



NOTICE

TO: Oscar R. Villarreal, Director for Facilities Management
FROM: Janie C. Moron, Contract Specialist I
DATE: October 24, 2023
RE: Project No. 23-0383
Generator Maintenance Service & Repair

Contract C-20-507-11-03 between Hidalgo County and Loftin Equipment Company for "Service, Repair, and Maintenance to County Generators" will expire on December 29, 2023. As there are no extension options for this contract, our office, if required will have to solicit for bids, proposals or qualifications for this project. Please advise what action Facilities Management Department 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 **October 26, 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.

Oscar R. Villarreal

Name

A handwritten signature in black ink, appearing to read "Oscar Villarreal", written over a horizontal line.

Signature

11/2/2023

Date

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

Account No.: X-1100-419-40-220-050-0-610(430)

Should you have any questions or need additional information, I may be reached at extension 4874

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CC: Oscar R. Villarreal, Director for Facilities Management
Name, Division Manager, Contracts Management
Dina Trevino, Assistant Purchasing Director