



2802 S. Bus. Hwy 281
Edinburg, Texas 78539
Phone: (956) 318-2626
Fax: (956) 318-2629
www.co.hidalgo.tx.us/purchasing

MEMORANDUM

Recommendation

To: Yvonne Ramon, Elections Administrator
Hidalgo County Elections Department

From: Sandy Suarez^{SS}, Buyer II

Date: October 30, 2017

Subject: BID AWARD RECOMMENDATION REQUEST

Bid No. 2017-178-10-25-SGS-“Printing and Mass Mail Out of Voter Registration Cards 2017”

C/c: Melanie Esparza

Attached you will find the **(3) bid** responses received for the above referenced project. Please review. We will need to present this to Commissioner’s Court as soon as possible.

Please acknowledge by signing below and **indicate your reason** to Recommend and/or Reject the bid responses and return to the Purchasing Dept. **via fax to (956) 292-7612 or email: sandy.suarez@co.hidalgo.tx.us by no later than Thursday, November 2, 2017 by 1:00 P.M., in order to place this item on the agenda for the next Commissioner’s Court.**

Write in the recommended Vendor’s Name in the box below.

If you should have any questions or need additional information please contact me at (956) 318-2626 ext.4860

AWARD TO VENDOR(S):	RECOMMENDATION (BASIS)
1. Castle Business Solutions	(based on lowest bidder)
2.	
3.	

Please include the budget account number(s) for the above reference project.

Budget Acct No.: 7-1100-414-00-130-001-0-350

	YVONNE RAMÓN	Elections	11/14/17
AUTHORIZED SIGNATURE	PRINTED NAME	DEPARTMENT	DATE

Enclosures