

# Health and Human Services Commission

## Purchase Order

Dispatch via Print

<b>Payment Terms</b> Net 30	<b>Freight Terms</b> FOB Dest. Prepaid & Allowed	<b>Ship Via</b> BEST WAY	<b>Purchase Order</b> <b>HHSTX-4-0000343304</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> 04/11/24
<b>All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.</b>			<b>Revision</b> 1 - 4/11/2024
			<b>Page</b> 1
			<b>Ship To:</b> 4551 - Austin:4301 N Lamar Blvd HEALTH & HUMAN SERVICES COMMISSION 4301 N Lamar Blvd Austin TX 78751 United States

**Vendor:** 1741599564 0  
LABATT INSTITUTIONAL SUPPLY COMPANY  
PO BOX 137  
SAN ANTONIO TX 782910137  
United States

**Bill To:** Invoice - DADS  
HEALTH & HUMAN SERVICES COMMISSION  
4001 Highway 36 South  
Brenham TX 77833  
United States

**Fax:** 979/277-1865  
**Email:** 712Accounting@hhs.texas.gov

**Exempt Reason:** N/A

**Purchaser:** Hill, Geneva L 512/406-2463

Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
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PURCHASE ORDER BLANKET FOR PRODUCE  
TERM: May 1, 2024 to May 31, 2024  
Shipping Instructions: DO NOT SHIP until notified by Agency Contact.  
OR  
Shipping Instructions: Ship according to the DUE DATES specified on the PO.  
Quantities may be increased or decreased upon need during the term of the PO.  
\*\*\*\*\*

**AGENCY CONTACT:**  
Sheila Shirley 512-374-6107  
Sheila.shirley@hpsc.state.tx.us

**BUYER:**  
Geneva Hill 512-406-2463  
Cell: 512-905-2100  
geneva.hill@hhs.texas.gov

**VENDOR**  
Labatt Food Service  
Barbara McCall  
bmccall@labattfood.com  
210-661-4216

NOT TO EXCEED \$5,000.00

For purchase of produce

F.O.B Destination Freight Prepaid Included  
Delivery 5 days ARO

PCC: SP - E

Purchase made under the Authority of Texas Government Code 2155.1441 for Procurements by HHSC Agencies including goods or services acquired for the benefit or on behalf of clients.

Requisition 260747

1-1	Labatt Produce for ASH May FY24	390-84	1.00	LOT	5000.00000	\$5,000.00	04/11/2024
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**Schedule Total**                     \$5,000.00

**Item Total for Line 1**                     \$5,000.00

**Total PO Amount** \$5,000.00

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**

*Geneva Hill CTC D*

**04/11/2024**

## PROCUREMENT FILE CHECKLIST

Purchase Order Number	Contract Number	PM	PCC	Purchaser Name

### PCC E - PURCHASE OF \$10,000 OR LESS

**Purchases of goods and services when the total purchase is estimated to be \$0.00 to \$10,000.00**

*See 34 Texas Administrative Code § 20.82 – Delegated Purchases*

	YES	NA	NA Comment/Explanation	Completion Date
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#### CAPPS SYSTEM

FY(YY) Funds statement - PO Header Comments				
Attach <a href="#">PCS 111 Terms and Conditions DUA not required</a> (includes all Texas Required Contract Clauses) or <a href="#">PCS 111 Terms and Conditions DUA and SPI required</a> (includes all Texas Required Contract Clauses) to PO				
PM/PCC applicable to purchase SPI/E - on PO Header Comments				
NIGP applicable to purchase - added to line				

#### EXTERNAL DELEGATION/APPROVALS

Not a TCI or WorkQuest item <i>Documentation to show research was completed.</i> <i>Goods Purchase: SmartBuy screenshot with search date; Services Purchase: Website screenshot with search date</i>				
Waiver from TCI <i>Indicating that the product/service may be otherwise procured (if applicable)</i>				
Waiver from WorkQuest (formerly TIBH) <i>Indicating that the product/service may be otherwise procured (if applicable)</i> <i>Item must be listed on the WorkQuest Exception report.</i>				

#### SUPPORTING DOCUMENTATION

CAPPS PO - signed				
Copy of Requisition - <i>Does not apply to MIMS</i>				
Copy of Request Document - <i>Does not apply to MIMS</i>				
<b>HUB REQUIREMENTS ARE NOW \$5,000 OR GREATER</b> A quote from one (1) Historically Underutilized Business (HUB), if located; CMBL screenshot required				

#### TEXAS LEGISLATIVE PROHIBITIONS

<a href="#">Companies that Boycott Israel</a> - PDF				
<a href="#">Scrutinized Companies with ties to Sudan</a> - PDF				
<a href="#">Scrutinized Companies with ties to Iran</a> - PDF				
<a href="#">Designated Foreign Terrorist Organizations</a> - PDF				
<a href="#">Scrutinized Companies with ties to Foreign Terrorist Organizations</a> - PDF				

#### LEGAL ENTITY SCREENING – All documentation must show dates

Texas Identification Number (TIN) - Screenshot/PDF				
Warrant Hold Check - PDF dated no more than 7 days prior to award				
<a href="#">Franchise Tax Account Status</a> - Screenshot/PDF				
<a href="#">Texas Debarred Vendor List</a> - Screenshot/PDF				
<a href="#">System Award Management (SAM) - Federal Exclusion</a> - PDF dated no more than 7 days prior to award				
<a href="#">Office of Inspector General List of Excluded Individuals/Entities (LEIE) - Federal Exclusions</a> - Screenshot/PDF				
<a href="#">HHS Inspector General List of Excluded Individuals/Entities (LEIE) - State Exclusions</a> - Screenshot/PDF				

	YES	NA	NA Comment/Explanation	Completion Date
<b>CORRESPONDENCE</b>				
Documentation (Email) of authorized purchase order sent to vendor and to customer (must show date sent) <i>Does not apply to MIMS</i>				
Documentation (Email) of requisition assignment to customer (must show date sent) <i>Does not apply to MIMS</i>				

**Purchaser - Signature**

**HEALTH AND HUMAN SERVICES  
CONTRACT AFFIRMATIONS**

For purposes of these Contract Affirmations, HHS includes both the Health and Human Services Commission (HHSC) and the Department of State Health Services (DSHS). System Agency refers to HHSC, DSHS, or both, that will be a party to this Contract. These Contract Affirmations apply to all Contractors and Grantees (referred to as "Contractor") regardless of their business form (e.g., individual, partnership, corporation).

By entering into this Contract, Contractor affirms, without exception, understands, and agrees to comply with the following items through the life of the Contract:

1. **Contractor represents and warrants that these Contract Affirmations apply to Contractor and all of Contractor's principals, officers, directors, shareholders, partners, owners, agents, employees, subcontractors, independent contractors, and any other representatives who may provide services under, who have a financial interest in, or otherwise are interested in this Contract and any related Solicitation.**
2. **Complete and Accurate Information**  
Contractor represents and warrants that all statements and information provided to HHS are current, complete, and accurate. This includes all statements and information in this Contract and any related Solicitation Response.
3. **Public Information Act**  
Contractor understands that HHS will comply with the Texas Public Information Act (Chapter 552 of the Texas Government Code) as interpreted by judicial rulings and opinions of the Attorney General of the State of Texas. Information, documentation, and other material prepared and submitted in connection with this Contract or any related Solicitation may be subject to public disclosure pursuant to the Texas Public Information Act. In accordance with Section 2252.907 of the Texas Government Code, Contractor is required to make any information created or exchanged with the State pursuant to the Contract, and not otherwise excepted from disclosure under the Texas Public Information Act, available in a format that is accessible by the public at no additional charge to the State.
4. **Contracting Information Requirements**  
Contractor represents and warrants that it will comply with the requirements of Section 552.372(a) of the Texas Government Code. Except as provided by Section 552.374(c) of the Texas Government Code, the requirements of Subchapter J (Additional Provisions Related to Contracting Information), Chapter 552 of the Government Code, may apply to the Contract and the Contractor agrees that the Contract can be terminated if the Contractor knowingly or intentionally fails to comply with a requirement of that subchapter.

Health and Human Services

































































	HUB Requirement Waived for FY24 Blankets.docx		March 30, 2023	Flores,Blanca (HHSC)
	Informal IFB Job Aid.docx		April 20, 2022	Flores,Blanca (HHSC)
	Informal Purchase Workflow.pdf		June 8, 2022	Smith,Mignone (HHSC)
	Inside Delivery & White Glove Chart_updated 7-5-22.pdf		July 12, 2022	Smith,Mignone (HHSC)
	Legal Entity Screening Guide.pdf		February 28, 2023	Flores,Blanca (HHSC)
	Lowe's Accounts_March 2024 Update.xlsx		March 19	Jurkovskis,Amanda (HHSC)
	Mapping Shared Drive Procedure.pdf		April 6, 2022	Flores,Blanca (HHSC)
	MIMS Req Process Notes.docx		February 28, 2023	Flores,Blanca (HHSC)
	MMCAP CORE LIST 7-10-2023 Henry Schein Price List (003).xlsx		July 10, 2023	Martinez,Irene (HHSC)
	MMCAP Medical and Dental Contacts.pdf		April 6, 2022	Flores,Blanca (HHSC)
	No Nexus Sample.pdf		April 6, 2022	Flores,Blanca (HHSC)
	OneDrive to SharePoint Migration.docx		February 8	Flores,Blanca (HHSC)
	Ordering Ice and Water .docx		January 12	Woolverton,Joseph (HHSC)



	Out of Office (OOO) Email Template.docx		February 28, 2023	Flores,Blanca (HHSC)
	PCS 137 IFB Goods Optional Clauses.docx		February 7	Flores,Blanca (HHSC)
	PCS 150-0GPO - GPO Purchase Checklist RE (03-28-2024).pdf		4 days ago	Woolverton,Joseph (HHSC)
	PCS 545 - Acquisition Plan Goods.docx		June 7, 2023	Flores,Blanca (HHSC)
	PCS Dashboard Job Aid.pdf		June 22, 2022	Flores,Blanca (HHSC)
	PCS FY23 Year End Processing for PCS Purchasers.docx		June 22, 2022	Martinez,Irene (HHSC)
	PCS FY24 Year End Processing Instructions.docx		May 11, 2023	Martinez,Irene (HHSC)
	PCS FY24 Year End Processing Instructions.pdf		March 8, 2023	Woolverton,Joseph (HHSC)
	PCS FY25 Year End Processing Instructions.docx		March 21	Martinez,Irene (HHSC)  Martin
	PCS POA Form #446.xls		July 8, 2022	Smith,Mignone (HHSC)
	PCS_111_HHS_Ts_and_Cs_No_DUA_November_2023 v3....   ...	CA V2.3 and UTC V3.4 - Use for HHS and DSHS - Use for Spots, Informals IFBs and Contracts	November 20, 2023	Flores,Blanca (HHSC)
	PCS_114_Informal_IFB_Template_Goods_V1.2_(09-13-2023).docx		March 19	Call,Julie (HHSC)
	pcs-procurement-contract-management-handbook (1).pdf		March 8, 2023	Woolverton,Joseph (HHSC)
	PO Header Comments Blankets.docx		January 2	Jurkovskis,Amanda (HHSC)
	PO Header Comments.docx		March 14	Martinez,Irene (HHSC)
	PO Line Details Guidelines.docx		June 2, 2023	Jurkovskis,Amanda (HHSC)
	PO Notification to Program Email Template.docx		December 26, 2023	Jurkovskis,Amanda (HHSC)
	PO Notification to Vendor Email Template.docx		December 7, 2023	Flores,Blanca (HHSC)
	PO Signature Certification Requirements.docx		June 8, 2023	Flores,Blanca (HHSC)
	Procurement File Checklist Training .pptx		4 days ago	Flores,Blanca (HHSC)
	Procurement Workflow .pdf		April 6, 2022	Flores,Blanca (HHSC)
	Procurements Vendor Checks Cheat Sheet (1).docx		July 8, 2022	Flores,Blanca (HHSC)
	Purchasing Acronyms.docx		July 8, 2022	Jurkovskis,Amanda (HHSC)
	Purchasing Efficiency Tips.docx		May 9, 2023	Flores,Blanca (HHSC)
	Purchasing Matrix.xlsx		March 22, 2023	Flores,Blanca (HHSC)
	Purchasing Tips.docx		June 26, 2023	Jurkovskis,Amanda (HHSC)
	Redacting Information From a PDF.pdf		May 9, 2023	Flores,Blanca (HHSC)
	Redacting Information From a PO.pdf		March 14	Flores,Blanca (HHSC)  Martin
	Request For Quote Template.xlsx		August 17, 2023	Flores,Blanca (HHSC)
	Requesting Access to the PCS Tableau Dashboard.docx		June 23, 2022	Jurkovskis,Amanda (HHSC)
	Requisition Notification to Program Email Template.docx		March 14	Martinez,Irene (HHSC)
	Sales Representatives.xlsx		March 19	Jurkovskis,Amanda (HHSC)

	SAO Nepotism Disclosure Form Training 12-21-23.pptx		December 19, 2023	Flores,Blanca (HHSC)	
	SCOR Uploads Guide for Goods.docx		September 7, 2023	Flores,Blanca (HHSC)	
	Set Status Message in Teams.docx		August 19, 2022	Flores,Blanca (HHSC)	
	Settings for Dates and Times on Vendor Checks.pdf		February 28, 2023	Flores,Blanca (HHSC)	
	Ship To Warehouse Addresses.xlsx		March 14	Call,Julie (HHSC)	
	Shortage Tracking Procedures V.2.pdf		April 6, 2022	Flores,Blanca (HHSC)	
	Signatories for HHS and DSHS Special Purchases Authorized Designe...		December 1, 2023	Woolverton,Joseph (HHSC)	
	Signature Block Update for PALTS_after FYE_FY24.docx		September 7, 2023	Flores,Blanca (HHSC)	
	Skeleton Crew and Holidays Schedule.xlsx		6 days ago	Ogle,Tracie (HHSC)	
	Solicitation Package for Phone Bids.docx		August 28, 2023	Flores,Blanca (HHSC)	
	Solicitations Optional Clauses.docx		January 31	Flores,Blanca (HHSC)	
	Spot Bid Fair Procedures.docx		October 10, 2022	Smith,Mignone (HHSC)	
	Spot Purchase Workflow.pdf		August 8, 2022	Flores,Blanca (HHSC)	
	SSLC & SH Physical Address.xlsx		September 13, 2022	Jurkovskis,Amanda (HHSC)	
	Standard Requisition Comments.docx		August 15, 2023	Flores,Blanca (HHSC)	
	State Holiday Schedule for Fiscal Year 2024.pdf		December 22, 2023	Flores,Blanca (HHSC)	
	TCI Mattress Waiver Exp 08-31-22.PDF		February 28, 2023	Flores,Blanca (HHSC)	
	TCI Waiver Request Form.pdf		April 6, 2022	Flores,Blanca (HHSC)	
	Texas SmartBuy and Required Term Contracts Overview.pdf		November 1, 2023	Jurkovskis,Amanda (HHSC)	
	TXMAS Offline Sales.docx		June 2, 2023	Jurkovskis,Amanda (HHSC)	
	TxSmartBuySystemGuide-apr 2022.pdf		March 8, 2023	Woolverton,Joseph (HHSC)	
	Update AP-114.docx		June 15, 2023	Martinez,Irene (HHSC)	
	UTC_Affirmation_Under_DIR_CC_with_DUA_V.1_(03-22-23).pdf		UTCs for DIR Contract Purchases IT-I	June 15, 2023	Jurkovskis,Amanda (HHSC)
	UTC-I_5645INT_Interlocal_Uniform_Terms_and_Conditions_(06-29-22...		UTCs for Interagency including TCI DFPS	June 15, 2023	Jurkovskis,Amanda (HHSC)
	Vendor Checks - Top 60.xlsx		About an hour ago	Fowler,Desiree (HHSC)	
	Vendor Screening Procedures.pdf		February 28, 2023	Flores,Blanca (HHSC)	
	Vendor Set Up and Updates Procedure.pdf		February 28, 2023	Flores,Blanca (HHSC)	
	W-9 Form Request for Taxpayer ID Number.pdf		April 6, 2022	Flores,Blanca (HHSC)	
	What to do with the "Over 25K reminder email".docx		June 8, 2023	Jurkovskis,Amanda (HHSC)	
	When to Cancel or Deny an Aging Requisition Email Template.docx		March 14	Flores,Blanca (HHSC)	
	WorkQuest and TCI ESBID Awards.xlsx		June 8, 2023	Rodriguez,Linda (HHSC)	
	WorkQuest-Paper Price Breaks-For Customers_8-30-22.pdf		October 7, 2022	Jurkovskis,Amanda (HHSC)	