



## NOTICE

**TO:** Clarissa Ramirez, WIC Director  
**FROM:** Amanda Martinez, Contract Specialist II  
**DATE:** July 12, 2024  
**RE:** Project No. 20-339-EXT04  
Extension of Contract C-20-339-11-24

Contract C-20-339-11-24 between Hidalgo County and GBB Rentals, LTD for "Lease of Office Space – Alamo" will expire on September 30, 2024. We have the option to renew this contract for a one (1) year term.

For your review and consideration, the current contract is enclosed. Please advise what action WIC 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 **July 19, 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.

Clarissa Ramirez	<i>CLARISSA RAMIREZ CM</i>	07/18/24
Name	Signature	Date

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

Account No.: X-1292-441-00-350-001-X-441

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

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