



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



## MEMORANDUM

(Approval of Specifications)

**TO:** Hon. Eddie Guerra, Sheriff via email: [sheriff.guerra@hidalgo.org](mailto:sheriff.guerra@hidalgo.org)  
 Hidalgo County Sheriff's Office

**ATTN:** Capt. Richard Ozuna via email: [Richard.ozuna@hidalgo.org](mailto:Richard.ozuna@hidalgo.org)  
 Juan Tapia, Procurement Specialist via email: [juan.tapia@hidalgo.org](mailto:juan.tapia@hidalgo.org)

**FROM:** Sandra Montalvo, Buyer II  
 Hidalgo County Purchasing Department

**DATE:** February 24, 2015

**RE:** **Approval or Disapproval of Specifications for: Bid No. -2015-032-00-00-SMA-  
 "LEASE/RENTAL OF VEHICLES" for HIDALGO COUNTY**

Please review the following SPECIFICATIONS and indicate if they meet all your requirements by selecting **APPROVE**, **DISAPPROVE** (or) **APPROVED WITH MODIFICATIONS** and signing below. If your answer is **DISAPPROVE**, please make any modifications necessary to the specifications and return the revised copy to the designated Buyer in the Purchasing Department.

If you have any questions, please call me at (956) 318-2626 ext# 4865.

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

FUNDS AVAILABILITY:  YES /  NO /  Other \_\_\_\_\_

(Specify) \_\_\_\_\_

BUDGET ACCOUNT #: 5-1284-421-00-280-037-5-442  
5-1228-421-00-280-006-0-442

	Richard Ozuna	HCSO	3-2-15
AUTHORIZED SIGNATURE	PRINT NAME	DEPARTMENT	DATE

**SUBMIT THIS FORM TO THE HIDALGO COUNTY PURCHASING DEPARTMENT, VIA EMAIL TO [sandra.montalvo@co.hidalgo.tx.us](mailto:sandra.montalvo@co.hidalgo.tx.us) by no later than **Friday, February 27, 2015 @ 9:00 A.M.****

Enclosures

Zimbra

sandra.montalvo@co.hidalgo.tx.us

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**FW: Review,Approve Submit Mods---Draft Specs-Lease/Rental of Vehicles - Hidalgo County - RFB #15-032-00-00-SMA**

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**From :** Juan Tapia <juan.tapia@hidalgo.org> Mon, Mar 02, 2015 11:33 AM  
**Subject :** FW: Review,Approve Submit Mods---Draft Specs-Lease/Rental of Vehicles - Hidalgo County - RFB #15-032-00-00-SMA 3 attachments  
**To :** sandra montalvo <sandra.montalvo@co.hidalgo.tx.us>  
**Cc :** 'Capt. Richard Ozuna' <richard.ozuna@hidalgo.org>, 'Rosie' <rosieg@hidalgo.org>, 'Rosie Hinojosa' <Rosie.Hinojosa@hidalgo.org>, 'Myra montoya' <Myra.montoya@hidalgo.org>, 'Leticia H. Saenz' <leticia.saenz@co.hidalgo.tx.us>

Sandra,  
Attached please find Exhibit "A", Exhibit "B" and approved memo with modifications For "Lease / Rental of Vehicles". Original memorandum will be send via runner.  
Respectfully,

Juan Tapia  
Procurement Specialist  
Hidalgo Co. Sheriff's Office  
Tel 292-2933  
Fax 292-2932

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**From:** Sandra Montalvo [mailto:sandra.montalvo@co.hidalgo.tx.us]  
**Sent:** Saturday, February 28, 2015 10:54 AM  
**To:** Juan. Tapia; Richard Ozuna  
**Subject:** Fwd: Review,Approve and/or Submit Mods---Draft Specs-Lease/Rental of Vehicles - Hidalgo County - RFB #2015-032-00-00-SMA  
**Importance:** High

Attach your will find the the modifications submitted on Friday, February 27, 2015 by Mr. Tapia. Please carefully review (final) and submit the memorandum as soon as possible to avoid any lapse time for the procurement process.  
**Your prompt attention and cooperation to this important matter and request is greatly appreciated.**

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**From:** "Leticia H. Saenz" <leticia.saenz@co.hidalgo.tx.us>  
**To:** "sheriff guerra" <sheriff.guerra@hidalgo.org>, "Capt. Richard Ozuna" <richard.ozuna@hidalgo.org>, "Juan Tapia" <juan.tapia@hidalgo.org>  
**Cc:** "Sandra Montalvo" <sandra.montalvo@co.hidalgo.tx.us>, "Darlene H. Betancourt" <darlene.betancourt@co.hidalgo.tx.us>  
**Sent:** Tuesday, February 24, 2015 12:39:40 PM  
**Subject:** Review,Approve and/or Submit Mods---Draft Specs-Lease/Rental of Vehicles - Hidalgo County - RFB #2015-032-00-00-SMA

Greetings, Sheriff Guerra/Capt. Richard/Mr. Tapia-  
Please review carefully **MEMO/DRAFT SPECS** (attached hereto) and either submit your modifications and/or approval or disapproval by no later than **FRIDAY, FEBRUARY 27, 2015, 9 AM** in order to proceed with the procurement process on a timely manner in connection to: **RFB Project# 2015-032-00-00-SMA** for: **LEASE/RENTAL OF VEHICLES** for **HIDALGO COUNTY**.  
Your prompt attention and cooperation to this important matter and request is greatly appreciated.  
Thank you in advance.

Have a great day..

**Leticia H. Saenz, CPPB/Contracts Manager**  
for **Sandra Montalvo, Buyer II**  
Hidalgo County Purchasing Department  
2812 South Business Highway 281  
Edinburg, Texas 78539  
**P**(956) 318-2626 **F**(956) 318-2629  
Email: [leticia.saenz@co.hidalgo.tx.us](mailto:leticia.saenz@co.hidalgo.tx.us)

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 **022415-email to HCSO staff-review Memo-Drft Specs.pdf**  
59 KB

 **04. SPECIFICATIONS.pdf**  
59 KB

 **LEASE VEHICLES MEMO.pdf**  
51 KB

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