

COUNTY OF HIDALGO
Community Service Agency



*Adm: (956) 383-6250
Fax: (956) 380-4324*

2524 N. Closner / P.O. Box 204

Edinburg, TX 78540

December 28, 2006

Ms. Marty L. Salazar
Hidalgo County Purchasing Agency
Purchasing Department
County of Hidalgo
100 E. Cano, 4th floor
Adm. Bldg.
Edinburg, Tx 78539

Dear Ms. Salazar:

Please be advised that as required by our funding source, the Texas Department of Housing and Community Affairs, we need to commence a new procurement process for Central Heating and Cooling Systems for 2007. At the same time we would like to conduct a procurement process for window units. Therefore, we are requesting that this matter be placed on Commissioner's Court Agenda for January 9, 2007, so that we may begin our procurement process as soon as possible. As you know this is an extremely time restrictive matter. We would like our advertisement to begin immediately after approval has been granted. We must formally advertisement for a minimum of 3 days. Please schedule a pre-proposal conference on Thursday, January 25, at 9:30 a.m. and proposal opening on Wednesday, January 31, 2007, at 9:30 a.m.

Should you have any questions, please call Ms. Thelma Vasquez or myself and please use my direct line to expedite the communication at (956) 383-3511.

Respectfully,

Maribel Navarro-Saenz
Executive Director