

# Health and Human Services Commission

## Purchase Order

Dispatch via Print

|  |   |                             |   |
|--|---|-----------------------------|---|
| <b>Payment Terms</b><br>Net 30   | <b>Freight Terms</b><br>Prepaid & Allow | <b>Ship Via</b><br>BEST WAY | <b>Purchase Order</b><br><b>HHSTX-5-0000342359</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><br>09/01/24   |
| <b>All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.</b>   |   |                             | <b>Revision</b><br>Page<br>1  |
|  |   |                             | <b>Ship To:</b><br>4549 - San Antonio:6711 S New Brau<br>HEALTH & HUMAN SERVICES COMMISSION<br>6711 S New Braunfels<br>Ste 100<br>San Antonio TX 78223<br>United States |

**Vendor:** 1742961516 8  
EQUIPMENT DEPOT TEXAS INC  
PO BOX 209004  
DALLAS TX 753209004  
United States

**Bill To:** Invoice-DSHS Accounts Payable  
HEALTH & HUMAN SERVICES COMMISSION  
6711 S New Braunfels  
Ste 100  
San Antonio TX 78223  
United States

**Fax:** 210/531-7883  
**Email:** SAHAccounting@dshs.texas.gov

**Exempt Reason:** CLIENT PURCHASES

**Purchaser:** Augustus,Wendlyn Denett

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

FY25 funding  
EX/0 Client Services  
TGC 2155.144(b)(b-1)(2)  
Requisition 259172 Pricing per quote: 10,000.00  
PO Service Dates 09-01-2024 to 08-31-2025  
Goods and/or services are to be delivered and invoiced after September 1, 2024

Attached Terms and Conditions apply to this Purchase Order.

This purchase order is contingent upon the continued availability of lawful appropriations by the Texas Legislature and may be canceled at any time in whole or part without penalty. HHS or the agency does not commit to ordering specific quantities of goods/services or dollar amounts with respect to this purchase order. The agency shall be obligated to pay for only those goods and/or services ordered and received by the agency. Any funds not utilized by 08-31-2025 are automatically canceled.

VENDORS SEND INVOICES VIA EMAIL TO: sahvendors@dshs.texas.gov;  
sahaccounting@dshs.texas.gov

Reference: FY24 PO 325331

Vendor contact: Equipment Depot  
Vendor ID: 17429615168  
Vendor Contact: Heather Woodworth  
Vendor email: Heidi.woodworth@eqdepot.com  
Vendor phone: 713-869-6801

SME/LEAD Contact: Cecilia Monreal/Bobby Bustillos  
Phone: 210-531-8063/210-531-7432  
Email: Cecilia.monreal@hhs.texas.gov; bobby.bustillos@hhs.texas.gov

Ship to: Warehouse  
Delivery Contact: Bobby Bustillos/Maintenance  
Delivery hours are from 8:00-11:30 AM and 1:00-4:30 PM Monday thru Friday except designated State Holidays

Contract Specialist: Maria Cabrera  
Contract Specialist phone: 210-531-7356  
Contract Specialist email: mariaelena.cabrera1@hhs.texas.gov

PCS contact  
Wendlyn Augustus, CTCD  
Email address: wendlyn.augustus@hhs.texas.gov

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**Purchaser:** Augustus, Wendlyn Denett

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|------------------------------|---|------------|----------|-----|-------------|--------------|------------|
| 1-1                          | REPAIRS, MAINTENANCE OF<br>LAWN EQUIPMENT-Warehouse | 917-73     | 1.00     | LOT | 10000.00000 | \$10,000.00  | 09/01/2024 |
| <b>Schedule Total</b>        |   |            |          |     |             | \$10,000.00  |            |
| <b>Item Total for Line 1</b> |   |            |          |     |             | \$10,000.00  |            |
| <b>Total PO Amount</b>       |   |            |          |     |             | \$10,000.00  |            |

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**

*Wendlyn Augustus, CTCB*

**04/02/2024**