

# MEMORANDUM

**TO:** Hidalgo County Community Service Agency  
**ATTN:** Maribel Navarro-Saenz  
Executive Director

**FROM:** Elena Gomez, Buyer II  
Hidalgo County Purchasing Department

**DATE:** August 24, 2011

**RE:** Request Recommendation for RFB 2011-145a-08-24-MEG  
"Lease of Office Space in City of Edinburg"

Enclosed you will find a copy of the two Bids received, Tabulation Sheet, and a Bid packet for the above mentioned project, for your review and recommendation.

Please indicate below if you **DO** or **DO NOT** recommend accepting the bids response. If you have any concerns or recommendations, please indicate this in the space provided below.

Return your response to the Purchasing Department via fax to (956) 292-7612 by **Wednesday AUGUST 31, 2011**.

If you have any questions or require additional information please do not hesitate to contact me. Thank you.

**DO** recommend accepting of response       **DO NOT** recommend accepting of response

BUDGET ACCOUNT # Community Service Agency Funds in place

Recommendations/Concerns: Funding Source approved to award to lowest bidder BIC Realty.

Maribel Navarro-Saenz  
Authorized Signature/Printed Name  
Maribel Navarro-Saenz  
Executive Director

CSA  
Department

9-13-11  
Date