

# 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-4-0000336024</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> 01/04/24
<b>All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.</b>			<b>Revision</b> Page 1
			<b>Ship To:</b> 2861 - San Antonio:3730 E Intersta DEPT FAMILY AND PROTECTIVE SERVICES 3730 E Interstate Highway 10 Ste C San Antonio TX 78220 United States

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

**Bill To:** Invoice-HHSC Region 8, Inspect  
HEALTH & HUMAN SERVICES COMMISSION  
11307 Roszell  
PO Box 23990  
San Antonio TX 78217  
United States

**Fax:** 210/619-8272  
**Email:** Reg08\_Admin\_Services@hhsc.state.tx.us

**Exempt Reason:** WORKQUEST GOODS OR SERVICES

**Purchaser:** Olvera, Marissa Ann

Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
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SHIPPING INSTRUCTIONS: Ship according to the DUE DATES specified on the PO.

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

DELIVERY: 20 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:**  
Name: Teresa Ann Parker  
Email: Teresa.Parker@hhs.texas.gov  
Phone: 210-596-2019

Ship to Attn: Teresa Ann Parker  
NO DELIVERIES BETWEEN 12:00--1:00PM. PLEASE CONTACT TERESA PARKER, (210-596-2019) 24 HOURS PRIOR TO DELIVERY. NO LOADING DOCK OR NO FORKLIFT FOR DRIVER TO USE. LIFTGATE, PALLET JACK AND DOLLY REQUIRED TO DELIVER CASES INSIDE BUILDING. PLEASE DELIVER TO SUITE C, FILE ROOM #17.

**HHSC BUYER:**  
Marissa Olvera  
marissa.olvera1@hhs.texas.gov

**VENDOR:**  
Contractor: Workquest, Inc.  
Contact Name: WorkQuest Customer Service  
Email: customerservice@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: 645-S1  
Term: Start Date: 2/1/2002 - End Date: 11/30/2026  
Smartbuy PO: 24055553

**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 0000249272							
1-1	Paper, Bond, Recycled, White, Premium No. 4, 20 lb., 8-1/2" x 11", 500 Sheets/Pkg, 10 Pkgs/CS	645-21	20.00	CTN	73.02000	\$1,460.40	01/24/2024
<b>Schedule Total</b>						<u>\$1,460.40</u>	
<b>Item Total for Line 1</b>						<u>\$1,460.40</u>	
2-1	PREMIUM INSIDE DELIVERY	962-86	1.00	LOT	130.80000	\$130.80	01/24/2024
<b>Schedule Total</b>						<u>\$130.80</u>	
<b>Item Total for Line 2</b>						<u>\$130.80</u>	
3-1	LIFT GATE FEE	962-86	1.00	LOT	45.00000	\$45.00	01/24/2024
<b>Schedule Total</b>						<u>\$45.00</u>	
<b>Item Total for Line 3</b>						<u>\$45.00</u>	
<b>Total PO Amount</b>						<span style="border: 1px solid black; padding: 2px;">\$1,636.20</span>	

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.

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<p><b>Authorized By</b></p> <p style="font-family: cursive; font-size: 1.2em; margin-left: 20px;">Marissa Olvera</p> <p style="text-align: right; margin-right: 20px;"><u>01/04/2024</u></p>
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