



MOHAVE
COOPERATIVE

DD Office Products, Inc.
dba Liberty Paper
Bulk Paper – Direct Order
22O-LBRTY-0501

MOHAVE EDUCATIONAL SERVICES COOPERATIVE INC.

211 N 7TH STREET, KINGMAN, AZ 86401

(928) 753-6945

WWW.MESC.ORG

REV 11/3/2023 MRN

General Information

- Member may obtain Mohave contract prices by direct outreach to Liberty Paper Account Manager – Reuben Tebar.
- Include MESC Contract 22O-LBRTY-0501 on the purchase order.
- Orders may be procured directly through Liberty Paper. Please contact Reuben Tebar for current pricing and for any specific delivery requirements or needs. Pricing is based on standard dock to dock or drivers' assistance delivery. All other requirements will be quoted based on requirements and quantity requested.
- Standard or reoccurring orders may be placed via email at bids@libertypp.com.
- Orders will be shipped to the specified location. If special shipping instructions are required, please contact Liberty Paper directly.
- Member will address order concerns (missing items, damaged items, returns, substitutions, etc.) directly with your Account Manager – Reuben Tebar at bids@libertypp.com.
- Member may use Pcards – 3% processing fee applies.
- Mohave's 1% admin fee is included in contract prices.
- Liberty Paper will remit admin fees to Mohave.

Ordering Overview (Direct On-Line Order)

- (1) Member requests detailed quote from bids@libertypp.com. (2) Member sends purchase order and copy of the detailed quote to bids@libertypp.com
 - Member creates purchase order for products and/or services.
 - Include MESC Contract # 22O-LBRTY-0501 on the purchase order.
 - Member submits purchase order via email.
- Orders will be shipped to the specified location.
- Member will address order concerns (missing items, damaged items, returns, substitutions, etc.) directly with the main member contact – Reuben Tebar at bids@libertypp.com.
- Member may use Pcard/credit card – 3% processing fee applies.

Blanket Purchase Orders (if applicable)

- Members may use blanket purchase orders under the contract.
- Each blanket purchase order should specify...
 - The period it can be used
 - The product or products to be purchased
 - Any excluded products or services
 - The maximum amount available to be spent
 - The authorized user or users
- Members must monitor blanket purchase order expenditures to avoid exceeding the maximum purchase amount.

Questions

- For Mohave questions, contact Melissa Jimenez at melissa@mesc.org or (928) 718-3222
- For Vendor questions related to Quotes and Orders, please contact Reuben Tebar at bids@libertypp.com or 866-507-2737 x 2114.