



# PURCHASING DEPARTMENT County Of Hidalgo

## MEMORANDUM

**To:** Norma L. Longoria  
WIC Program Director

**Attn:** Margarita Gonzalez  
WIC Administrative Assistant

**From:** Cris Villarreal, Buyer *CU-*  
Hidalgo County Purchasing Dept.

**Date:** December 20, 2007

**Re:** Bid No. 07-433 "Lease of Office Space for City of Mercedes WIC Clinic"

Enclosed, for your review, comments and recommendations, please find a copy of the sole bid received for the referenced bid project.

Please submit your recommendation no later than **Wednesday, December 26, 2007**, by **2:00 P.M.** in order to place on the next Commissioner's Court Meeting **Tuesday, January 8, 2008** for award of bid.

If you have any questions, please call me at 318-2626, Ext. 4867.

APPROVE



DISAPPROVE



FUNDS AVAILABILITY: \_\_\_ Yes / \_\_\_ No / \_\_\_ Other (specify) \_\_\_

BUDGET ACCOUNT #: 8-1292-441-00-350-001-8-441

Norma L. Longoria  
AUTHORIZED SIGNATURE

Norma Longoria  
PRINTED NAME

12/27/07  
DATE

**SUBMIT THIS FORM TO THE HIDALGO COUNTY PURCHASING DEPARTMENT, VIA FAX TO (956) 318-2629.**

Enclosures

From the desk of .....

Laura Salinas  
419 N. 12<sup>th</sup> Street  
Donna, Texas 78537

RECEIVED

DEC 19 2007

PURCHASING DEPT

December 17, 2007

Hon. Commissioner's Court  
Purchasing Department  
County of Hidalgo, Texas

Following herewith is my bid for "lease of office space in the City of Mercedes-WIC Clinic." The building which I offer for your consideration is a pre-existing building which presently houses the WIC Clinic in Mercedes and has been in use by the Clinic for the past 12 years. The building meets and/or exceeds your specifications and requirements. It is a concrete block and stucco construction with a modern design renovated less than 3 years ago. The interior consists of ash, birch and sheetrock walls.

The building has the designated rooms and areas for conducting the functions of the WIC Clinic. It is located in the central downtown area of Mercedes, being situated two (2) blocks from City Hall, Fire Station and Public Library. It meets the necessary floor space required by the Clinic. It also complies with all federal, state and local codes and regulations. The building is handicapped accessible and complies with ADR requirements. It has separate bathroom facilities for clients and staff. The site has some 22 off-street parking places plus additional parking space for staff at the rear of the building. There is also ample additional public parking on the adjacent streets, Texas and 5<sup>th</sup> Street in Mercedes. The building is equipped with all necessary utilities, is free of rodents and is inspected regularly for compliance. It houses two (2) individual central air and heat units for the two wings in the building.

The building is presently insured to satisfy the requirements of the County. A copy of the policy is enclosed. As mentioned, this building presently houses the WIC Clinic and has been occupied by the WIC Clinic for approximately the past 12 years. I am confident that the WIC Administrators will verify that I enjoy an excellent record as far as maintaining the building in a safe and adequate condition. Any maintenance which has become necessary is taken care of at owner's expense without delay. I thank you for your consideration, and remain,

Respectfully,

  
LAURA SALINAS

ORIGINAL