



NOTICE

TO: Clarissa Ramirez, WIC Director
FROM: Pedro Cuadros, Contract Specialist I
DATE: July 12, 2023
RE: Project No. 21-012-EXT04
 Extension of Contract C-21-012-06-15

Contract **C-21-012-06-15** between Hidalgo County and **Julcar, LLC** for the **Lease of Office Space for Hidalgo County WIC program McAllen**, will expire on **September 30, 2024**. We have the option to exercise the fourth (4) of five (5), one (1) year terms under the same rates, terms and conditions.

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 19, 2023**. 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</i>	7/18/24
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 4859.

pcp