THE COUNTY OF HIDALGO
PURCHASING DEPARTMENT
2812 S. Bus. Hwy 281, Edinburg, Texas 78539 | Phone: (956) 318-2626 | www.co.hidalgo.tx.us/purchasing

NOTICE

TO: Valde Guerra, Chief Executive Officer
Monica Salinas, Court Administrator

FROM: Amanda Martinez, Contract Specialist II

DATE: November 06, 2023

RE: Project No. 22-0722-EXT01

Extension of Contract C-22-0722-01-17

Contract C-22-0722-01-17 between Hidalgo County and Davila & Associates Inc. for Translation & Interpretation Services will expire on January 16, 2024. We have the option to renew this contract for one (1) additional one (1) year term.

For your review and consideration, the current contract is enclosed. Please advise what action Chief Executive 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 **November 13, 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 is no lapse in services.

Monica Salinas — Monica Salinas — 11/6/23
Name — Signature — Date

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

Account No.: 31100-413-30125-004-0-339

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

07