

# MEMORANDUM

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TO: Richard Sunday, Director  
Hidalgo County Facilities Management

FROM: Elena Gomez, Buyer II  
Hidalgo County Purchasing Department

DATE: November 9, 2011

RE: **BID AWARD RECOMMENDATION REQUEST**  
**Bid No. 2011-23011-09-MEG**  
**HIDALGO COUNTY-"COUNTYWIDE MAILING SERVICES"**

Attached you will find a copy of the sole bid response received for the above referenced project. Please review and reply with your recommendation. Upon review of the said responses I will proceed to present your recommendation at Commissioner's Court Meeting; therefore, I am hereby requesting your response on or before the following deadline.

Please indicate your recommendation or any concerns on the space provided below and reply to the Purchasing Dept. via fax to (956)-318-2629 or (956) 292-7612 or email: elena.gomez@co.hidalgo.tx.us by no later than Friday, November 18, 2011-12:00 PM in order to place this item on the agenda for next Commissioners Court Meeting.

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

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

Please include the account number(s) for the above mentioned project.

Budget Acct No: 2-1100-419-60-125-010-0-350

Recommendations/Concerns: Currently we do not have capability to Bar Code Mail but looking into getting service from Mail Machine vendor at future date.

\*Recommend upper tier mail services L.L.P.

[Signature]      Daniel Flores      11/19/11  
Authorized Signature      Printed Name      Date