Department of State Health Services

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.

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Purchase Order **HHSTX-4-0000335176**

Date	Revision	Page
12/15/23		1

Ship To: 4546 - Austin:1100 W 49th St (DBGL
DEPARTMENT OF STATE HEALTH SERVICES
1100 W 49th St (DBGL)
PO Box 149347
Austin TX 78756
United States

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

Bill To: Invoice-DSHS Fiscal Claims
DEPARTMENT OF STATE HEALTH SERVICES
1100 W 49th St (RBB)
PO Box 149347
Austin TX 78756
United States

Fax: 512/458-7442
Email: invoices@dshs.texas.gov

Exempt Reason: WORKQUEST GOODS OR SERVICES

Purchaser: Ogle,Tracie L

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

Confirmation Order- Do Not Duplicate

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

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

DELIVERY: 10-21 Days After Receipt of PO

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

AGENCY CONTACT:
Dene Thompson
512 776-2457
dene.thompson@dshs.texas.gov

FOR DSHS INTERNAL DELIVERY INFO:
Building: Laboratory L-114
Floor: 5th, Room L-555
Contact: Tim Corcoran
Phone Number: 512-776-7581

REQUESTER INFORMATION:
Requester Name: Tim Corcoran
Requester Phone Number/Area Code: 512-776-7581
Requester E-mail Address: tim.corcoran@dshs.texas.gov

HHSC BUYER:
Tracie Ogle, CTCD, CTCM
512-776-2326
tracie.ogle@hhs.Texas.Gov

VENDOR:
Contractor: WorkQuest, Inc.
Email: smartbuy@workquest.com
Phone: (512) 451-8145

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

Term Contact: 615-S1, 207-S2, 605-S1, 832-S1, 485-S1, 620-S1, 204-S1
Smartbuy PO: 24054045

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1-1	MMM6834 SELF STICK FLAGS, .5" X 1.7", MULTI COLOR	615-93	2.00	PKG	3.63000	$7.26	12/29/2023
					Schedule Total	$7.26	
					Item Total for Line 1	$7.26	
2-1	61541221950 FILE POCKET, 3 1/2" EXPANSION	615-41	50.00	EA	1.61000	$80.50	01/05/2024
					Schedule Total	$80.50	
					Item Total for Line 2	$80.50	
3-1	62080230105 PEN, GEL INK, 0.7MM, RETRACTABLE, RUBBER GRIP, ZEBRA SARASA	620-80	2.00	PKG	6.08000	$12.16	12/29/2023
					Schedule Total	$12.16	
					Item Total for Line 3	$12.16	
4-1	20725292005 COMPRESSED AIR 10 OZ. CAN	207-25	9.00	EA	6.04000	$54.36	12/29/2023
					Schedule Total	$54.36	
					Item Total for Line 4	$54.36	

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

Requisition: 0000250518

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Purchaser: Ogle,Tracie L

Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
5-1	60569453081 SCISSOR, BENT, 8" LENGTH, PLUS FREIGHT ORDER LESS THAN $25	605-69	1.00	EA	4.83000	$4.83	12/29/2023
					Schedule Total	$4.83	
					Item Total for Line 5	$4.83	
6-1	62080100225 PEN, BALLPOINT, RETRACTABLE, ANTIMICROBIAL	620-80	1.00	DOZ	7.90000	$7.90	12/29/2023
					Schedule Total	$7.90	
					Item Total for Line 6	$7.90	
7-1	60569453081 SCISSOR, BENT, 8" LENGTH, PLUS FREIGHT ORDER LESS THAN $25	605-69	4.00	EA	4.83000	$19.32	12/27/2023
					Schedule Total	$19.32	
					Item Total for Line 7	$19.32	
8-1	20468595457 MOUSE PAD	204-68	1.00	DOZ	27.21000	$27.21	12/29/2023
					Schedule Total	$27.21	
					Item Total for Line 8	$27.21	
9-1	83220112 TAPE, TRANSPARENT, REFILL, 3/4" X 1000", CORE 1", MULTI-PURP	832-20	3.00	PKG	6.56000	$19.68	12/29/2023
					Schedule Total	$19.68	
					Item Total for Line 9	$19.68	

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10-1	48540030110 MICROBAN DISINFECTING AND MULTI PURPOSE SPRAY, 6/32 OZ/CS	832-20	1.00	CS	37.16000	$37.16	12/29/2023
					Schedule Total	$37.16	
					Item Total for Line 10	$37.16	
11-1	62090771007 MARKER, PERMANENT, CHISEL TIP, RETRACTABLE, BLACK	620-90	4.00	PKG	3.61000	$14.44	12/25/2023
					Schedule Total	$14.44	
					Item Total for Line 11	$14.44	
					Total PO Amount	$284.82	

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

Tracie Ogle, CTCD

12/15/2023