



2812 S. Bus. Hwy 281
 Edinburg, Texas 78539
 Phone: (956) 318-2626
 Fax: (956) 318-2629
www.co.hidalgo.tx.us/purchasing

August 23, 2022

Mr. Brian Kelly Madden
 CTC Distributing Ltd.
 615 Blaze Blvd.
 Edinburg, TX 78539

Delivered via email: k_madden@ctcdistributing.com

Term: October 01, 2022- September 30, 2023

Re: Project No 22-0505-ABV – “Off Premises Storage, records management, pickup, retrieval delivery and shredding services”
 Extension 2 of 2 for Contract C-20-218-09-22

Dear Mr. Brian Kelly Madden,

This letter is to notify you that Hidalgo County has chosen to exercise its option to extend the aforementioned contract for the **final (1) year extension**, under the same rates, terms, and conditions with **CTC Distributing Ltd.** for the above referenced project.

To proceed, please return the following to Hidalgo County Purchasing Department via email to alexandra.vela@co.hidalgo.tx.us no later than **3pm on Monday, August 29, 2022**:

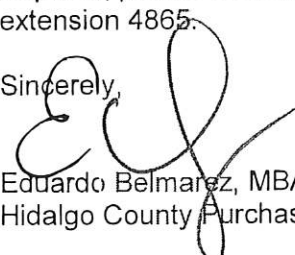
1. Form 1295 – filed with the Texas Ethics Commission with the Unsworn Declaration (bottom portion of the form) fully executed
 - a. On box 3, please reference **22-0505-ABV**
2. Updated Certificate of Insurance – ensure Hidalgo County is listed as a Certificate Holder
3. Signed Acknowledgment of Receipt of this Notice from an authorized representative

This item will be placed on the agenda for Commissioners’ Court approval on Tuesday, September 06, 2022. Failure to submit all items requested in a timely manner, may result in delay of award.

		
Authorized Representative Name	Signature	Date

Hidalgo County Purchasing Department appreciates your business. If any further assistance is required, please do not hesitate to call Alexandra Vela, Contract Specialist II at (956) 318-2626, extension 4865.

Sincerely,


 Eduardo Belmarquez, MBA, CPM
 Hidalgo County Purchasing Director