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# MEMORANDUM

**TO:** Jose Rodriguez, Program Manager 1  
**FROM:** Alexandra Vela, Contract Specialist II  
**DATE:** September 15, 2022  
**RE:** Project No. 22-0523  
 1/1 Extensions of Contract C-20-222-10-20

Contract C-20-222-10-20 between Hidalgo County and **Waukesha-Pearce Industries, LLC** for the **“Generator Maintenance Service and Repairs at Hidalgo County Sheriff’s Office Facilities”** will expire on October 29, 2022. We have the option to renew this contract for one (1) additional one (1) year.

For your review and consideration, the current contract is enclosed. Please advise what action Sheriff’s Office 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 **Friday September 23, 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.

Name Rogelio Munda Signature [Handwritten Signature] Date 9-16-22

Should you have any questions or need additional information, I may be reached at extension 4865.

abv