



NOTICE

TO: Efrain Barajas, HR Employee Services Division Manager
FROM: Yolanda Velasquez, Contract Specialist II *yzv*
DATE: October 31, 2024
RE: Excess Workers' Compensation Insurance
Extension of Contract C-22-0359-12-20

Contract C-22-0359-12-20 between Hidalgo County and Montalvo Insurance Agency, Inc. for Excess Workers' Compensation Insurance will expire on January 01, 2025. 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 Human Resources 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 **November 08, 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.

Erika Reyna
Name
[Signature]
Signature
11/4/24
Date

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

Account No.: 4-2202-415-50-190-004-0-520

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

yzv