



NOTICE

TO: Annette Muniz, Chief Deputy
FROM: Ived Sepulveda, Contract Specialist I
DATE: July 17, 2023
RE: Project No. 23-0293
Purchase, Removal, & Related Services for Shredded & Recyclable Materials

Contract C-21-054-09-07 between Hidalgo County and Master Fibers, Inc. for Purchase, Removal, & Related Services for Shredded & Recyclable Materials will expire on September 6, 2023. As there are no extension options for this contract, our office, if required will have to solicit for bids for this project. Please advise what action County Clerk's Office would like the Purchasing Department to take by making a selection below:

- Review, modify and approve project specifications to proceed with new solicitation
- Allow the contract to expire, as those services are no longer needed

Please sign and return this notice as acknowledgement of receipt by **July 17, 2023**. Following your response, our office will confirm what will be the next steps to follow. Action is required in order to proceed promptly and to ensure there's no lapse in services.

Annette C. Muniz  7/18/2023
Name Signature Date

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

Account No.: _____

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

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