

Department of State Health Services

Purchase Order

Dispatch via Print

Payment Terms Net 30	Freight Terms Prepaid & Allow	Ship Via BEST WAY	Purchase Order HHSTX-4-0000341788
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 03/25/24
All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.			Revision Page 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: 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: 14-20 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:

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

Ship to: Tim Corcoran
1100 W 49th St (DBGL)
PO Box 149347
Austin Tx, 78756

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

HHSC Purchaser
Marissa Olvera, CTCD
512-776-3099
marissa.olvera1@hhs.texas.gov

VENDOR:
Contractor: Workquest, Inc.
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 02/01/2002- End Date 11/30/2026

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			Page 2

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Term Contact: 620-S1
Term: Start Date 11/16/2021 - End Date 11/30/2026

Term Contact: 615-S1
Term: Start Date 11/16/2021 - End Date 11/30/2026

Term Contact: 615-S2
Term: Start Date 11/19/2021 - End Date 11/30/2026

Smartbuy PO:24118963

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 0000258963

1-1	64521411718 PAPER, BOND, RECYCLED, WHITE, PREMIUM NO. 4, 20 LB., 8-1/2" X 11", 500 SHEETS/PKG, 10 PKGS/CS, FREIGHT INCLUDED. QTY PRICEBREAKS AT 10, 40, 121, 500, AND 800 CASES	645-21	15.00	CTN	78.39000	\$1,175.85	04/15/2024
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Schedule Total \$1,175.85

Item Total for Line 1 \$1,175.85

2-1	62080100225 PEN, BALLPOINT, RETRACTABLE, ANTIMICROBIAL, PLUS FREIGHT ORDER LESS THAN \$25	620-80	3.00	DOZ	7.90000	\$23.70	04/08/2024
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Schedule Total \$23.70

Item Total for Line 2 \$23.70

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3-1	61562384000 SELF STICK NOTE PAD, 3" X 3", YELLOW, 100 SHEETS/PAD, 12 PADS/PKG, PLUS FREIGHT ORDER LESS THAN \$25	615-62	3.00	PKG	13.02000	\$39.06	04/08/2024
Schedule Total						\$39.06	
Item Total for Line 3						\$39.06	
4-1	61537130850 BOX, ARCHIVE STORAGE, WITH REMOVABLE LID, LETTER/LEGAL, RECYCLED, 25/CTN. FOB DESTINATION. INSIDE DELIVERY CHARGE \$2.00 PERCASE. PRICE BREAK IF ORDERING MORE THAN 8 CASES	615-37	1.00	CTN	80.00000	\$80.00	04/15/2024
Schedule Total						\$80.00	
Item Total for Line 4						\$80.00	
Total PO Amount						\$1,318.61	

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

Marisa Oenera CTCD

03/25/2024