



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

December 2, 2016

Upper Valley Mail Services, LLC
Patrick Hettler
1418 Beech Avenue, Ste 109
McAllen, TX. 78501

Via: Email: postman217@aol.com

Re: C-15-323-12-15
Renewal/Extension – Hidalgo County - "Mailing Services"

Dear Mr. Hettler:

Hidalgo County Purchasing Department will be requesting Commissioners' Court to consider the County's option to exercise the (1) year extension as provided in the current contract (under the same rates, terms and conditions). Please acknowledge receipt of this notice by signing and returning it by no later than 10:00 a.m., Monday, December 5, 2016, via email to: heidi.ortiz@co.hidalgo.tx.us so as to meet the agenda request form deadlines. Upon receipt of the signed extension, I will proceed in securing placement on the agenda for Commissioners' Court meeting of Tuesday, December 13, 2016 for discussion, consideration and action.

Signature: _____

Date: _____

Print: _____

Additionally, we are requesting you provide updated certificates of insurance and license as required through Hidalgo County's Request for Bid, Quote, Proposal, and/or Statement of Qualifications.

It is our hope that we may continue a successful business relationship with your company. 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.

Sincerely,

Martha L. Salazar

Martha L. Salazar
Hidalgo County Purchasing Department