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MEMORANDUM

TO: Margarita Gonzalez, Division Grant Manager II
FROM: Keila M. Gonzalez, Contract Specialist I
DATE: August 19, 2022
RE: Project No. 22-0511-KMG
60 Day Extension for Contract C-17-151-08-08
Term: 10/01/2022-11/29/2022

Contract C-17-151-08-08 between Hidalgo County and **BIC Development Corp.** for the “**Lease of office space for WIC – Administration Offices**” will expire on September 30, 2022. We have the option to extend this contract for an additional 60 days after the expiration to complete the procurement process.

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:

- Allow the contract to expire, as those services are no longer needed
- Concur with the 60-day Extension to avoid a lapse in service

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 extend this contract to ensure there is no lapse in services.

Clarissa Ramirez	<i>Clarissa Ramirez</i> 	08/19/2022
Name	Signature	Date

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

kmg