



NOTICE

TO: Clarissa Ramirez, Director
FROM: Ived Sepulveda, Contract Specialist I
DATE: July 22, 2024
RE: Project No. 23-0257-EXT01
Extension of Contract C-23-0257-09-26

Contract C-23-0257-09-26 between Hidalgo County and Xin Guo for Lease of Office Space (City of Alton – East) will expire on September 30, 2024. We have the option to renew this contract for an additional one (1) year.

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 **July 29, 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
Name

CLARISSA RAMIREZ
Signature

7/22/24
Date

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

Account No.: X-4-1292-441-00-350-X-441

Should you have any questions or need additional information, I may be reached at extension 4861.

ivs