



# NOTICE

**TO:** Pablo "Paul" Villarreal, Jr., Tax Assessor-Collector  
**FROM:** Victor Webber, Contract Specialist II  
**DATE:** July 15, 2024  
**RE:** Project No. 20-063-EXT01  
Extension of Contract C-20-063-09-21

Contract C-20-063-09-21 between Hidalgo County and Bridgepoint Insurance Agency & Permit Center, LLC ("Full-Service Deputy") for "Full-Service Deputy Services" will expire on September 20, 2024. We have the option to renew this contract for an additional one (1) year term under the same rates, terms and conditions.

For your review and consideration, the current contract is enclosed. Please advise what action Tax Assessor-Collector 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 26, 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.

Pablo (Paul) Villarreal Jr, PCC

Name

Signature

Date

*Pablo (Paul) Villarreal Jr* 7/23/24

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

Account No.: C-20-063-09-21

Should you have any questions or need additional information, I may be reached at extension 4872.

vwb