



NOTICE

August 21th, 2024
CTC Distributing LTD
Edinburg, TX, 78539

Delivered via email: e_rodriguez@ctcdistributing.com
Term: October 17th 2024 – October 16th 2025

Re: **Extension 1 of 2 for Contract #: C-23-0284-10-17**
“Off Premises Record Storage, Pickup Retrieval Delivery, and Shredding Services”

Dear Mrs. Rodriguez,

This letter is to notify you that Hidalgo County has chosen the option to exercise the 1st of 2 (1) year extension under the same rates, terms, and conditions for the above referenced project. To proceed, please return the following to Hidalgo County Purchasing Department via email to Jose.avela@co.hidalgo.tx.us no later than **4PM on Friday, August 30th, 2024**:


1. Certificate of Interest Parties – Form 1295 [Link to File Form \(state.tx.us\)](http://state.tx.us)
 - a. On box 3, please reference – **C-23-0284-10-17**
2. Updated Certificate of Insurance – ensure Hidalgo County is listed as a Certificate Holder
3. Signed Acknowledgment of Receipt of this Notice from an authorized representative

This item will be placed on the next available Commissioners' Court meeting for approval. Failure to submit all items requested in a timely manner, may result in delay of award.

<u>Edna V. Rodriguez</u>		<u>Aug 27, 2024</u>
Authorized Representative Name	Signature	Date

Hidalgo County Purchasing Department appreciates your business. If any further assistance is required, please do not hesitate to call Jose Adan Vela IV, Contract Specialist I, at (956) 318-2626, extension 4855

Sincerely,


Ignacio Amezcua, MBA, CTCM, CTCD
Hidalgo County Purchasing Director