



PURCHASING DEPARTMENT
County Of Hidalgo

MEMORANDUM

TO: Diana Serna, Director
County of Hidalgo Urban County Program

FROM: Leticia Saenz, CPPB, Contract Manager
Hidalgo County Purchasing Department

DATE: November 14, 2006

RE: **NOTICE OF INTENT TO EXTEND CONTRACT**
Lease Agreement - C-03-082-04-22
"Lease of Office Space"-UCP-Los Tesoros Investments I ,LTD

Please be advised that the current lease agreement referenced for "**Lease of Office Space**" with "**Los Tesoros Investments I, LTD**" will expire on December 31, 2006. Therefore, we are hereby requesting that your department respond if you wish to continue to extend/renew these services or proceed with re-bidding for said services.

Provided under the current contract, Hidalgo County Commissioners' Court has the option to exercise the additional two (2) one (1) year periods (as stated in the contract) under the same rate, terms, and conditions (commencing and exercising the **FIRST YEAR on January 1, 2007** and expiring **December 31, 2007**) (see attached copy of Lease Agreement - Renewal or Termination page 2, article 1.2.

Should you wish to exercise the "option" you may indicate by signing below and return to the Hidalgo County Purchasing Department via facsimile to (956) 318-2629 by no later than 5:00 p.m. on Wednesday, November 15, 2006 in order to proceed placing on the next Commissioner's Court Agenda.

YES I do wish to obtain the one (1) year period extension.
NO I do not wish to obtain the one (1) year period extension.

If answer is no, please explain:

Authorized Signature:

Diana R. Serna

encl.

ACCOUNT # 5006-99-2101-6443-9900
6006-99-2101-6443-9900
5506-99-2101-6443-9900

xc: file

