Final Destination: Steven Chavez
Phone: (512)437-8233
Email address: DDS.TX.S49.AP@ssa.gov

Contract Specialist: Tracy Griffith and Helen Reyes-Salinas
Phone: (210) 646-2197
Email: tracy.griffith@hhs.texas.gov and helen.reyes-salinas@hhs.texas.gov

Note: Commercial vehicle deliveries must back into the loading dock when making deliveries to the Texas DDS thereby making it unsuitable for semi-trailers longer than 53 feet with a truck attachment that contains a sleeper cab. To avoid damage to property and surrounding trees, please use a delivery vehicle that is suitable for this location.

Please send all invoices to Disability Determination Services PO Box 149198 Austin, TX 78714-9198 for authorization.

Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
1-1	Duct Tape, Commodity Code 83224023990, Supplier Part Number 83224023990, Contract Number 832-S1	832-24	3.00	EA	.00100	$0.00	01/02/2024
					Schedule Total	$0.00	
					Item Total for Line 1	$0.00	
2-1	Rayovac High Energy 824-12k, AAA Batteries; 12/pack #45006100102	450-06	10.00	PKG	4.75000	$47.50	01/02/2024
					Schedule Total	$47.50	
					Item Total for Line 2	$47.50	

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Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
3-1	self stick note pad, 3" x 3", yellow, 100 sheets/pad, 12 pads/pkg #61562384000	615-62	10.00	PKG	13.02000	$130.20	01/02/2024

Schedule Total $130.20

Item Total for Line 3 $130.20

Total PO Amount $177.70

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, CTCD

12/14/2023