

MEMORANDUM

To: Arturo Guajardo, County Clerk
Hidalgo County Clerks Office
Attn: Armando Perez

From: Elena Gomez, Buyer
Hidalgo County Purchasing Department

Date: January 10, 2010

Re: Bid No: 2010-022-00-00-MEG Approval of Specifications for Hidalgo County Clerks Office for "Purchase, Removal & Related Services for Shredder & Recyclable Materials"

Please review the following SPECIFICATIONS and indicate if they meet all your requirements by marking APPROVE (or) DISAPPROVE and signing below. If you mark DISAPPROVE, please make any and all modifications necessary to the specifications and fax back the revised copy to the designated Buyer in the Purchasing Department.

If you have any questions, please call me at (956) 318-2626 ext# 4855.

APPROVE <input checked="" type="checkbox"/>	DISAPPROVE <input type="checkbox"/>
APPROVED WITH MODIFICATIONS <input type="checkbox"/>	

FUNDS AVAILABILITY: _____ YES / _____ NO / Other

(Specify) Fee will be collected / Applied to Co. Clerk Records mgmt
BUDGET ACCOUNT #: 1237-341-10-180-000-0-000

 AUTHORIZED SIGNATURE
Annette C. Muniz - Chief Deputy PRINTED NAME
2/10/10 DATE

SUBMIT THIS FORM TO THE HIDALGO COUNTY PURCHASING DEPARTMENT, VIA FAX TO (956) 292-7612 or e-mail: elena.gomez@co.hidalgo.tx.us by no later than Wednesday, February 10, 2010 at 5:00p.m.
Enclosures