



# Hidalgo County Head Start Program Policy Council Agenda

**DATE:** March 24, 2010

**SUBJECT:** Discussion/Approval to Advertise and Approval of Draft Specifications for the Following:  
(1) Air Conditioning Maintenance & Repair  
(2) Plumbing Repair  
(3) Lawn Care

**RATIONALE/NEED:** Administration needs to obtain new contracts to continue services to Head Start facilities.

**RECOMMENDATION:** Administration Recommends Approval

**COST:** Yearly Estimate Cost:  
(1)\$25,000 - Air Conditioning Maintenance & Repair  
(2)\$25,000 - Plumbing Repair  
(3)\$25,000 - Lawn Care

**RELATED INFORMATION INCLUDED:** Memo/Specifications

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**INITIATED BY:** Ambrosio Tovar, Procurement Director

**REVIEWED BY:** Mr. Edmundo Garcia, Assistant Director

**PROGRAM DIRECTOR'S APPROVAL:**



## HIDALGO COUNTY HEAD START PROGRAM

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P. O. BOX 0117 ♠ EDINBURG, TEXAS 78540♠ TEL: (956) 383-0706 ♠ FAX: (956) 380-2588

TO: Edmundo Garcia, Assistant Director  
FROM: Ambrosio Tovar, Procurement Director *At*  
DATE: March 5, 2010  
SUBJ: Advertisement for A/C, Plumbing & Lawn Care Service

We would like to request for approval to advertise for air conditioning service and repairs, plumbing service and repairs, and lawn care service for the next school year.

Mr. Palacios has reviewed the specifications for each service. The term of these service contracts will be from September 2010 through August 2011. The service contracts will allow administration to provide quick and efficient services in the areas of air conditioning maintenance and repairs, plumbing repairs, and lawn care to the Head Start Centers.

Should you have any questions please call me. Thank you.