

# 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-3-0000317360</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> 05/15/23
<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> 5009 - Vernon:4730 College Dr HEALTH & HUMAN SERVICES COMMISSION 4730 College Dr PO Box 2231 Vernon TX 76385 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:** Terrell SH Whse  
HEALTH & HUMAN SERVICES COMMISSION  
1200 E Brin  
PO Box 70  
Terrell TX 75160  
United States

**Email:** DSHS.TSHBusinessOffice@dshs.texas.gov

**Purchaser:** De La Rosa,Lindsey M

Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
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F3E F4720

PCS PLEASE CONTACT Wendi Nutter 940-552-4043 FOR QUESTIONS.

\*\* VENDORS SEND INVOICES VIA EMAIL TO \*\* wendi.nutter@hhs.texas.gov

Vendor Name: Mono Machines LLC  
Vendor Contact: <https://www.txsmartbuy.com>

Lead Contact (Program SME) Name: Wendi Nutter  
Lead Contact Email: wendi.nutter@hhs.texas.gov  
Lead Contact Phone: 940-552-4043

Contract Manager Name: Drew Hardy, CTCM  
Contract Manager Email: drew.hardy2@hhs.texas.gov  
Contract Manager Phone: 940-552-4055

Warehouse: Please deliver to GMS - Wendi Nutter

SCOR Division: 19 - State Operated Facilities

PCS Email PO to:

wendi.nutter@hhs.texas.gov  
drew.hardy2@hhs.texas.gov  
dawna.fulford@hhs.texas.gov  
stacy.ward@hhs.texas.gov  
tony.velez@hhs.texas.gov  
jan.swisher@hhs.texas.gov  
Confirmation Order - Do Not Duplicate [Include this line if ordering through SmartBuy]  
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

**AGENCY CONTACT:**  
Lead Contact (Program SME) Name: Wendi Nutter  
Lead Contact Email: wendi.nutter@hhs.texas.gov  
Lead Contact Phone: 940-552-4043

Contract Manager Name: Drew Hardy, CTCM  
Contract Manager Email: drew.hardy2@hhs.texas.gov

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Contract Manager Phone: 940-552-4055

Warehouse: Please deliver to GMS - Wendi Nutter

**HHSC BUYER:**

Lindsey De La Rosa  
7766284  
Lindsey.delarosa@hhs.texas.gov

**VENDOR:**

VID: 12634995182  
Contractor: Mono Machines LLC dba Supply Chimp  
Contact Name: Chris McPherson  
Email: helpme@supplychimp.com  
Phone: (800) 592-1306

Address: 1133 Broadway Ste 706 New York NY 10010PURCHASING 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: TXMAS-19-7502

Term: 12/6/2018-9/27/2023

Smartbuy PO: 23149389

**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: 235539

1-1	Color Paper - Five-Color Mixed Reams, 24Lb, 8 1/2 x 11, 5 Colors, 2500 Sheets; Item # 42633	645-32	1.00	CTN	97.45000	\$97.45	06/01/2023
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**Schedule Total** \_\_\_\_\_ \$97.45

**Item Total for Line 1** \_\_\_\_\_ \$97.45

**Total PO Amount** \$97.45

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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**

*Lindsey De La Rosa*

05/15/2023