

# Department of State Health Services

## Purchase Order

Dispatch via Print

<b>Payment Terms</b> Net 30	<b>Freight Terms</b> FOB Dest. Prepaid & Add	<b>Ship Via</b> BEST WAY	<b>Purchase Order</b> <b>HHSTX-4-0000337287</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> 01/25/24
<b>All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.</b>			<b>Revision</b> 1
			<b>Ship To:</b> 1899 - Lubbock:6302 Iola Ave HEALTH & HUMAN SERVICES COMMISSION 6302 Iola Ave Lubbock TX 79424 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:** Burns,Debra A

Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
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FY24 CLASS ITEM 615-15 615-19  
SCOR DSHS Division Regional Local Health Operations  
SHIPPING INSTRUCTIONS: Ship according to the DUE DATES specified on the PO.

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

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:  
\*\*\*PACKING LIST REQUIRED TO SHOW PO NUMBER AND ATTN CONTACT INFO \*\*\*  
SHIP TO ATTN Whitfield,Queta Shenell 806-783-6413 queta.whitfield@dshs.texas.gov  
REQUESTER Regina Luna 8067836441 regina.luna@dshs.texas.gov  
WAREHOUSE DELIVERY CONTACT  
6302 Iola Avenue Lubbock, TX 79424  
Bldg./Floor/Cubicle: Deliver to HHSC back of building  
Lori Dye 806-783-6474 Lori.dye@dshs.texas.gov

Invoice/Payment Contact (DSHS Internal Only)  
Jennifer Davis  
HSR01.Budget@dshs.texas.gov  
806-783-6471

Accounts Payable contact information  
DSHS Invoices: Invoices@dshs.texas.gov;  
DSHS Payment Status: Payments@dshs.texas.gov  
DSHS AP Manager: Felica Poston 512-776-2288

HHSC BUYER:  
Debra Burns, CTPM  
Direct: 512) 406-2564 CELL 832-818-3936  
Debra.Burns@hhs.texas.gov

VENDOR:  
VID: 17419760511  
Contractor: WorkQuest  
Contact Name: WorkQuest Customer Service  
Email: smartbuy@workquest.com  
Phone: (512) 451-8145

QUOTE # PRICED PER TEXAS SMART BUY

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<b>All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.</b>			<b>Revision</b> 2
			<b>Ship To:</b> 1899 - Lubbock:6302 Iola Ave HEALTH & HUMAN SERVICES COMMISSION 6302 Iola Ave Lubbock TX 79424 United States

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**Fax:** 512/458-7442  
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\*\*\*DO NOT DULIPCATE\*\*\*

PURCHASING METHOD: EX/0  
Purchase made under the Authority of Texas Government Code 2155.441 (WorkQuest/TIBH Set-Aside)

Term Contact: 615-S1  
Term: 11/16/2021 End Date 11/30/2026  
Smartbuy PO: 24065079

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 0000252621

1-1	Planner Monthly Wire Bound 8-7/8 X 11.25 Black SPN 61515074505 Freight included	615-15	4.00	EA	15.76000	\$63.04	02/28/2024
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**Schedule Total**                      \$63.04

full year, two pages display one month, features 14 months, December-January

**Item Total for Line 1**                      \$63.04

2-1	Desk Pad Calendar 22 X 17 12 months Black Leatherette MPN HOD124 SPN 61519130779 Plus Freight Order Less Than \$25	615-19	1.00	EA	8.49000	\$8.49	02/28/2024
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**Schedule Total**                      \$8.49

January-December, Reinforced, Corners Hold the Sheets in Place

**Item Total for Line 2**                      \$8.49

**Total PO Amount** \$71.53

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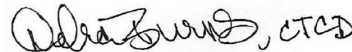
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No substitutions or cancellations are permitted without prior approval by Health & Human Services Commission. If contractor fails to deliver by promised delivery date (or reasonable time thereafter) or fails to meet requirements, Health & Human Services 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**



**01/25/2024**