



Hidalgo County Purchasing Department  
2812 S. Business Highway 281  
New Administration Building  
Edinburg, Texas 78539  
(956) 318-2626 / Fax: (956) 318-2629

December 03, 2015

Scott Merriman, Inc.  
Attn: Jeff Biggs  
11212 Goodnight Lane #200  
Dallas, Texas 75229

Via E-Mail: [scott-merriman@sbcglobal.net](mailto:scott-merriman@sbcglobal.net)

Re: Renewal/Extension - **C-13-153b-01-28** "Specialty Printing and Related Services"

Dear Mr. Biggs:

Hidalgo County Purchasing Department will be requesting Commissioners' Court to consider the County's options to exercise its final one (1) year 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 15, 2015** for discussion, consideration and action, by signing below and returning to the Purchasing Department, by no later than Monday, **December 07, 2015** via email to: [yolanda.velasquez@co.hidalgo.tx.us](mailto:yolanda.velasquez@co.hidalgo.tx.us) so as to meet the agenda request form deadlines.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print: \_\_\_\_\_

***Additionally, we are requesting that your company provide an Updated Certificate of Insurance as required through Hidalgo County's Request for (Bid, Quote, Proposal, Statements of Qualifications).***

Should you have any questions or require additional information, please do not hesitate to contact me at (956) 318-2626 ext. 4881. Your cooperation in this matter is greatly appreciated and we hope your company continues its business relationship with Hidalgo County.

Sincerely,

Yolanda Velasquez, Buyer III  
Hidalgo County Purchasing Department

cc: department