



## NOTICE

April 03, 2024

Upper Valley Mail Services, LLC  
Attn: Patrick Hettler, President  
1418 Beech Ste. 109  
McAllen, Texas 78501

Delivered via email: [postman217@aol.com](mailto:postman217@aol.com)  
Term: March 02, 2024 – March 01, 2025

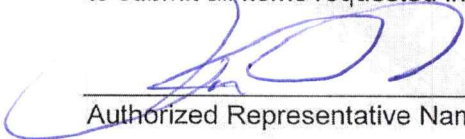
Re: Extension 1st of 2 for Contract #: C-23-0009-02-17  
"Mailing Services"

Dear Mr. Hettler,

This letter is to notify you that Hidalgo County has chosen the option to exercise the first of two (2) year extension under the same rates, terms, and conditions for the above referenced project. To proceed, please return the following to Hidalgo County Purchasing Department via email to [yolanda.velasquez@co.hidalgo.tx.us](mailto:yolanda.velasquez@co.hidalgo.tx.us) no later than **3:00 PM on Tuesday, April 09, 2024:**

1. Certificate of Interest Parties – Form 1295 [Link to File Form \(state.tx.us\)](#)
  - a. On box 3, please reference – **C-23-0009-02-17-1<sup>st</sup> Renewal**
2. Updated Certificate of Insurance – ensure Hidalgo County is listed as a Certificate Holder
3. Signed Acknowledgment of Receipt of this Notice from an authorized representative

This item will be placed on the next available Commissioners' Court meeting for approval. Failure to submit all items requested in a timely manner, may result in delay of award.

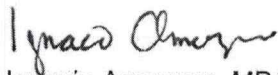
  
Authorized Representative Name

Patrick Hettler  
Signature

4/3/24  
Date

Hidalgo County Purchasing Department appreciates your business. If any further assistance is required, please do not hesitate to call Yolanda Velasquez, Contract Specialist II, at (956) 318-2626, extension 4881.

Sincerely,

  
Ignacio Amezcua, MBA, CTCM, CTCD  
Hidalgo County Purchasing Director