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MEMORANDUM

(Approval of Specifications)

To: Clarissa Ramirez, WIC Director
Attn: Margarita Gonzalez
From: Yolanda Velasquez, Contract Specialist II *YV*
Date: August 20, 2018-201-00-00-YZV
Subject: APPROVAL OF SPECIFICATIONS
RFB-2018-201-00-00-YZV "Lease of Office Space-Weslaco"

Attached are **draft** requirements/specifications for the above-referenced project for your review/comment/modification.

Please make **any changes**, additions or deletions (if any) and/or indicate if these specifications meet all your requirements by signing below and marking approve or disapprove and/or with modifications and **return by Friday, August 24, 2018 by no later than 4:30 p.m.** along with your budget information in order to place on Commissioner's Court agenda and begin the procurement process.

APPROVE

DISAPPROVE

WITH MODIFICATIONS

BUDGET ACCOUNT No.: 8-1292-441-00-350-001-9-441 DEPARTMENT: WIC -350

Clarissa Ramirez
AUTHORIZATION SIGNATURE

Clarissa Ramirez
PRINTED NAME

12/3/18
DATE

Should you have any questions or require further information please do not hesitate to call me at (956) 318-2626 ext. 4881. Thank you for your attention and cooperation to this matter.

Enclosures