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www.co.hidalgo.tx.us/purchasing

MEMORANDUM (Specifications)

TO: Valde Guerra
Hidalgo County Executive Office

email: valde.guerra@co.hidalglo.tx.us

FROM: Tanya De Lira, Contract Specialist II
Hidalgo County Purchasing Department

DATE: February 13, 2019

RE: Approval of Specifications For: Dept Name -"Lease of Office Space in the Elsa, Texas Area"
Bid No. 2019-053-00-00-TDL

Please review the following **SPECIFICATIONS** and verify if all requirements are met by signing below and indicating **APPROVE** (or) **DISAPPROVE**. If specification is **NOT** met, make any and all modifications necessary and return the copy to the designated Buyer in the Purchasing Department.

If your answer is **DISAPPROVE**, please modify as necessary in order to meet your specifications and return the revised copy via fax to the designated Buyer in the Purchasing Department.

If you have any questions, please call me at (956) 318-2626 ext# 4878.

| | |
|---|-------------------------------------|
| APPROVE <input checked="" type="checkbox"/> | DISAPPROVE <input type="checkbox"/> |
| APPROVE WITH MODIFICATIONS <input type="checkbox"/> | |

Funds Availability: _____ YES / _____ NO/ N/A

Other (Specify) _____

Budget Account No.: _____

Monica Salinas Monica Salinas Executive Office 2/14/19
 SIGNATURE PRINTED NAME DEPARTMENT DATE

SUBMIT THIS FORM TO THE HIDALGO COUNTY PURCHASING DEPARTMENT, VIA FAX TO (956) 292-7612 or e-mail: tanya.delira@co.hidalgo.tx.us by no later than: February 15, 2019.

Enclosures