



Texas Department of Motor Vehicles
Texas SmartBuy PO # 22095833
Business Unit # 60800
Purchase Order # 0000010907

Page: 1 of 2

Payment Terms: NET30 **Freight Terms:** FOB Destination **Ship Via:** US MAIL **PCC:** A **Date:** 04/12/22 **PO Method:** AT **Dispatch:** Dispatch Via Print **Rev Dt:**

PLEASE NOTE: ADDITIONAL TERMS AND CONDITIONS MAY BE LISTED AT THE END OF THE PURCHASE ORDER.

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

Ship To: 1P00 - TxDMV Warehouse
4000 Jackson Avenue
Austin TX 78731
United States

Vendor ID: 1760190901 7

Bill To: 4000 Jackson Avenue
Austin TX 78731
United States

Purchaser: Jimmy Lee Smartt
Phone: 512/465-4180
Fax: 512/465-5641

Bill To Fax:

Email: jimmy.smartt@txdmv.gov

Bill To Email: DMV_FIN-INVOICES@TxDMV.gov

PO Information:

April Office Supplies

Change Orders:

Change orders will be allowed only if unforeseen conditions arise such as, but not limited to, increasing or decreasing quantities or if the department needs dictate changes. All changes shall be in the scope of original work. No verbal change orders shall be permitted. All change orders must be in writing with a Purchase Order Change Notice (POCN) issued by TxDMV Purchasing Section.

Payment:

Payment will be made in accordance with the Texas Prompt Payment Act, TGC, Subtitle F, Chapter 2251. Vendor shall submit one copy of a correct itemized invoice showing the purchase order number, payee ID., remit to address, and phone number on invoice. Vendors may submit an electronic invoice. All electronic invoices shall be sent to DMV_FIN-INVOICES@txdmv.gov (note: There is an underscore "_" between DMV and FIN). All invoices received at the email address will be filed for future reference and you will receive a receipt confirmation email. To avoid the confusion of duplicate invoices, please do not send other copies of this invoice via regular mail, fax or other means. On emails for electronic invoices, include the company name (as it appears on the invoice) and the purchase order number in the subject line to assist in identifying and processing your invoices in a timely manner. TxDMV will not incur any penalty for late payment if payment is made in 30 days or less from receipt of goods or services and a correct invoice, whichever is later.

Note: Warrants will not be issued to a vendor without a current Texas Identification Number.

Quantity(ies):

Quantities are estimated: TxDMV does not guarantee to purchase any minimum or maximum quantity. TxDMV reserves the right to increase or decrease the quantity(ies) of the purchase order at the same original terms and conditions. The vendor will be notified in writing by purchase order change notice of any requirements for any increased or decreased quantity(ies).

Delivery:

Delivery of goods shall be in accordance with the delivery requirements of this purchase order, any underlying or associated contract for the goods being purchased and any other requirements set for by TxDMV or state law. Upon delivery, the bill of lading shall include at a minimum the following information: TxDMV Division and Contact Name, TxDMV Purchase Order number, Delivery Address, Vendor contact information and return address. If the vendor has an updated delivery schedule or more accurate delivery date, the vendor shall notify the TxDMV contact immediately.

Texas Department of Motor Vehicles Standard Terms and Conditions can be found at: <http://www.txdmv.gov/contractors-vendors>

Contracts(s): 615-A1

TxDMV Contract Monitor:

Yessenia Benavides
yessenia.benavides@txdmv.gov
Phone # (512) 465-4011

Authorized Signature

04/12/2022



Texas Department of Motor Vehicles
Texas SmartBuy PO # 22095833
Business Unit # 60800
Purchase Order # 0000010907

Vendor Contact:
Charmaine A. LeBlanc
Cleblanc@Libertyoffice.Com
Phone # (713) 789-3282 x113

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Clips, Paper Jumbo, Smooth- Supplier Part Number: 61509218446	615/09	1.0000	EA	\$5.25000	\$5.25	04/25/2022

Schedule Total

ReqID:
0000011743

Item Total for Line # 1

Total PO Amount

All Shipments, Shipping papers, invoices and correspondence must be identified with our Purchase Order Number. Over shipments will not be accepted unless authorized by Purchaser prior to Shipment.

Texas Department of Motor Vehicles Standard Terms and Conditions can be found at: <http://www.txdmv.gov/contractors-vendors>

Authorized Signature

Jimmy L. Smartt

04/12/2022



Purchase Order

PO No. 22095833

Order Date: 4/12/2022

Internal Tracking No.: 10907

Contractor Info

Liberty Office Products
17601909017
PO Box 630729
Houston, TX 77263-0729

(800) 460-8900

Bill To

4000 JACKSON AVENUE
AUSTIN TX 78731

Ship To

Texas Department Of Motor Vehicles - 608
4000 JACKSON AVENUE
AUSTIN TX 78731

NOTE TO CONTRACTOR: Attention: Yessenia Benavides
yessenia.benavides@txdmv.gov
(512) 465-4011

Disclaimer

The State of Texas is exempt from all Federal Excise Taxes except as noted in each contract.

STATE AND CITY SALES TAX EXEMPTION CERTIFICATE:

The undersigned claims an exemption from taxes under Texas Tax Code, Section 151.309(4), for purchase of tangible personal property described in this numbered order, purchased from contractor and/or shipper listed above, as this property is being secured for the exclusive use of the State of Texas, or a Texas County, City, Special District, or Other Political Subdivision.

Bobby Pounds

Texas Comptroller of Public Accounts – Statewide Procurement Division

Agency	Purchaser	Email	Phone
Texas Department Of Motor Vehicles - 608	Jimmy Smartt	jimmy.smartt@txdmv.gov	(512) 465-4180

Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Price
1	61509	61569150363	Clips, Paper Jumbo, Smooth, 100 EA/Box, 10 Box/Pack, 1000 EA/Pack; Freight Included Contract: 615-A1 Contract Type: Term Delivery ARO (days): 3 Delivery Date: 4/15/2022 MPN: 65639 Manufacturer Name: Business Source	1	PACK	5.25	\$5.25

Total \$5.25