

Health and Human Services Commission

Purchase Order

Dispatch via Print

Payment Terms Net 30	Freight Terms Prepaid & Allow	Ship Via BEST WAY	Purchase Order HHSTX-3-0000317477
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.			Date 05/16/23
All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.			Revision 1 - 5/18/2023
			Page 1
			Ship To: 3137 - Tyler:3303 Mineola Hwy HEALTH & HUMAN SERVICES COMMISSION 3303 Mineola Hwy PO Box 5200 Tyler TX 75702 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; Region 04 Headqu
HEALTH & HUMAN SERVICES COMMISSION
302 E Rieck Rd
Tyler TX 75703
United States

Fax: 903 534 8487
Email: paula.thurman@hhsc.state.tx.us

Purchaser: Breest, Maria Ana

Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
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CP/X - TXMAS Contract 207/72
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.

***PACKING LIST REQUIRED TO SHOW PO NUMBER AND ATTN CONTACT INFO ***

Lead Contact: Darin Adams
Phone: 903-533-4258
Lead Email: darin.adams@hhs.texas.gov

HHSC BUYER:
Ana Breest, CTCD, CTCM
512-406-2679
Ana.breest@hhs.texas.gov

SHIP TO LOCATION CODE: 3137
Health and Human Services Commission
3303 MINEOLA HWY., TYLER, TX 75702
ATTENTION TO: DARIN ADAMS / 903-533-4258 / darin.adams@hhs.texas.gov

BILL TO LOCATION CODE: 3135
Health and Human Services Commission
302 E. RIECK ROAD, TYLER, TX 75703

SEND INVOICES TO: reg04_admin_services@hhs.texas.gov

BACK UP SUPER USER: michelle.dawis@hhs.texas.gov 903-509-5143

SCOR DIVISION # 13 HHSC - System Support Services

Please follow the Texas Comptroller's 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 contractor's mailing and e-mail (if applicable) address;
(2) the contractor's telephone number;
(3) the name and telephone number of a person designated by the contractor to answer questions regarding the invoice;
(4) the state agency's name, agency number, delivery address;
(5) the state agency's purchase order number, if applicable;

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Vendor: 12634995182
MONO MACHINES LLC
DBA SUPPLY CHIMP
228 PARK AVE S # 36842
NEW YORK NY 10003-1502
United States

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- (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.

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 10010

PURCHASING METHOD: CP/X
Procurement methods were evaluated, and the best value is provided using the TXMAS contract.
TXMAS Contract: TXMAS-19-7502
Term: 12.06.18/09.27.23
Smartbuy PO: 23149572

REQUIREMENTS/LIMITATIONS:
This PO is contingent upon the continued availability of lawful appropriations by the Texas Legislature. FY23 Funding.
Invoice per 34 TAC §20.487, amended effective May 1, 2023
Requisition: #233350

1-1	Permanent File Folder Labels, TrueBlock, Assorted, 750/Pack, Avery 5266, Cont#-TXMAS-19-7502, CommCd-61539, Supp#-13642, Mfr#-AVE5266, Mfr-Avery	615-39	50.00	PKG	16.60000	\$830.00	05/31/2023
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Schedule Total \$830.00

Item Total for Line 1 \$830.00

2-1	Super Sticky Notes, 4x4 Lined, Canary Yellow, 6-90 Sheet Pads/Pack, Cont#-TXMAS-19-7502, CommCd-61562, Supp#-5199, Mfr#-MMM6756SSCY, Mfr-3M	615-62	60.00	PKG	10.10000	\$606.00	05/31/2023
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					Schedule Total	\$606.00	
					Item Total for Line 2	\$606.00	
3-1	Oxford 31 Ruled Index Cards,3x5,White,100/Pack,Cont#- TXMASK-19-7502,CommCd- 20772,Supp#-65134,Mfr#-OXF31,Mfr- Oxford	207-72	100.00	PKG	1.08000	\$108.00	05/31/2023
					Schedule Total	\$108.00	
					Item Total for Line 3	\$108.00	
Total PO Amount						\$1,544.00	

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

M Breest CTCD, CTOM

05/18/2023