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NOTICE

TO: Oscar Villarreal, Director of Facilities Management
FROM: Elena Gomez, Contract Specialist II
DATE: February 3, 2023
RE: Recommendation to Award – Mailing Services County Wide
 RFSQ 23-0009-02-17

We're please to inform you that the Purchasing Department has received sole (1) response to the above mentioned project. After an analysis on the responses, the apparent lowest bidder is Upper Valley Mail Services. Enclosed you will find the supporting documentation for your review and recommendation.

We would like to present your recommendation on the next Commissioners' Court Meeting for February 17, 2023; therefore, we need your response no later than Thursday February 09, 2023. Please indicate your recommendation or any concerns on the space provided below and reply to the Purchasing Department via email to: elena.gomez@co.hidalgo.tx.us

- APPROVE.
 Recommendation to award: **Upper Valley Mail Services**
- DISAPPROVE and/or REJECT BIDS/RE-ADVERTISE
 Explanation: _____

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

Account No.: 3-1100-419-40-220-050-0-350

<u>Oscar Villarreal</u>	<u>Oscar R Villarreal</u>	<u>Facilities Mgmt</u>	<u></u>
Name	Signature	Department	Date

Should you have any questions or require further information please do not hesitate to call me at 318-2626, ext. 4858. Thank you for your attention and cooperation to this matter.

CC: Elena Gomez, Contract Specialist II
 Olga Garza, Division Manager, Contracts Management
 Dina Trevino, Assistant Purchasing Director
 Eduardo Belmarez, MBA, CPM, Purchasing Director