



PURCHASING DEPARTMENT
County Of Hidalgo

November 25, 2014

Upper Valley Mail Services, LLP
James Duncan, Co-Owner
1418 Beech, Ste 109
McAllen, TX 78501

CERTIFIED MAIL
7099 3220 0002 9744 9588
jpostman217@aol.com

Re: Extension of Agreement No. C-13-203-12-03-Countywide Mailing Services for Hidalgo County

Dear Mr. Duncan:

Hidalgo County Purchasing Department will be requesting Commissioners' Court to consider the County's sole option to exercise an extension as provided in the current contract (under the same rates, terms and conditions). Please acknowledge receipt of this notice of placement on the Commissioners' Court meeting of December 16, 2014, for discussion, consideration and action, by signing below and returning to the Purchasing Department, by no later than 5:00 p.m. on Wednesday, December 3, 2014, via facsimile to (956) 956-318-2629 or email to : rocio.villarreal@co.hidalgo.tx.us.

By: James Duncan

Date: 01 December 2014

Should you have any questions or require additional information, please do not hesitate to contact me at (956) 318-2626. Your cooperation in this matter is greatly appreciated and we hope your company continues its business relationship with Hidalgo County.

Sincerely,

Rocio Villarreal
Contracts Manager

FAXED - 12/02/14
956-292-7612

A.M.

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