



NOTICE

TO: Ellie Torres, Commissioner Precinct 4
CC: Velinda Reyes, Leticia Saenz
FROM: Pablo Granados, Contract Specialist II
DATE: January 23, 2024
RE: Project No. 16-108-EXT04
Extension of Contract C-16-108-04-05

Contract C-16-108-04-05 between Hidalgo County and LPJ Family Limited Partnership for lease services will expire on April 26, 2024. We have the option to renew this contract for the fourth (4) out of six (6), one (1) year extensions.

For your review and consideration, the current contract is enclosed. Please advise what action Precinct 4 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 **February 12, 2024**. 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.

Ellie Torres, Commissioner

Name

LS *Ellie Torres*

Signature

01/30/2024

Date

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

Account No.: No Account # to Provide

Should you have any questions or need additional information, I may be reached at extension 4878.

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