THE COUNTY OF HIDALGO
PURCHASING DEPARTMENT

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

NOTICE

TO: Erika Reyna, Director of Human Resources

FROM: Ived Sepulveda, Contract Specialist I

DATE: November 30, 2022

RE: Project No. 22-0707-IVS
Extension of Contract C-20-001-02-26

Contract C-20-001-02-26 between Hidalgo County and Lab Services, Inc. for Drug and Alcohol Testing Services will expire on March 11, 2023. We have the option to renew this contract for a final one (1) year term.

For your review and consideration, the current contract is enclosed. Please advise what action Human Resources 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 **December 7, 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.

Name _____ Signature _____ Date 1/18/23

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

Account No.: 3-1100-419-50-125-003-0339

Should you have any questions or need additional information, I may be reached at extension 4861.

ivs