



NOTICE

TO: Clarissa Ramirez, WIC Director
FROM: Amanda Martinez, Contract Specialist II
DATE: July 12, 2024
RE: Project No. 19-172-EXT03
Extension of Contract C-19-172-09-17

Contract C-19-172-09-17 between Hidalgo County and Laura Salinas for "Lease of Office Space for WIC – City of Mercedes" 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 _____ *Clarissa Ramirez* _____ 08/08/24 _____
Name Signature Date

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

Account No.: 4-1292-441-00-350-001-X-441

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

am