



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@hidalgoso.org
via email juan.tapia@hidalgoso.org

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

Date: August 4, 2010

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 extension/renewal on the next Commissioner's Court agenda for Tuesday, August 10, 2010:

Contract Nos.	Awarded Vendors	Title of Project	Extension Options Commencement/Expiration
E-09-373-08-18 E-09-373A-08-18	Keefe Commissary Network, LLC Rene Lucio d/b/a R & R Distributing	Commissary Supplies	Exercising the 2 nd year of the add'l two (2) one (1) year term extension 09/19/10-08/18/11
E-09-374-08-18	Hydro Systems	Water Softener System Maintenance Services	Exercising the 2 nd year of the add'l three (3) one (1) year term extension 08/26/10-08/25/11

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, August 05, 2009 in order to proceed with placement for approval on this next Commissioner's Court Agenda.

YES
NO

I do wish to obtain the one (1) year period extension.
I do not wish to obtain the one (1) year period extension.

Hidalgo County Sheriff's Office
Authorized Signature:

Date: 8-05-10

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.

cc: File