



NOTICE

TO: Oscar R. Villarreal, Director for Facilities Management
FROM: Victor Webber, Contract Specialist II
DATE: May 13, 2024
RE: Project No. 23-0184 EXT01
Extension of Contract C-23-0184-08-08

Contract C-23-0184-08-08 between Hidalgo County and Rio Elevator Company, Inc. for Elevator Maintenance & Repair Services will expire on August 8, 2024. We have the option to renew this contract for one (1) additional one (1) year term under the same rates, terms, and conditions.

For your review and consideration, the current contract is enclosed. Please advise what action Facilities Management 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 **May 22, 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.

Oscar R. Villarreal		05/21/2024
Name	Signature	Date

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

Account No.: 4-1100-419-40-220-050-0-430

Should you have any questions or need additional information, I may be reached at extension 4872.

VWB