

Health and Human Services Commission

Purchase Order

Dispatch via Print

Payment Terms Net 30	Freight Terms Prepaid & Allow	Ship Via BEST WAY	Purchase Order HHSTX-4-0000335927
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.			Date 01/02/24
All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.			Revision Page 1
		Ship To:	5030 - Terrell:1200 E Brin HEALTH & HUMAN SERVICES COMMISSION 1200 E Brin PO Box 70 Terrell TX 75160 United States

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

Bill To: Terrell SH Whse
HEALTH & HUMAN SERVICES COMMISSION
1200 E Brin
PO Box 70
Terrell TX 75160
United States

Email: DSHS.TSHBusinessOffice@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
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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: 14 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:
SME Agency Contact: Kelsey Mitchell
SME Agency Contact phone: 972-551-8288
SME Agency Email: KelseyL.Mitchell@hhs.texas.gov

VENDORS EMAIL INVOICES TO: DSHS.TSHBUSINESSOFFICE@DSHS.TEXAS.GOV
TERRELL STATE HOSPITAL
ATTN: ACCOUNTING DEPARTMENT
P.O. BOX 70 / 1200 EAST BRIN STREET / TERRELL, TX, TEXAS 75160
CODE#: 3072

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: 207-S2
Smartbuy PO: 24055350

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

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Requisition: 0000251126

1-1	Labels, Shipping, Avery 5163, 2" X 4" White, 10 Label/Sheet, 100 Sheet/Box, Freight Included \NIGP CODE:20772\SUPP. PART#20772502918\KITCHEN	207-72	40.00	BX	27.18000	\$1,087.20	01/16/2024
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Schedule Total \$1,087.20

Item Total for Line 1 \$1,087.20

Total PO Amount \$1,087.20

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, (CFO)

01/02/2024

