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

MEMORANDUM

TO: Ricardo Rodriguez Jr., Assistant District Attorney

FROM: Maria Gaytan, Contract Specialist I

DATE: September 23, 2022

RE: Project No. 22-0541-MGN Extension 2 of 3
Contract C-18-149-11-06 "Dead Body Pickup and Transport Services"

Contract C-18-149-11-06 between Hidalgo County and Elite Transport & Cleanup Services for Dead Body Pickup and Transport Services will expire on December 12, 2022. We have the option to renew this contract for one (1) year extension at the same rates, terms and conditions.

For your review and consideration, the current contract is enclosed. Please advise what action Office of the District Attorney would like the Purchasing Department to take by making a selection below:

- [X] 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 acknowledgment of receipt by **September 23, 2022**. 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 to ensure there's no lapse in services.

Rosalinda Cantu Rosalinda Cantu 09/29/2022
Name Signature Date

Please include the account number(s) for the above reference project:

Account No.: 2-1100-421-00-080-003-0-340

Should you have any questions or need additional information, I may be reached at extension 4879.

mgn

CC: Victor Garza, Assistant District Attorney, Josephine Ramirez, District Attorney
Olga Garza, Division Manager, Contracts Management
Dina Trevino, Assistant Purchasing Director
Eduardo Belmarez, MBA, CPM, Purchasing Director