



MEMORANDUM

2812 SOUTH BUSINESS HIGHWAY 281 ★ EDINBURG, TEXAS 78539 ★ TEL: (956) 318-2626 ★ FAX: (956) 318-2629

To: Honorable Commissioner Joe Flores
H.C. Commissioner Precinct 3
Attn: Dr. Mona Parras, Chief Administrator

From: Yolanda Velasquez *YV*
Purchasing Dept., Buyer

Date: March 9, 2011

**Re: RFP No. 2011-103 Approval of Requirements/Specifications for HIDALGO COUNTY-
"LEASE/OCCUPANCY OF BUILDING (OFFICE SPACE) PRECINCT 3 AREA (SULLIVAN CITY)
FOR NON-PROFIT ORGANIZATIONS"**

Please review the attached **REQUIREMENTS/SPECIFICATIONS** and verify if all requirements are met by signing below and indicating **APPROVE** (or) **DISAPPROVE**. Please make any and all modifications necessary and return the revised copy to the designated Buyer in the Purchasing Department.

If you have any questions or need additional information please call me at (956) 318-2626 ext# 4881.

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

FUNDS AVAILABILITY: Yes _____ No _____ Other specify _____

BUDGET ACCOUNT#: _____

Joe Flores

AUTHORIZED SIGNATURE

PRINTED NAME

DATE

SUBMIT THIS FORM TO THE HIDALGO COUNTY PURCHASING DEPARTMENT, VIA FAX TO (956) 318-2629 or E-mail: yolanda.velasquez@co.hidalgo.tx.us no later than TUESDAY, MARCH 15, 2011 by 3:00P.M.

ENCLOSURES