





# MEMORANDUM

JUN 12 2017  
*no*

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

**To:** Raul Silguero Jr.  
H.C. Operations Administrator  
**Attn:** Rufino Saenz, HR Supervisor

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

**Date:** June 8, 2017

**Re:** REQUEST FOR RECOMMENDATION for: RFB-2017-059-06-07-YZV "OFF PREMISES STORAGE, RECORDS MANAGEMENT, PICK-UP RETRIEVAL, DELIVERY & SHREDDING SERVICES"

We received a sole response to the above mentioned project. Enclosed you will find a copy of the Tabulation sheet for your review and recommendation/non-recommendation.

We would like to present your recommendation on the next Commissioner's Court Meeting: therefore, we need your response Monday, June 12, 2017 @ 4:00 p.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: [yolanda.velasquez@co.hidalgo.tx.us](mailto:yolanda.velasquez@co.hidalgo.tx.us)

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

BUDGET ACCOUNT#: 7-1100-415-50-190-002-0-350

Recommendations/Concerns: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If you should have any questions or need additional information please let me know.

*Raul Silguero Jr.*  
AUTHORIZED SIGNATURE

Raul Silguero Jr.  
PRINTED NAME

06/12/2017  
DATE



# MEMORANDUM

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

**To:** Martha Salazar  
H.C. Purchasing Department  
**Attn:** Nielda Cavazos

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

**Date:** June 8, 2017

**Re:** REQUEST FOR RECOMMENDATION for: RFB-2017-059-06-07-YZV "OFF PREMISES STORAGE, RECORDS MANAGEMENT, PICK-UP RETRIEVAL, DELIVERY & SHREDDING SERVICES"

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

BUDGET ACCOUNT#: 7-1100-415-18-160-001-0-

Recommendations/Concerns: \_\_\_\_\_

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\_\_\_\_\_  
\_\_\_\_\_

If you should have any questions or need additional information please let me know.

Nielda Cavazos      Nielda Cavazos      6/8/17  
AUTHORIZED SIGNATURE      PRINTED NAME      DATE



# MEMORANDUM

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

**To:** Joel Rivera  
H.C. Sheriff's Office  
**Attn:** Monica Guajardo

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

**Date:** June 8, 2017

**Re:** **REQUEST FOR RECOMMENDATION for: RFB-2017-059-06-07-YZV "OFF PREMISES STORAGE, RECORDS MANAGEMENT, PICK-UP RETRIEVAL, DELIVERY & SHREDDING SERVICES"**

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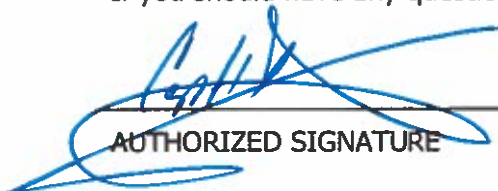
**DO** recommend accepting of response       **DO NOT** recommend accepting of response

BUDGET ACCOUNT#: 7-1100-421-00-280-001-0-350

Recommendations/Concerns: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If you should have any questions or need additional information please let me know.

  
AUTHORIZED SIGNATURE

*Capt. Steve Herrera*  
PRINTED NAME

*6/27/17*  
DATE

## HIDALGO COUNTY PURCHASING DEPARTMENT BID TABULATION SHEET

DEPARTMENT NAME: HIDALGO COUNTY

BID OPENING DATE: JUNE 07, 2017

BID OPENING TIME: 9:30 A.M.

DESCRIPTION OF BID: "OFF PREMISES STORAGE, RECORDS MANAGEMENT, PICK-UP, RETRIEVAL & DELIVERY SERVICES"

BID NO: 2017-0S9-06-07-YZV

BUYER: Yolanda Velasquez

BID No	NAME OF COMPANY	Acknowledge	BID PRICE
#1	CTC Distributors		<p>a) <b>DISTRICT CLERKS</b> Monthly: <u>\$ 28,700.00</u> Annual: <u>\$ 344,400.00</u></p> <p>b) <b>PURCHASING DEPARTMENT</b> Monthly: <u>\$ 700.00</u> Annual: <u>\$ 8,400.00</u> Per Unit: <u>0.65¢</u></p> <p>c) <b>SHERIFF OFFICE</b> Monthly: <u>\$ 1,789.00</u> Annual: <u>\$ 21,468.00</u></p> <p>d) <b>HUMAN RESOURCES DEPARTMENT</b> Monthly: <u>\$ 112.00</u> Annual: <u>\$ 1,344.00</u></p> <p>e) <b>BOX SIZE</b> Bid Price: <u>\$ 3.25</u> Size: <u>10 H x 12 W x 15 L</u></p> <p>f) <b>SHREDDING SERVICES-(BOX)</b> Bid Price: <u>\$ 2.75</u> Size: <u>Letter</u> Bid Price: <u>\$ 3.75</u> Size: <u>Legal</u></p>
#2			<p>a) <b>DISTRICT CLERKS</b> Monthly: <u>\$ _____</u> Annual: <u>\$ _____</u></p> <p>b) <b>PURCHASING DEPARTMENT</b> Monthly: <u>\$ _____</u> Annual: <u>\$ _____</u> Per Unit: <u>\$ _____</u></p> <p>c) <b>SHERIFF OFFICE</b> Monthly: <u>\$ _____</u> Annual: <u>\$ _____</u></p> <p>d) <b>HUMAN RESOURCE DEPARTMENT</b> Monthly: <u>\$ _____</u> Annual: <u>\$ _____</u></p> <p>e) <b>BOX SIZE</b> Bid Price: <u>\$ _____</u> Size: <u>_____</u></p> <p>f) <b>SHREDDING SERVICES (BOX)</b> Bid Price: <u>\$ _____</u> Size: <u>Letter</u> Bid Price: <u>\$ _____</u> Size: <u>Legal</u></p>