



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

MEMORANDUM

(Departments Recommendation)

TO: Norma Longoria, Director
 Hidalgo County WIC Program

Attn: Mague Gonzalez, Adm. Asst.

Via email: mague.gonzalez@wic.co.hidalgo.tx.us

FROM: Sandra Montalvo, Buyer II
 Hidalgo County Purchasing Dept.

DATE: January 6, 2016

RE: **BID AWARD RECOMMENDATION REQUEST**

Bid No. 2016-015-01-06-SMA- Hidalgo County WIC Program-Lease of Office Space-City of Mercedes"

We have received **sole-response** to the above mentioned project. Refer to enclosed copy of the bid tabulation sheet for your review and recommendation/non-recommendation. Please advice if you wish to proceed with this bid to award or do you wish to reject and re-advertise?

We would like to present your recommendation on the next Commissioner's Court Meeting: therefore, we need your response **January 15, 2016 @ 10:00 a.m. or if possible earlier.** Please indicate your recommendation or any concerns on the space provided below and reply to the Purchasing Department via fax to (956) 318-2629 or via email to: sandra.montalvo@co.hidalgo.tx.us

APPROVE

DISAPPROVE and/or REJECT

Recommendations/Concerns: Please Award Bid to Laura Salinas for the
rental lease of the Mercedes WIC Clinic.

BUDGET ACCOUNT#: 6.1292.441.00.350.001.6.441

Should you have any questions or require further information please do not hesitate to call me at 318-2626- ext. 4865. Thank you for your attention and cooperation to this matter.

Norma Longoria

WIC

1/8/16

AUTHORIZED SIGNATURE

PRINTED NAME

DEPARTMENT

DATE

Enclosures