



NOTICE

TO: Arturo Guajardo, Hidalgo County Clerk
FROM: Amanda Martinez, Contract Specialist II
DATE: October 18, 2024
RE: Project No. 19-187
Extension of Contract C-19-187-10-01

Contract C-19-187-10-01 between Hidalgo County and GovOs, Inc. for "Records Management & Document Imaging Process" will expire on November 16, 2024. We have the option to exercise the month-to-month extension not to exceed six (6) months, under the same rates, terms, and conditions.

For your review and consideration, the current contract is enclosed. Please advise what action the County Clerk's 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 21, 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 is no lapse in services.

Annette C. Muniz

Name

A handwritten signature in black ink, appearing to read "Annette C. Muniz", written over a horizontal line.

Signature

10/18/2024

Date

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

Account No.: 4-1237-415-40-180-003-0-340

Should you have any questions or need additional information, I may be reached at extension 4865.

am