

Health and Human Services Commission

Purchase Order

Dispatch via Print

Payment Terms Net 30	Freight Terms FOB Dest. Prepaid & Allowed	Ship Via BEST WAY	Purchase Order HHSTX-3-0000308647
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 01/20/23
All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.			Revision 1
			Ship To: 1199 - Edinburg;2412 E Richardson HEALTH & HUMAN SERVICES COMMISSION 2412 E Richardson St Edinburg TX 78539 United States

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

Bill To: Invoice-HHSC-Adult Protective
HEALTH & HUMAN SERVICES COMMISSION
2520 S Veterans Blvd
PO Box 960
Edinburg TX 78539
United States

Fax: 956/316-8355
Email: reg11purchases@hhsc.state.tx.us

Purchaser: Fletcher, Patricia Rose

Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
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AGENCY CONTACT:
Name: Arlena Salazar
Phone: 956/614-7111
Email: arlena.salazar@hhs.texas.gov

PURCHASER:
Name: Patricia Fletcher
Phone: 512/406-2538
Email: patricia.fletcher@hhs.texas.gov

VENDOR: Liberty Office
Name Charmaine LeBlanc
Phone: 713/789-3282, ext. 113
Email: cleblanc@libertyoffice.com

Contract: 615-A1
Term 8/29/2017 - 8/31/2023

Smart Buy PO: 23081012

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

REQUIREMENTS/LIMITATIONS:
This PO is contingent upon the continued availability of lawful appropriations by the Texas Legislature. FY2023 funding.

SHIPPING INSTRUCTIONS: Ship according to the DUE DATES specified on the PO. FREIGHT: F.O.B. Destination Freight prepaid Allowed. Delivery hours are from 8-11:30am and 1-4:30pm M-F Except State Holidays.

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

1-1	Clip, Binder Large 2" Wide, 1 dozen clips, Supplier Part 36552	615-69	100.00	DZ	1.65000	\$165.00	02/13/2023
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Schedule Total \$165.00
Item Total for Line 1 \$165.00

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Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
2-1	Clip, Binder Medium 1 1/4", 1 dozen clips, Supplier Part 36551	615-69	200.00	DZ	.59000	\$118.00	02/13/2023
Schedule Total						\$118.00	
Item Total for Line 2						\$118.00	
3-1	Clip, Binder, Small, 3/4", 1 dozen clips, Supplier Part 1760190901	615-69	300.00	DZ	.26000	\$78.00	02/13/2023
Schedule Total						\$78.00	
Item Total for Line 3						\$78.00	
4-1	Cubicle Wall Clips/Fasteners 1-5/16", 24 PK color Charcoal, Supplier Part 61569190673, Manuf Part 80673	615-69	70.00	PKG	5.74000	\$401.80	02/13/2023
Schedule Total						\$401.80	
Item Total for Line 4						\$401.80	
5-1	Pushpins, clear .5" X .3" Dia., Transparent, 100 Box, Supplier Part 61584572707, Manuf Part 92707	615-84	150.00	BOX	1.06000	\$159.00	02/13/2023
Schedule Total						\$159.00	
Item Total for Line 5						\$159.00	
Total PO Amount						\$921.80	

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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

Patricia Fletcher, CIPM

01/20/2023