



# NOTICE

**TO:** Clarissa Ramirez, Director  
**FROM:** Cassandra Carr, Contract Specialist II  
**DATE:** June 5, 2023  
**RE:** Extension of Contract C-20-339-11-24

Contract C-20-339-11-24 between Hidalgo County, acting for and on behalf of its Woman, Infant Children Program (WIC) and GBB Rentals, LTD for "lease of office space for the Hidalgo County WIC program Alamo, Texas" will expire on September 30, 2023, 2023. We have the option to renew this contract for a third (3rd) term of five (5) available additional one (1) year terms.

For your review and consideration, the current contract is enclosed. Please advise what action Woman, Infant Children Program (WIC) 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 **July 12, 2023**. 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.

Clarissa Ramirez  
Name

A handwritten signature in black ink that reads "Clarissa Ramirez" with a stylized flourish at the end.

Signature

07/05/23  
Date

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

Account No.: 3-1292-441-00-350-001-3-441

Should you have any questions or need additional information, I may be reached at extension 4858.

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