



NOTICE

TO: Captain Rocky Serna, Lieutenant Tony Garza, Sheriffs' Office
Attn.: Jose Rodriguez, Program Manager, Myra Montoya, Budget Manager II, Sabrina Solis
FROM: Yolanda Velasquez Contract Specialist II *yv*
DATE: July 10, 2024
RE: Project No. 24-0207
Lobby Intake Kiosks & Deposit/Release Services

Contract C-18-014-06-05 between Hidalgo County and **Keefe Commissary Network, LLC** for **Lobby Intake Kiosks & Deposit/Release Services** will expire on September 04, 2024. As there are no extension options for this contract, our office, if required will have to solicit for bids, proposals or qualifications for this project. Please advise what action Sheriffs' Office would like the Purchasing Department to take by making a selection below:

- Review, modify and approve project specifications to proceed with new solicitation
- Allow the contract to expire, as those services are no longer needed

Please sign and return this notice as acknowledgement of receipt by **July 22, 2024**. Following your response, our office will confirm what will be the next steps to follow. Action is required in order to proceed promptly and to ensure there's no lapse in services.

Myra Montoya *Myra Montoya* *7-25-24*
Name Signature Date

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

Account No.: Commissary

Should you have any questions or need additional information, I may be reached at extension 4881.

yzv

CC: Ignacio Amezcua, MBA, CTCM, CTCD, Purchasing Director
Olga Garza, Division Manager, Contracts Management
Dina Trevino, Assistant Purchasing Director