Health and Human Services Commission

Purchase Order

Dispatch via Print

Payment Terms	Freight Terms	Ship Via
Net 30	Prepaid & Allow	BEST WAY

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.

All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.

Purchase Order **HHSTX-4-0000333823**

Date	Revision	Page
11/27/23		1

Ship To: 5998 - Richmond:2100 Preston
HEALTH & HUMAN SERVICES COMMISSION
2100 Preston
Richmond TX 77469
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
4001 Highway 36 South
Brenham TX 77833
United States

Fax: 979/277-1865
Email: 712Accounting@hhs.texas.gov

Exempt Reason: N/A

Purchaser: Alvarado,Veronica

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

FY24 Purchase / Requisition #: 0000248660

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: 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

Agency Contact:
Diana Dockal @ 281-344-4277
diana.dockal@hhs.texas.gov

WAREHOUSE: PLEASE DELIVER TO DIANA DOCKAL
INFOR FOR WAREHOUSE STAFF:
DELIVERY CONTACT: DIANA DOCKAL @ 281-344-4277
DIANA.DOCKAL@HHS.TEXAS.GOV
BLDG/FLOOR/CUBICLE: BUILDING: ADMINISTRATION 501/RM 108

Purchaser:
Veronica Alvarado @ (512) 406-2505
Veronia.Alvarado@hhs.texas.gov

Vendor Information:
Mono Machines LLC dba Supply Chimp
Chris McPherson @ 800-592-1306
helpme@supplychimp.com

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

Contract # TXMAS-19-7502 (Funding Begins: 12-06-2018 / Funding Ends: 12-05-2023)
Smartbuy PO:

Requirements/Limitations:
This PO is contingent upon the continued availability of lawful appropriations by the Texas Legislature. FY2024 funding.

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

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Fax: 979/277-1865
Email: 712Accounting@hhs.texas.gov

Exempt Reason: N/A

Purchaser: Alvarado,Veronica

Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
1-1	SHARPIE 15674Pp KING SIZE MARKERS, CHISEL TIP, BLUE/RED/BLACK, 4/SET; Supplier Part Number: 36638	785-30	3.00	SET	7.36000	$22.08	12/04/2023
					Schedule Total	$22.08	
					Item Total for Line 1	$22.08	
2-1	QUARTET B244MA PRESTIGE 4X3 COLORED CORK BULLETIN BOARD; MAPLE; Supplier Part Number: 3880	785-25	1.00	EA	140.34000	$140.34	12/04/2023
					Schedule Total	$140.34	
					Item Total for Line 2	$140.34	
					Total PO Amount	$162.42	

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 Veronica Alvarado, CTCN, CTCM **12/01/2023**