

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-3-0000303996
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 11/01/22
All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.			Revision Page 1
			Ship To: 4038 - Corpus Christi:902 Airport HEALTH & HUMAN SERVICES COMMISSION 902 Airport Rd Corpus Christi TX 78405 United States

Vendor: 1760190901 7
LIBERTY DATA PRODUCTS INC
DBA LIBERTY OFFICE PRODUCTS
PO BOX 630729
HOUSTON TX 772630729
United States

Bill To: Invoice - DADS
HEALTH & HUMAN SERVICES COMMISSION
4001 S Hwy 36
Brenham TX 77833
United States

Fax: 979/277-1865

Purchaser: Alvarado,Veronica

Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
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FY23 Purchase / Requisition #: 0000210780

Shipping Instructions: Ship according to the DUE DATES specified on the PO.

Freight: F.O.B Destination Freight Prepaid Allowed

Delivery: 5 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:
Yvonne Almendarez @ 361-844-7864
Yvonne.Almendarez@hhs.texas.gov

Delivery Contact:
Adrian Gerry @ 361.844.7734
adrian.gerry@hhs.texas.gov
Bldg/Floor/Cubicle: Bldg 519

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

VENDOR INFORMATION:
Liberty Office Products
Charmaine A. LeBlanc @ 713-789-3282 x113
Cleblanc@Libertyoffice.Com

Purchasing Type: CP-A

Contract #: 615-A1 (Funding Begins: 08-29-2017 / Funding Ends: 08-31-2023)
Smartbuy PO:

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

1-1	Clips, Binder, Large, 2" Wide, 1 Dozen;	615-69	4.00	DZ	1.65000	\$6.60	11/08/2022
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All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.			Revision Page 2
			Ship To: 4038 - Corpus Christi:902 Airport HEALTH & HUMAN SERVICES COMMISSION 902 Airport Rd Corpus Christi TX 78405 United States

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Fax: 979/277-1865

Purchaser: Alvarado, Veronica

Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
	Supplier Part Number: 61569146552; Manufacturer Part #: 36552						
					Schedule Total	\$6.60	
					Item Total for Line 1	\$6.60	
2-1	Binder, D-Ring, Letter Size, 4" Rings, Black; Supplier Part Number: 61509216964; Manufacturer Part #: 26964	615-09	4.00	EA	7.13000	\$28.52	11/08/2022
					Schedule Total	\$28.52	
					Item Total for Line 2	\$28.52	
3-1	Clips, Binder, Large, 2" Wide, 1 Dozen; Supplier Part Number: 61569146552; Manufacturer Part #: 36552	615-69	4.00	DZ	1.65000	\$6.60	11/08/2022
					Schedule Total	\$6.60	
					Item Total for Line 3	\$6.60	
Total PO Amount						\$41.72	

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

Vernice Amick

11/01/2022