

# 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-3-0000308637</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> 01/20/23
<b>All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.</b>			<b>Revision</b> 1
			<b>Ship To:</b> 1288 - Arlington:2220 Forum Dr HEALTH & HUMAN SERVICES COMMISSION 2220 Forum Dr Arlington TX 76010 United States

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

**Bill To:** Invoice-HHSC Financial Service  
HEALTH & HUMAN SERVICES COMMISSION  
801 S State Highway 161  
PO Box 532089  
Grand Prairie TX 75051  
United States

**Fax:** 972/337-6257  
**Email:** Reg03\_AP@hhsc.state.tx.us

**Purchaser:** Thompson,Casandra

Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
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FY23 39  
SHIPPING INSTRUCTIONS: Ship according to the DUE DATES specified on the PO.

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

DELIVERY: 1 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

\*\* No deliveries between 1PM-2PM: Call 24 HRS prior to delivery 469-540-7021 or 214-284-9453\*\*

AGENCY CONTACT  
Jazlyn Davis  
Ph:(972) 337-6210  
Email: Jazlyn.davis19@hhs.texas.gov

Ship to Attn: Jazlyn Davis  
HEALTH HUMAN SERVICES COMMISSION  
2220 Forum Dr.  
Arlington TX 76010

HHSC BUYER:  
Casandra Thompson, CTCD  
Ph: 512-776-4243  
Casandra.thompson@hhs.texas.gov

VENDOR:  
Mono Machines LLC dba Supply Chimp  
Chris McPherson  
Email: helpme@supplychimp.com  
Phone: (800) 592-1306

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

Txmas Contract: TXMAS-19-7502  
Term: December 6, 2018 through September 27, 2023  
Smartbuy PO: 23081015

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

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			<b>Page</b> 2

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

Requisition 0000213400

1-1	Smead Pressborad Classification Folder, 2 Dividers Letter, Red, Box of 10 (316082) Comm Code 20510	615-39	25.00	EA	24.70000	\$617.50	01/23/2023
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**Schedule Total**                     \$617.50

CT 12/05/2022 Price increase from 56.70 to 88.99

**Item Total for Line 1**                     \$617.50

**Total PO Amount** \$617.50

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**

Casandra Thompson, CTCD

**01/20/2023**