

# 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-3-0000309781</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> 02/08/23
<b>All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.</b>			<b>Revision</b> Page 1
			<b>Ship To:</b> 5035 - Rusk:805 N Dickinson Dr HEALTH & HUMAN SERVICES COMMISSION 805 N Dickinson Dr PO Box 318 Rusk TX 75785 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 - 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:** Martinez, Travis

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: 7 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:**

Requester: Emma Hernandez Requester Email: EmmaO.Hernandez@hhs.texas.gov Requester Phone: 903.683.7100

**HHSC BUYER:**

Travis Martinez, CTCD, CTCM  
Ph 512-438-5685  
Travis.Martinez@hhs.Texas.Gov

**VENDOR:**

Mono Machines LLC dba Supply Chimp  
800-592-1306  
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:

Smartbuy PO: 23086035

**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 217739

1-1	(GOODS)Clasp Envelopes; Kraft Clasp Envelope, Side Seam, 28Lb, 12 X 15 1-	310-06	2.00	BOX	35.28000	\$70.56	02/15/2023
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	2, Light Brown, 100-Box; 310/06; Mnfr #UNV35270						
	document with detailed information attached.				<b>Schedule Total</b>	\$70.56	
					<b>Item Total for Line 1</b>	\$70.56	
2-1	(GOODS) Document/Holder;Saunders 22521 Document/Tablet Holder Stand - 12. 3" X 9. 5" X 5" - Aluminum - 1 Each - Black.; 615/48; Mnfr #22521	615-48	2.00	EA	26.82000	\$53.64	02/15/2023
	document with detailed information attached.				<b>Schedule Total</b>	\$53.64	
					<b>Item Total for Line 2</b>	\$53.64	
3-1	(GOODS)Self-Stick Tabs; Abilityone 7510014214751 Skilcraft Self-Stick Tabs-Page Markers; 615/93; Mnfr #NSN4214751	615-93	2.00	PKG	4.88000	\$9.76	02/15/2023
	document with detailed information attached.				<b>Schedule Total</b>	\$9.76	
					<b>Item Total for Line 3</b>	\$9.76	
<b>Total PO Amount</b>						\$133.96	

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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**

*Travis Martinez, CTCD*

**02/08/2023**