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MEMORANDUM

TO: Margarita Gonzalez, Division Grant Manager II
FROM: Keila M. Gonzalez, Contract Specialist I
DATE: August 18, 2022
RE: Project No. 22-0501-KMG
3/3 Extension of Contract C-19-175-08-27

Contract C-19-175-08-27 between Hidalgo County and **Kalifa's Western Wear, Inc.** for the "**Lease of office space for WIC – McAllen Clinic**" will expire on September 30, 2022. We have the option to renew this contract for the 3rd of 3, one (1) year extensions available.

For your review and consideration, the current contract is enclosed. Please advise what action WIC 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 **Wednesday, August 24, 2022**. **If no action is taken by the deadline stated, we will proceed with renewing this contract to ensure there's no lapse in services.**

Clarissa Ramirez	<i>Clarissa Ramirez</i>	8/18/2022
Name	Signature	Date

Should you have any questions or need additional information, I may be reached at extension 4874.

kmg