



NOTICE

TO: Clarissa Ramirez , WIC Program Director
ATTN: Azael Munoz, Accountant III
FROM: Yolanda Velasquez, Contract Specialist II *yv*
DATE: July 23, 2024
RE: 22-0431 Lease of Office Space WIC- Storage
Extension of Contract C-22-0431-09-20

Contract C-22-0431-09-20 between Hidalgo County and BIC Development Corp. for lease of office space for WIC Storage will expire on September 30, 2024. We have the option to renew this contract for second (2nd) of four (4) one (1) year renewal.

For your review and consideration, the current contract is enclosed. Please advise what action WIC Department 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 August 2, 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.

Name _____ Signature *CLARISSA RAMIREZ* Date _____

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

Account No.: _____

Should you have any questions or need additional information, I may be reached at extension 4881.

yzv