



# MEMORANDUM

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

**To:** Laura Hinojosa,  
District Clerks Office  
**ATTN:** Stephanie Palacios

**From:** Yolanda Velasquez *YZV*  
Purchasing Dept., Buyer II

**Date:** February 21, 2014

**Re:** RFB No. 2014-050-00-00-YZV Approval of Specifications/Requirements for  
"OFF PREMISES STORAGE, RECORDS MANAGEMENT, PICK-UP, RETRIEVAL &  
DELIVERY SERVICES"

Please review the following **SPECIFICATIONS/REQUIREMENTS** 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#: 4-1238-412-00-090-003-0-350

*Laura Hinojosa*  
AUTHORIZED SIGNATURE

LAURA HINOJOSA  
PRINTED NAME

04/04/2014  
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](mailto:yolanda.velasquez@co.hidalgo.tx.us) no later than WEDNESDAY, MARCH 12, 2014 by 2:00P.M.**

**ENCLOSURES**



# MEMORANDUM

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

**To:** Guadalupe (Lupe) Treviño  
H.C. Sheriff's Office  
**Attn:** Juan Tapia

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

**Date:** February 21, 2014

**Re:** RFB No. 2014-050-00-00-YZV Approval of Specifications/Requirements for  
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APPROVE <input checked="" type="checkbox"/>	DISAPPROVE <input type="checkbox"/>
APPROVED WITH MODIFICATIONS <input type="checkbox"/>	

FUNDS AVAILABILITY: Yes \_\_\_\_\_ No \_\_\_\_\_ Other specify \_\_\_\_\_

BUDGET ACCOUNT#: 4-1100-421-00-280-001-0-350

*[Handwritten Signature]* Richard Orzua 2-25-14  
 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](mailto:yolanda.velasquez@co.hidalgo.tx.us) no later than WEDNESDAY, MARCH 12, 2014 by 2:00P.M.**

**ENCLOSURES**



# MEMORANDUM

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

**To:** Nielda Cavazos,  
Purchasing Department

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

**Date:** February 21, 2014

**Re: RFB No. 2014-050-00-00-YZV Approval of Specifications/Requirements for  
"OFF PREMISES STORAGE, RECORDS MANAGEMENT, PICK-UP, RETRIEVAL &  
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APPROVE <input checked="" type="checkbox"/>	DISAPPROVE <input type="checkbox"/>
APPROVED WITH MODIFICATIONS <input type="checkbox"/>	

FUNDS AVAILABILITY: Yes  No  Other specify \_\_\_\_\_

BUDGET ACCOUNT#: 4-1100-415-18-160-001-0-350

*Nielda Cavazos*  
\_\_\_\_\_  
AUTHORIZED SIGNATURE

*Nielda Cavazos*  
\_\_\_\_\_  
PRINTED NAME

*2/21/14*  
\_\_\_\_\_  
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](mailto:yolanda.velasquez@co.hidalgo.tx.us) no later than WEDNESDAY, MARCH 12, 2014 by 2:00P.M.**

**ENCLOSURES**