

March 7, 2024

Melinda Mata  
County Judges Office  
1000 Houston St.  
Laredo, Texas 78040

Dear Melinda,

Please include the following items in the Commissioners Court agenda for their regular meeting of March 11, 2024:

**Discussion and possible action to purchase 20 laptops computers from Dell laptops in an amount not to exceed \$18,875.60 and 2 Lexmark printers in an amount no to exceed \$10,400.00 for the elections office county offices (Sub-Chapter F Cooperative Purchasing Program)to be paid from 1001-1130-001-470000-001 - Capital Outlay Non-Capitalized Items (alternative funding source 3015-1010-001-460105 Minor Tools & Apparatus) and any other matters incident thereto.**

Thank you,

Jose Luis Castillo  
Elections Administrator