

**Hidalgo County Offices Final Punchlist items:**  
**November 28, 2007**  
**ROFA Architects, Inc.**

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**Treasure Department:**

Room 234: ceiling needs painting

**Auditors Department:**

- Secretarial Pool 196: Drawers need to be reconfigured for legal size paper. (County to update)
- Drop Off 230: Drop box door missing (County to update)
- Door 252 jammed
- Door 229A jammed

**IT Department:**

-no issues

**Tax Office:**

- Door 116: cracked glass needs replaced
- Door 104: scratching floor. Door needs adjusting
- Door 121A: cracked glass needs to be replaced
- Door 166: strike needs to be readjusted not closing properly
- Corr. 128: Cracks along wall need to be repaired

**Budget Management Department:**

- Room 357: tie new butterfly valves to alarm
- Room 371: Re-glue VCT left side of window of office
- Room 380: cove base on east wall painted. Needs clean up
- Room 369: need key to front door (County to update)
- Room 398: missing key
- Room 375: cove base/door conflict

**Purchasing:**

- Room 311: Replace door (veneer unglued)
- Room 312: Install missing screws at door
- Room 314: Clean ceiling grid near southwest corner
- Room 323: Clean stain on southeast wall
- Room 317: West wall outlet low power
- Room 324: Missing glass gasket

**Fire Marshall:**

-no issues

**Veterans Services:**

- Room 346: replace floor outlet (outlet cracked)

**Security:**

-no issues

**All:**

- A/C Test and Balance required
- interior building signage

## Moises Salazar

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**From:** james [jamesr@rofainc.com]  
**Sent:** Wednesday, December 05, 2007 10:04 AM  
**To:** 'Moises Salazar '  
**Cc:** 'Luis Figueroa'  
**Subject:** Hidalgo County Office. ROFA Project No. 25004.final punch list

Moises...attached please find final..final...final punch list for your use. As mentioned by Mr. Figueroa at the meeting...we are looking at roughly 2,000 dollars worth of work left to do (at time of meeting-items might already be finalized). Please contact me should you have questions or require anything else.

Thank you,

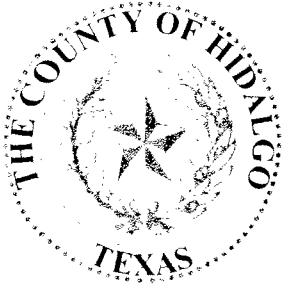
**James Rodriguez**  
Project coordinator



Rike Ogden Figueroa Alex  
Architects, Inc.  
1007 Walnut Ave.  
McAllen, Texas 78501

956.686.7771 voice  
956.687.37433 fax

[jamesr@rofainc.com](mailto:jamesr@rofainc.com)



PURCHASING DEPARTMENT  
County Of Hidalgo

**M E M O R A N D U M**

**TO:** Armando Barrera, Jr., Tax Assessor Collector (956) 318-2733  
Norma Garcia, County Treasurer (956) 318-2507  
Ray Eufrazio, County Auditor (956) 318-2577  
Tony Pena, Fire Marshal (956) 318-2697  
Renan Ramirez, Chief Information Officer (956) 318-2152  
Valde Guerra, Commissioner's Court Executive Officer (956) 292-7034  
Attn: Fred Reyna, Insurance  
Roy Quintanilha, Safety Director  
Emilio De Los Santos, Veterans Office (956) 318-2439

**FROM:** Moises Salazar, Buyer II  
County of Hidalgo Purchasing Department

**DATE:** November 28, 2007

**RE:** County Administration Building.

Via fax to:

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By signing below you are acknowledging that all offices withing your department area a are 100% completed as discussed at the FINAL PUNCH LIST MEETING to the New Administration Building.

IT Dept  
Department

Cruz Quintana  
Signature

Cruz Quintana  
Printed Name

11/27/07  
Date

If you should require additional information pertaining to this matter please contact me at (956) 318-2626.

Thank you.

cc. Building and Grounds

Note: Accepted with pending work to be done in the following listed room numbers as per meeting discussions and/or punch list dated November 16, 2007:



PURCHASING DEPARTMENT  
County Of Hidalgo  
**MEMORANDUM**

Via fax to:

**TO:** Armando Barrera, Jr., Tax Assessor Collector (956) 318-2733  
Norma Garcia, County Treasurer (956) 318-2507  
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Attn: Fred Reyna, Insurance  
Roy Quintanilha, Safety Director  
Emilio De Los Santos, Veterans Office (956) 318-2439


**FROM:** Moises Salazar, Buyer II  
County of Hidalgo Purchasing Department

**DATE:** November 28, 2007

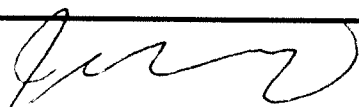
**RE:** County Administration Building.

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Department Hidalgo Co. Fire Marshal

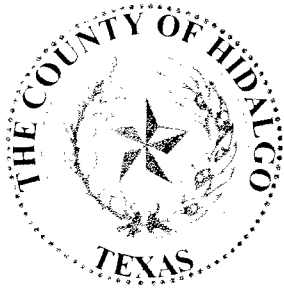
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Signature  Printed Name Juan Martinez Date

If you should require additional information pertaining to this matter please contact me at (956) 318-2626.

Thank you.

cc. Building and Grounds



PURCHASING DEPARTMENT  
County Of Hidalgo  
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Emilio De Los Santos, Veterans Office (956) 318-2439

**FROM:** Moises Salazar, Buyer II  
County of Hidalgo Purchasing Department

**DATE:** November 28, 2007

**RE:** County Administration Building.

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Veterans Services  
Department

Emilio D / K Emilio De los Santos 11/28/07  
Signature Printed Name Date

If you should require additional information pertaining to this matter please contact me at (956) 318-2626.

Thank you.

cc. Building and Grounds

\*pending Floor Plan Rm 346



PURCHASING DEPARTMENT  
County Of Hidalgo  
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County of Hidalgo Purchasing Department

**DATE:** November 28, 2007

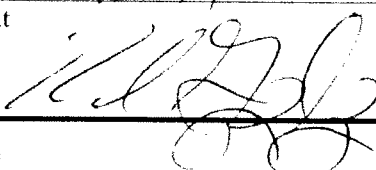
**RE:** County Administration Building.

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By signing below you are acknowledging that all offices withing your department area a are 100% completed as discussed at the FINAL PUNCH LIST MEETING to the New Administration Building.

Security  
Department

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 Printed Name: Rolando Gonzalez Date: 11-28-07

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Signature Printed Name Date

If you should require additional information pertaining to this matter please contact me at (956) 318-2626.

Thank you.

cc. Building and Grounds



PURCHASING DEPARTMENT  
County Of Hidalgo

**M E M O R A N D U M**

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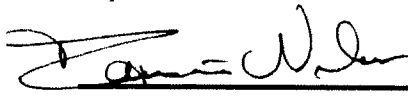
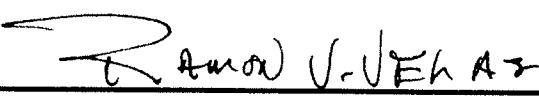
**FROM:** Moises Salazar, Buyer II  
County of Hidalgo Purchasing Department

**DATE:** November 28, 2007

**RE:** County Administration Building.

By signing below you are acknowledging that all offices withing your department area a are 100% completed as discussed at the FINAL PUNCH LIST MEETING to the New Administration Building.

Purchasing Dept.  
Department

  11-28-07

Signature Printed Name Date

If you should require additional information pertaining to this matter please contact me at (956) 318-2626.

Thank you.

cc. Building and Grounds

Pending work on following offices: as per 11-16-07 punchlist  
#311, #312, 314, 323, 317 and 324



PURCHASING DEPARTMENT  
County Of Hidalgo

**M E M O R A N D U M**

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Attn: Fred Reyna, Insurance  
Roy Quintanilha, Safety Director  
Emilio De Los Santos, Veterans Office (956) 318-2439

**FROM:** Moises Salazar, Buyer II  
County of Hidalgo Purchasing Department

**DATE:** November 28, 2007

**RE:** County Administration Building.

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By signing below you are acknowledging that all offices withing your department area a are 100% completed as discussed at the FINAL PUNCH LIST MEETING to the New Administration Building.

BUDGET & MANAGEMENT  
Department

Signature

Printed Name

Date

If you should require additional information pertaining to this matter please contact me at (956) 318-2626.

Thank you.

cc. Building and Grounds

- Pending work on the following Room numbers  
as per punchlist dated 11-16-07  
# 357, 371, 380, 369, 398, 375 + A/c Balance



PURCHASING DEPARTMENT  
County Of Hidalgo

MEMORANDUM

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Emilio De Los Santos, Veterans Office (956) 318-2439

FROM: Moises Salazar, Buyer II  
County of Hidalgo Purchasing Department

DATE: November 28, 2007

RE: County Administration Building.

Via fax to:

By signing below you are acknowledging that all offices withing your department area a are 100% completed as discussed at the FINAL PUNCH LIST MEETING to the New Administration Building.

TAX OFFICE

Department

*[Handwritten Signature]*

Armando Barrera Jr.

11/28/07

Signature

Printed Name

Date

If you should require additional information pertaining to this matter please contact me at (956) 318-2626.

Thank you.

cc. Building and Grounds

Note: Accepted with pending work to be done in the following listed room numbers as per meeting discussions and/or punch list dated November 16, 2007:

104 (Door), 116 Cracked Glass, 121 Door, 166 Strike Plate on door )  
Crack on wall in Hall way



PURCHASING DEPARTMENT  
County Of Hidalgo

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Emilio De Los Santos, Veterans Office (956) 318-2439

FROM: Moises Salazar, Buyer II  
County of Hidalgo Purchasing Department

DATE: November 28, 2007

RE: County Administration Building.

Via fax to:

By signing below you are acknowledging that all offices withing your department area a are 100% completed as discussed at the FINAL PUNCH LIST MEETING to the New Administration Building.

County Treasurer's Office  
Department

Alfredo Zamarrifa  
Signature

ALFREDO ZAMARRIFA  
Printed Name

11/28/07  
Date

If you should require additional information pertaining to this matter please contact me at (956) 318-2626.

Thank you.

cc. Building and Grounds

Note: Accepted with pending work to be done in the following listed room numbers as per meeting discussions and/or punch list dated November 16, 2007:

PENDING PAINTING OF CEILING.



PURCHASING DEPARTMENT  
County Of Hidalgo

MEMORANDUM

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*not completed as noted below.*

Auditors Office  
Department

[Signature]  
Signature

RAY EUFRATIO  
Printed Name

11/28/07  
Date

If you should require additional information pertaining to this matter please contact me at (956) 318-2626.

Thank you.

cc. Building and Grounds

Note: Accepted with pending work to be done in the following listed room numbers as per meeting discussions and/or punch list dated November 16, 2007:

Security Pool drawers, Room signage & restrooms, drop off boxes, Door 252 jammers. Door jammed 229A