

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-3-0000309347
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 02/01/23
All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.			Revision 5998 - Richmond:2100 Preston HEALTH & HUMAN SERVICES COMMISSION 2100 Preston Richmond TX 77469 United States
			Page 1

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 Highway 36 South
Brenham TX 77833
United States

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

Purchaser: Thompson,Casandra

Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
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FY23 NGIP 84,69
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:
Debra Davis-Jefferson
Ph: (281) 334-4409
Email: Debra.Davisjefferson@hhs.texas.gov

Ship to Attn: Debra Davis-Jefferson
Ph: (281) 334-4409
Email: Debra.Davisjefferson@hhs.texas.gov

HHSC BUYER:
Casandra Thompson, CTCD
512-776-4243
Email:Casandra.thompson@hhs.texas.gov

VENDOR:
VID: 17601909017
Contractor: Liberty Office Products
Contact Name: Charmaine A. LeBlanc
Email: Cleblanc@Libertyoffice.Com
Phone: (713) 789-3282 x113

PURCHASING METHOD: CP-A

Term Contract: 615-A1,
Term: August 29, 2017 through August 31, 2023
Smartbuy PO: 23085156

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 0000216592

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1-1	61584572707 - Push Pins, Clear	615-84	10.00	BOX	1.06000	\$10.60	02/01/2023
Schedule Total						\$10.60	
Item Total for Line 1						\$10.60	
2-1	61569146552 - Clips, Binder, Large, 2" Wide	615-69	20.00	DZ	1.65000	\$33.00	02/01/2023
Schedule Total						\$33.00	
Item Total for Line 2						\$33.00	
Total PO Amount						\$43.60	

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

Cassandra Thompson, CTCD

02/01/2023