

Zimbra**elena.gomez@co.hidalgo.tx.us**

Re: Hidalgo County Constable Pct. 5 - Ricoh MPC307 Proposal / DIR Backup / PO Sample

From : Renan Ramirez
<renan.ramirez@co.hidalgo.tx.us>

Thu, Feb 15, 2018 01:21 PM

📎 1 attachment

Subject : Re: Hidalgo County Constable Pct.
5 - Ricoh MPC307 Proposal / DIR
Backup / PO Sample**To :** Elena Gomez
<elena.gomez@co.hidalgo.tx.us>**Cc :** Gris Salazar
<gris.salazar@co.hidalgo.tx.us>,
Cynthia C. Perez
<cynthiac.perez@co.hidalgo.tx.us>

Elena,

Approved!

📧 **Renán Ramirez**
Chief Information Officer
County of Hidalgo, Texas

From: "Elena Gomez" <elena.gomez@co.hidalgo.tx.us>**To:** "Renan Ramirez" <renan.ramirez@co.hidalgo.tx.us>, "Gris Salazar" <gris.salazar@co.hidalgo.tx.us>**Cc:** "Cynthia C. Perez" <cynthiac.perez@co.hidalgo.tx.us>**Sent:** Thursday, February 15, 2018 11:51:03 AM**Subject:** Fwd: Hidalgo County Constable Pct. 5 - Ricoh MPC307 Proposal / DIR Backup / PO Sample

Good Morning, Renan

Constable Pct 5 is in the processing of getting a new copier (see attached) awaiting an approval from you.

Respectfully,

Elena Gomez, Procurement Process Coordinator
Hidalgo County Purchasing Dept.
2812 S Bus. Highway 281
Edinburg, Texas 78539
(956) 318-2626 x 4855
(956) 292-7612
elena.gomez@co.hidalgo.tx.us

From: "Cynthia C. Perez" <cynthiac.perez@co.hidalgo.tx.us>
To: "Elena Gomez" <elena.gomez@co.hidalgo.tx.us>
Sent: Thursday, February 15, 2018 11:41:59 AM
Subject: Fwd: Fwd: Hidalgo County Constable Pct. 5 - Ricoh MPC307 Proposal / DIR Backup / PO Sample

----- Forwarded Message -----

From: Daniel M. Marichalar <daniel.marichalar@co.hidalgo.tx.us>
To: Cynthia C. Perez <cynthiac.perez@co.hidalgo.tx.us>
Sent: Mon, 12 Feb 2018 16:27:16 -0600 (CST)
Subject: Fwd: Hidalgo County Constable Pct. 5 - Ricoh MPC307 Proposal / DIR Backup / PO Sample

From: "Daniel M. Marichalar" <daniel.marichalar@co.hidalgo.tx.us>
Sent: Wednesday, January 31, 2018 11:29:41 AM
Subject: Fwd: Hidalgo County Constable Pct. 5 - Ricoh MPC307 Proposal / DIR Backup / PO Sample

From: "Daniel Silguero" <daniel.silguero@co.hidalgo.tx.us>
To: "Daniel M. Marichalar" <daniel.marichalar@co.hidalgo.tx.us>
Sent: Friday, January 26, 2018 2:51:51 PM
Subject: Fwd: Hidalgo County Constable Pct. 5 - Ricoh MPC307 Proposal / DIR Backup / PO Sample

Constable Marichalar,

Attached please find the quote for the new Ricoh device for your office let me know if you have any questions.

Respectfully,
Daniel Silguero

From: "Aissa Acevedo" <Aissa.Acevedo@ricoh-usa.com>
To: "Daniel Silguero" <daniel.silguero@co.hidalgo.tx.us>
Sent: Friday, January 26, 2018 2:28:56 PM
Subject: Fw: Hidalgo County Constable Pct. 5 - Ricoh MPC307 Proposal / DIR Backup / PO Sample

Good afternoon, Daniel!

Attached to this email you will find the proposal for a new Ricoh device for Constable Pct. 5

I have also attached the DIR Price verifications for Purchasing and a PO template for you to follow as you create your requisition.

All you have to do is copy & paste the information into your requisition! I've also noted which Budget Codes to use. Please note all information on the PO Sample is needed as all is needed on the final PO.

You will proceed with the Hidalgo County procurement procedure:

1. Obtain approval from the IT Dept.
2. Once you have approval and create your requisition, and as soon as you have a req #, you can provide that number to me... I can then generate the HB1295 form that you will need to submit to purchasing (this form is completed by me and signed, notarized and then sent back to you)
3. You then send all information (proposal/pricing back up/HB1295 form) and your requisition to your Purchasing Department (Hector - who is copied in this email) to validate and approve
4. Ultimately after all necessary approvals, you will then be able to obtain a Commissioner Court date for final approval
5. And after approval, you will be issued the Official County Purchase Order (PO).

Should you have any questions - please do not hesitate to contact me!
Thank you again for your time!

Aissa Acevedo

Technology Specialist

Ricoh USA, Inc. McAllen, TX

Mobile: 956.607.6465
Office: 956.217.5863
E-mail address: Aissa.Acevedo@Ricoh-USA.com



----- Forwarded by Aissa Acevedo/TX/RCUS on 01/26/2018 02:27 PM -----

From: Aissa Acevedo/TX/RCUS
To: Renan Ramirez <renan.ramirez@co.hidalgo.tx.us>
Cc: Edna Kirby <edna.kirby@co.hidalgo.tx.us>
Date: 01/03/2018 04:01 PM
Subject: Hidalgo County Constable Pct. 5 - Ricoh MPC307 Proposal / DIR Backup / PO Sample

Good afternoon!

Attached to this email you will find the proposal for a new Ricoh device for Constable Pct. 5

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Thank you again for your time!

Aissa Acevedo

Technology Specialist

Ricoh USA, Inc. McAllen, TX

Mobile: 956.607.6465
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