

# 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-4-0000338957</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> 02/20/24
<b>All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.</b>			<b>Revision</b> 2013 - Austin:5451 N IH 35
			<b>Page</b> 1
			<b>Ship To:</b> HEALTH & HUMAN SERVICES COMMISSION 5451 N IH 35 PO Box 12668 Ste D Austin TX 78723 United States

**Vendor:** 1391837105 8  
4IMPRINT INC  
25303 NETWORK PL  
CHICAGO IL 606731253  
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:** N/A

**Purchaser:** Vasquez Iii, Richard

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

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

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

DELIVERY: 10 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:**  
Graciela Reyna  
email: graciela.reyna@hhs.texas.gov  
cell phone 737-228-7166

**HHSC BUYER:**  
Richard Vasquez  
richard.vasqueziii@hhs.texas.gov  
512-639-7327

**VENDOR:**  
4Imprint  
101 Commerce St  
PO Box 320  
Oshkosh, WI 54901  
Toll Free: 877-446-7746  
ejungwirth@4imprint.com

QUOTE ON-Line

PURCHASING METHOD: SP/E

Not to Exceed \$10,000.00

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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Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
Requisition #0000254374							
1-1	Item #164041-64-24HR Tacoma Spiral Notebook with Pen-6" x 4"-24 hr	785-73	208.00	EA	1.97000	\$409.76	02/29/2024
<b>Schedule Total</b>						<u>\$409.76</u>	
Requesting Tacoma Spiral Notebook with Pen- 6" x 4" for staff attending the Quality Management Division Meeting May 13-16, 2024.The point of contact is Graciela Reyna, email: graciela.reyna@hhs.texas.gov cell phone 737-228-7166							
<b>Item Total for Line 1</b>						<u>\$409.76</u>	
2-1	Item #143408-24HR Etched Pocket Drawstring Sportpack Charcoal	530-25	208.00	EA	2.25000	\$468.00	02/29/2024
<b>Schedule Total</b>						<u>\$468.00</u>	
Requesting Etched Pocket Drawstring Sportpack for staff attending the Quality Management Division Meeting May 13-16, 2024.The point of contact is Graciela Reyna, email: graciela.reyna@hhs.texas.gov cell phone 737-228-7166							
<b>Item Total for Line 2</b>						<u>\$468.00</u>	
<b>Total PO Amount</b>						<span style="border: 1px solid black; padding: 2px;">\$877.76</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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**Authorized By**

*Rebel Vandy* + CTCO

**02/20/2024**