

# 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-3-0000306380</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> 12/08/22
<b>All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.</b>			<b>Revision</b> 6484 - Mexia:424 Mesquite Dr HEALTH & HUMAN SERVICES COMMISSION 424 Mesquite Dr PO Box 1132 Mexia TX 76667 United States
			<b>Page</b> 1

**Vendor:** 1263499518 2  
MONO MACHINES LLC  
DBA SUPPLY CHIMP  
228 PARK AVE S # 36842  
NEW YORK NY 10003-1502  
United States

**Bill To:** Invoice - DADS  
HEALTH & HUMAN SERVICES COMMISSION  
424 Mesquite Dr  
PO Box 1132  
Mexia TX 76667  
United States

**Fax:** 254/562-1894  
**Email:** 718Accounting@hhs.texas.gov

**Purchaser:** Mills,George M

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: 3 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. Please call facility 24hrs before delivery.  
NO DELIVERIES BETWEEN 12:00-1:00PM

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\*\*\*DOCK Delivery \*\*\*\*\* Forklift available tailgating required by driver.

AGENCY CONTACT:  
Contact: Shannon Easterling  
contact Email: shannon.easterling@hhs.texas.gov  
contact Phone: 254.562.1212

CONTRACT MANAGER  
NAME:  
Phone:  
Email:

AP Email: 718accounting@hhs.texas.gov

Ship to Attn: Name: Shannon Easterling  
contact Email: shannon.easterling@hhs.texas.gov  
contact Phone: 254.562.1212

Building and Room number  
HEALTH HUMAN SERVICES COMMISSION

424 Mesquite Dr  
PO Box 1132  
Mexia TX 76667  
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WAREHOUSE: Please deliver to Business Office/Admin Bldg/Attn: Shannon

HHSC BUYER:

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George Mills CTCD  
512-406-2651  
george.mills@hhs.texas.gov

**VENDOR:**  
Mono Machines LLc dba Supply Chimp  
1133 Broadway Ste 706  
New York, NY 10010  
Vendor Contact: Chris McPherson  
Vendor Phone: 800-592-1306  
Vendor Email: helpme@supplychimp.com

**PURCHASING METHOD:** CP/X  
Procurement methods were evaluated, and the best value is provided using the TXMAS contract.

Txmas Contract: TXMAS-19-7502  
Term: Start Date 8/31/2022 End Date 9 /27/2023  
Smartbuy PO: 23059106

**REQUIREMENTS/LIMITATIONS:**  
This PO is contingent upon the continued availability of lawful appropriations by the Texas Legislature. FY2023 funding.

Invoice per 34 TAC §20.487, amended effective May 1, 2022

Requisition 0000213939

Please follow the Texas Comptrollers Invoicing standards as seen below.  
Include PO Number on invoices, bills, receipts, bill lading, packing slips, and back order.  
(a) To receive payment, a contractor must submit an invoice to the State Agency receiving the goods or services.  
The invoice should include, but is not limited to including:  
(1) the contractors mailing and e-mail (if applicable) address;  
(2) the contractors telephone number;  
(3) the name and telephone number of a person designated by the contractor to answer questions regarding the invoice;  
(4) the state agencys name, agency number, delivery address;  
(5) the state agencys purchase order number, if applicable;  
(6) the contract number or other reference number, if applicable;  
(7) a valid Texas identification number (TIN) issued by the Comptroller;  
(8) a description of the goods or services, in sufficient detail to identify the order which relates to the invoice;  
(9) unit numbers corresponding to the amount of the invoice;  
(10) if submitting an invoice after receiving an assignment of a contract, the TIN of the original contractor and the TIN of the successor vendor;  
(11) other relevant information supporting and explaining the payment requested

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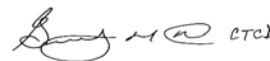
Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
1-1	Task chair - Big and Tall Professional airgrid Chair by Office Start, Black, item 63-37A773Hm	425-06	6.00	EA	556.40000	\$3,338.40	12/12/2022
<b>Schedule Total</b>						\$3,338.40	
<b>Item Total for Line 1</b>						\$3,338.40	
<b>Total PO Amount</b>						\$3,338.40	

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**



**12/08/2022**