



## NOTICE

**TO:** Rey Salazar - Division Manager, Marianella Canton - Planning Analyst III  
**FROM:** Pablo Granados, Contract Specialist II  
**DATE:** September 24, 2024  
**RE:** 22-0524-EXT01  
Extension of Contract C-22-0524-11-29

Contract C-22-0524-11-29 between Hidalgo County and Usio Output Solutions for "Printing and Mailing Post Cards" will expire on December 31, 2024. We have the option to renew this contract for an additional one (1) year.

For your review and consideration, the current contract is enclosed. Please advise what action your 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 **October 9, 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.

Reynaldo Salazar  
Name

*R. Salazar*  
Signature

10/04/24  
Date

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

Account No.: 1100-415-00-200-002-0-350

Should you have any questions or need additional information, I may be reached at extension 4878.

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