

# 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-3-0000316174</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> 05/03/23
<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> 1761 - Houston:5425 Polk St HEALTH & HUMAN SERVICES COMMISSION 5425 Polk St PO Box 16017 Ste 490 Houston TX 77023 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  
5425 Polk St  
PO Box 16017  
Ste 220  
Houston TX 77023  
United States

**Fax:** 713/767-2488  
**Email:** Reg\_06\_Regional\_Budget\_PRF@hhsc.state.tx

**Purchaser:** Viktora,Kourtney Chrissanne

Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
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Confirmation Order - Do Not Duplicate

SHIPPING INSTRUCTIONS: Ship according to the DUE DATES specified on the PO.

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

DELIVERY: X 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:  
Izelda Zarate  
izelda.zarate01@hhs.texas.gov

HHSC BUYER:  
Kourtney Viktora  
(512)776-2692  
Kourtney.viktora@hhs.texas.gov

VENDOR:  
Mono Machines/Supplychimp  
800-592-1306  
helpme@supplychimp.com

PURCHASING METHOD: CP/X  
Procurement methods were evaluated, and the best value is provided using the TXMAS contract. Purchase made under the Authority of 2155.502 Development of Multiple Award Schedule.

Txmas Contract: X TXMAS-19-7502  
Term: X 12/6/2018-9/27/2023  
Smartbuy PO: X 23147076

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 0000316174

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Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
1-1	SHARPIE MK301BK MARKERS CASE	615-60	1.00	CS	44.06000	\$44.06	05/04/2023
<b>Schedule Total</b>						\$44.06	
<b>Item Total for Line 1</b>						\$44.06	
2-1	DURABLE DBL536000 DISPLAY VARIO DESK ASST	530-45	12.00	EA	74.21000	\$890.52	05/04/2023
<b>Schedule Total</b>						\$890.52	
<b>Item Total for Line 2</b>						\$890.52	
<b>Total PO Amount</b>						\$934.58	

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.

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Authorized By

*Kourtney Viktor*

05/16/2023