



NOTICE

TO: Leticia Saenz, Director of Administrative Operations
FROM: Jose A. Vela IV, Contract Specialist I
DATE: 11-01-2024
RE: 23-0436A-EXT01
Extension of Contract: C-23-0436A-01-09

Contract C-23-0436A-01-09 between Hidalgo County and Arguindegui Oil Co. II, Ltd for Lubricants (Grease-Oil-Hydraulic Fluids-Antifreeze) Products will expire on January 10, 2025. We have the option to renew this contract for one (1) year extension under the same rates, terms and conditions.

For your review and consideration, the current contract is enclosed. Please advise what action Precinct 4 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 **Tuesday November 5, 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.

Letty Saenz		11/12/24
Name	Signature	Date

Please include the account number(s) for the above reference project:
Account No.: 4-1200-431-00-124-036-0-626, 4-1200-431-00-124-007-0-626,
4-1100-452-00-124-009-0-626, 4-1100-432-00-124-001-0-626

Should you have any questions or need additional information, I may be reached at extension 4855.

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