




**BUILDING & GROUNDS**  
County Of Hidalgo

DANIEL FLORES  
Director

To: Oscar Garza, Buyer  
Purchasing Department

From: Daniel Flores, Director   
Buildings and Grounds Department

Re: Pending Project

Date: October 31, 2007

Please be informed the following project is being sent to you to be placed on the agenda for bids to present: for discussion, consideration, acceptance and approval to request proposal and assessment from area job order contractors through the County's membership / participation with purchasing cooperatives; to include but not limited to the provision of labor and materials and any other appurtenances for completion of the existing Robert's Chevrolet building for the County Clerks to use as document storage warehouse.

The account number to be used for this project: 7-1100-415-40-180-002-0-(431) obj. code is in process of getting created.

Thank you for your prompt cooperation with this matter, if in need of additional information please contact me at direct ext. (956)289-7855.

cc:  
Marty Salazar, Purchasing  
Valde Guerra, Budget & Management



DANIEL FLORES  
Director

## BUILDING & GROUNDS County Of Hidalgo

To: Martha Salazar, Purchasing Agent  
Purchasing Dept.

From: Daniel Flores, Director  
Buildings and Grounds

Date: November 1, 2007

Re: Old Roberts Chevrolet Building

### Scope of Work

Scope provides labor, equipment and material to renovate the above mentioned project, per scope of work:

#### **Exterior:**

Pressures wash existing exterior brick walls.  
Remove and replace any damaged exterior trim, wood coverings and or siding.  
Paint exterior walls, trim and edging.

#### **Ceiling:**

Reinforce existing joists w/4" steel pipe up to the roof rafters.

#### **HVAC:**

Troubleshoot existing exterior and interior units.

#### **Electrical:**

Run new circuit to existing elevator with disconnect switch.

**Plumbing:**

Cap off unnecessary water and sewer lines as per code.

**Bathrooms:**

Make ADA compliant.

**Doors:**

Remove and replace all door knobs with ADA compliant handles.

**Demo:**

Remove existing electrical panels and plywood walls to accommodate the necessary space needed for storage shelves.

**Finishing:**

Repair minor damage to drywalls and masonry walls in all rooms (i.e....pin holes, scratches, etc) with spackling, calking on drywalls, mortar or similar on masonry walls and as needed to prepare walls to receive paint.

All finish of walls and doors should be a Class 5 finish.

Refinish or paint all doors.

Paint all door frames.

Excess glass to be reinforced and covered with 3/4" plywood.

**Roof:**

Patch existing roof hole for water leaks.

If any question arise, please contact at your earliest convenience. Thank-you!

Cc: Valde Guerra, Commissioners Court Executive Officer



BUILDING & GROUNDS  
County Of Hidalgo

DANIEL FLORES  
Director

FAX TRANSMISSION  
COVER SHEET

\*\*\*\*\*

TO: Marty Salazar

FROM: Javier Carrion

DATE/TIME: 11-1-07 3:40 pm

TOTAL  
PAGES: 3 (4 pages)  
(Including Cover Sheet)

COMMENTS:  
scope of work for Old Roberts Church  
Building

\*Should you have any problems with the transmission of this fax,  
please contact Javier/Homer at our office  
(956) 289-7850. EX 4358 / EX 4357

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\*\*\* TX REPORT \*\*\*  
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TRANSMISSION OK

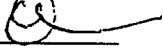
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