

MEMORANDUM

TO: Margarita Gonzalez, WIC Program
Josie Garces, Health and Human Services Department

FROM: Jireh Lira Cabello, Contract Specialist I

DATE: October 18, 2021

RE: Project No. 21-140-JLC
Extension of Contract C-19-303-11-26

Contract C-19-303-11-26 between Hidalgo County and City of Hidalgo for Lease of Space will expire on November 17, 2021. We have the option to renew this contract for a one-year term under the same terms and conditions.

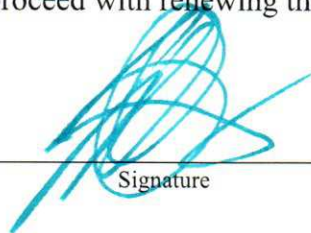
For your review and consideration, the current contract is enclosed. Please advise what action Health and Human Services/WIC Program would like the Purchasing Department to take by making a selection below:

- Renew the contract with the same rates, terms, and conditions
- Allow the contract to expire, as those services are no longer needed
- Look for new vendors (allow contract to expire, terminate early, and/or rebid)

Please sign and return this notice as acknowledgement of receipt by **October 20, 2021**. Following your response, our office will send you a tentative schedule for this project. If no action is taken by the deadline stated, we will proceed with renewing this contract.

Eduardo Olivarez

Name



Signature

10/19/2021

Date

Should you have any questions or need additional information, I may be reached at extension 4868

jlc

cc: Josie Garces, Margarita Gonzalez
Enclosures: Contract C-19-303-11-26