

Moses Salazar

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

Moses...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

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

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



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
	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 Quintanilla, Safety Director	
	Emilio De Los Santos, Veterans Office	(956) 318-2430

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.

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

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TO:	Armando Barrera, Jr., Tax Assessor Collector	(956) 318-2733
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	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.

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

Juan Martinez
Department Hidalgo Co. Fire Marshal

Signature *Juan Martinez* Printed Name Juan Martinez Date _____

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cc. Building and Grounds



PURCHASING DEPARTMENT

County Of Hidalgo

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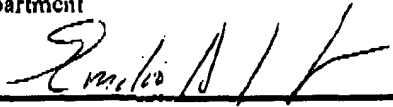
FROM: **Moises Salazar, Buyer II**
County of Hidalgo Purchasing Department

DATE: **November 28, 2007**

RE: **County Administration Building.**

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Veterans Services
Department

	<u>Emilio De los Santos</u>	<u>11/28/07</u>
Signature	Printed Name	Date

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Thank you.

cc. Building and Grounds

**pending Floor Plan Rm 346*



PURCHASING DEPARTMENT
County Of Hidalgo
MEMORANDUM

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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.

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

Security
Department

Signature		Printed Name	Rolando Gonzalez	Date	11-28-07
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Thank you.

cc. Building and Grounds



PURCHASING DEPARTMENT
County Of Hidalgo

MEMORANDUM

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TO: Arnaldo Barrera, Jr., Tax Assessor Collector (956) 318-2733
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 Ailin, 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.

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

Purchasing Dept.
Department

[Handwritten Signature]

Moises Salazar

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 32A



PURCHASING DEPARTMENT
County Of Hidalgo

MEMORANDUM

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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.

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

DATE: November 28, 2007

RE: County Administration Building.

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Tax Office

Department

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



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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 within your department area are 100% completed as discussed at the FINAL PUNCH LIST MEETING to the New Administration Building. *not completed as noted below.*

Auditors Office
Department

<u>[Signature]</u>	<u>RAY EUFRAZIO</u>	<u>11/28/07</u>
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:

Scrubbed Pool drawers, Room signs & restrooms. Drop off boxes,
Door 250 jammers. Door jammers 229A