



Hidalgo County Purchasing Office  
 2812 S. Business Highway 281  
 New Administration Building  
 Edinburg, Texas 78539  
 (956) 318-2626/ Fax: (956) 318-2629

**MEMORANDUM**

TO: Daniel Flores  
 Hidalgo County Facilities Management

FROM: Sandy Suarez, Buyer II  
 Hidalgo County Purchasing Dept.

DATE: September 04, 2013

RE: **BID AWARD CONCURRENCE REQUEST**  
 Bid No. 2013-203-09-04-SGS-Hidalgo County (All Funding Sources)-"Mailing Services"

We have received one (1) response to the above mentioned project. Enclosed you will find a copy of the tabulation sheet along with copies of the bid response for your review and recommendation.

Please acknowledge by signing below, of your concurrence to award to the Sole bidder meeting all specifications/requirements and return to the Purchasing Dept. via fax to (956)-318-2629 or (956) 292-7612 or email: sandy.suarez@co.hidalgo.tx.us by no later than Thursday, September 12, 2013, no later than 10:00 A.M. in order to place this item on the agenda for proposed Commissioners Court Meeting on October 01, 2013.

Should you have any questions or require further information please do not hesitate to call me at 318-2626- ext. 4860. Thank you for your attention and cooperation to this matter.

COMMENTS/CONCERNS: *Concur of Recommendation to award to Vendor Upper Valley*

BUDGET ACCOUNT #: *3-1100-419-60-125-010-0-350*

*[Signature]* Daniel Flores 220 9/5/13

AUTHORIZED SIGNATURE PRINTED NAME DEPARTMENT DATE

Enclosures



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## MEMORANDUM

**TO:** Renan Ramirez  
Hidalgo County IT Department

**FROM:** Sandy Suarez, Buyer II  
Hidalgo County Purchasing Dept.

**DATE:** September 04, 2013

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Should you have any questions or require further information please do not hesitate to call me at 318-2626- ext. 4860. Thank you for your attention and cooperation to this matter.

**COMMENTS/CONCERNS:**

sole bidder - Upper Valley Mail Services

**BUDGET ACCOUNT #:** 3-1100-415-00-200-001-0-535

AUTHORIZED  
SIGNATURE

PRINTED NAME

DEPARTMENT

DATE

Enclosures

**TABULATION SHEET**  
**HIDALGO COUNTY**  
**“MAILING SERVICES”**  
**BID NO.: 2013-203-09-04-SGS**

<b>MAILING SERVICES AND BAR CODING</b>		
<b>Vendors Name</b>	Upper Valley Mailing Services 1418 Beech Ste 109 McAllen, TX 78501	
	<b>SOLE BIDDER</b>	
DESCRIPTION	PICK UP AND DELIVERY	BAR CODING
Price per Letter Picked Up:	-0-	0.065
Price per Package Picked Up:	-0-	0.065
Price per Bulk Picked Up:	-0-	0.065
<b>Other Prices, If Applicable, See Below, (i.e., Post Cards, Federal Express, Lone Star Overnight, etc.):</b>		
Price per Post Card Picked Up:	-0-	0.052
Price per Federal Express Picked Up:	-0-	-0-
Price per Lone Star Overnight Picked Up:	-0-	-0-
Price per UPS Package Picked Up:	-0-	-0-

**HIDALGO COUNTY PURCHASING DEPARTMENT  
PARTICIPATING BIDDER'S LOG  
SPECIFICATIONS/BID PACKETS**

**RFB-RFP-RFQ**

**BID OPENING DATE:** September 04, 2013 **BID OPENING TIME:** 9:30 A.M.

**DEPARTMENT/BID DESCRIPTION:** "Mailing Services" **BID NO.:** 2013-203-09-04-SGS

<b>NAME OF VENDOR: COMPANY/FIRM</b>	<b>BID REQUEST *VIA</b>	<b>SIGNATURE (IF APPLICABLE) OR INITIALS OF STAFF ADDRESSING MAIL OUT</b>	<b>DATE</b>	<b>ADDRESS &amp; PHONE NO</b>
1. Quest Mark Information Management, INC <a href="mailto:Kellyr@qiminic.com">Kellyr@qiminic.com</a>	Email	Sandy Suarez	08-19-13	9440 Kirby Drive Houston, TX 77054 Tel 713-662-9022
2.Harte-Hanks Direct Marketing <a href="mailto:James_cain@harte-hanks.com">James_cain@harte-hanks.com</a>	Email	Sandy Suarez	08-19-13	777 Township Line Rd Ste 300, Yardley PA 19067
3. Upper Valley Mailing Services <a href="mailto:postman217@aol.com">postman217@aol.com</a>	Email	Sandy Suarez	08-19-13	1418 Beech Ste 109 McAllen, TX 78501 (956) 668-7678
4. Prime Vendor <a href="mailto:bids17@prime-vendor.com">bids17@prime-vendor.com</a> Erica Russ	Email	Sandy Suarez	08-19-13	4622 Cider Ave. Bldg. 5 Blungimtonw NC. 28403 1-800-746-9554
5. Texas Mail Center Richard Green <a href="mailto:rgreen@texasmailcenter.com">rgreen@texasmailcenter.com</a>	Email	Sandy Suarez	08-19-13	624 Krona Dr Ste 125 Plano, TX 75074
7. FTB Print & Mail Sarra Soza <a href="mailto:sarra@ftbfresno.com">sarrah@ftbfresno.com</a>	Email	Sandy Suarez	08-19-13	1766 N. Helm Ave., #105 Fresno, CA 93727
8.Texas Security Force Gonzalo Meza <a href="mailto:tsf007@sbcglobal.net">tsf007@sbcglobal.net</a>	Email	Sandy Suarez	08-19-13	PO Box 1261 1825 West Rogers Edinburg, Texas 78539 956-316-0553
9. Pitney Bowes Presort Services Mike Meier <a href="mailto:michael.meier@pbpresortservice.com">michael.meier@pbpresortservice.com</a>	Email	Sandy Suarez	08-21-13	P#512-804-0938 x 101 C# 512-786-7601

**\*VIA:**

**IN PERSON (IP)**

**TELEPHONE REQUEST (TR)**

**BIDDER LIST MAIL OUT (BLM)**

**FACSIMILE (FAX)**

**E-MAIL (EM)**