



PURCHASING DEPARTMENT
 County Of Hidalgo
MEMORANDUM

To: Honorable Guadalupe Trevino, Sheriff
 c/o Anacleto Martinez, Chief Deputy
 Juan Tapia, Procurement Specialist
 Hidalgo County Sheriff's Department

via email amartinez@hidalgo.org
 via email juantapia@hidalgo.org

From: Leticia Saenz, CPPB, Contracts Manager
 Hidalgo County Purchasing Department

Date: December 8, 2009

Re: **NOTICE OF INTENT TO EXTEND/RENEW VARIOUS CONTRACTS**

Chief Martinez, please be advised that I will be placing the following contracts for approval of extensions/renewals on the next Commissioner's Court agenda for Tuesday, December 15, 2009:

Contract Nos.	Awarded Vendors	Title of Project	Extension Options Commencement/Expiration
C-08-342-12-16	ITW FOOD EQUIPMENT GROUP LLC dba HOBART SERVICES	Repairs of Kitechen Equipment and Appliances @ Jail	Exercise the additional one (1) year term extension 01/01/10-12/31/10
E-09-193-04-07	TROPICAL TEXAS BEHAVIORAL HEALTH (MHMR)	Screening Assessment and Psychiatric Evaluations for Inmates	Exercising the Second (2 nd) Year of the addt'l Five (5) One (1) Period Option 01/01/10-12/31/10
E-08-503-12-16	ALARM SECURITY GROUP LLC dba ARGUS SECURITY SYSTEMS, INC.	Steam Clean Exhaust Ventilation and Svcs for Automatic Fire Suppression System	Exercising the Second (2 nd) & FINAL Year of the addt'l Two (2) One (1) Period Option 01/01/10-12/31/10
E-08-502-12-16	VIDEO SOUND and LIGHTS	Repairs-Installation and Removal of Emergency Equip-Radios-Computers and Misc. Equip	Exercising the Second (2 nd) & FINAL Year of the addt'l Two (2) One (1) Period Option 01/01/10-12/31/10

Therefore, we hereby request that your department respond if you wish to continue to extend/renew these services.

Provided under the current Contracts, Hidalgo County Commissioners' Court has the option to exercise the additional terms as specified under the same rates, terms, and conditions for the above mentioned contracts.

Please acknowledge receipt and approval to exercise this "option" for the contracts specified above by signing below and returning to the Purchasing Department via facsimile to (956) 318-2629 or via e-mail to leticia.saenz@co.hidalgo.tx.us by no later than **12:00 p.m.** on Wednesday, December 09 2009 in order to proceed with placement for approval 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.

Hidalgo County Sheriff's Office
 Authorized Signature: _____

Date: _____

Thank you for your prompt attention and cooperation to this important matter. Should you require further assistance, please do not hesitate to contact me at (956) 292-7000 x-4861.

xc: File