

## Memorandum of Recommendation

**TO:** Clarissa Ramirez, Director  
Hidalgo County WIC Program

**FROM:** Sandy Suarez, <sup>SS</sup> Contract Specialist, I  
Hidalgo County Purchasing Department

**DATE:** January 4, 2019

**RE:** Recommendation to award for: Bid No.: 2018-212-01-03-SGS  
Hidalgo County WIC Program-"Lease Office Space-City of Alton (East)"

**ATTN:** Mague Gonzalez, Admin. Assist. II

Attached you will find the sole bid response received for the above referenced 2018 project. Please review. Please acknowledge by signing below and **indicating the name and Basis** 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](mailto:sandy.suarez@co.hidalgo.tx.us) by no later than **Thursday, Jan. by 2:00 P.M.**, in order to place this item on the agenda for Commissioner's Court.

**Indicate 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

<b>RECOMMENDED VENDOR(S) TO AWARD:</b>	<b>BASIS</b>
1.	
2.	


**REJECT BID(S) RECEIVED & RE-BID/CANCEL PROJECT - INDICATE REASON**

In hope of more client participation

Due to the decrease of caseload it has created an impact on our funding

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

Budget Acct No.: \_\_\_\_\_

<i>Clarissa Ramirez</i> 	Director	WIC	01/08/2019
AUTHORIZED SIGNATURE	PRINTED NAME	DEPARTMENT	DATE

Enclosures