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MEMORANDUM

TO: Julio Espinosa, Hidalgo County Tax Office
FROM: Samuel Gonzalez, Contract Specialist I
DATE: December 28, 2020
RE: Approval of Specifications for Project No. 2020-574
"Printing and Mailing of Tax Statements and Envelopes"

Attached are draft requirements for the above referenced project. Please make any changes, additions or deletions (if any) and indicate if these specifications meet all your requirements by making a selection and signing below. Include your budget information in order to place on Commissioners' Court agenda and begin the bidding process.

Our department wishes to:

- APPROVE the current specification, and continue as is.
 APPROVE WITH MODIFICATIONS as shown attached.
 DISAPPROVE, and do not want to proceed with this project.

Budget Account No: X-1100-415-15-140-001-0-350 / 535 Department No: 140

Eva Mireles

Printed Name

Authorized Signature

1/7/2021

Date

Please return this memorandum back signed with a selection made above via email to samuel.gonzalez@co.hidalgo.tx.us no later than **2:30pm on Wednesday, December 30, 2020**. Should you have any questions or need additional information, please call (956) 318-2626, ext. 4855.

NOTE: Bid opening for this project is scheduled for February 17, 2021. To avoid unnecessary delays, the project will move forward with the current specifications if department approval is not received by the deadline stated.

MLS/slg *sg*
Enclosures: Specifications