



NOTICE

TO: Clarissa Ramirez, WIC Director
FROM: Amanda Martinez, Contract Specialist II
DATE: September 23, 2024
RE: Project No. 21-111
Extension of Contract C-21-111-12-14

Contract C-21-111-12-14 between Hidalgo County and SPI Ventures, LLP for Lease of Office Space in Starr County – Rio Grande City will expire on December 12, 2024. We have the option to renew this contract for a one (1) year term.

For your review and consideration, the current contract is enclosed. Please advise what action WIC would like the Purchasing Department to take by selecting an action 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 **September 30, 2024**. Following your response, our office will send you a tentative schedule for this project. If there is no action selected by the deadline stated, we will proceed with renewing this contract to ensure there is no lapse in services.

Clarissa Ramirez

Name

Clarissa Ramirez

Signature

09/24/24

Date

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

Account No.: 4-1292-441-00-350-001-5-441

Should you have any questions or need additional information, you may reach me at extension 4865.

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