2612 S. Bus. Hwy 281, Edinburg, Texas 78539 | Phone: (956) 318-2626 | www.co.hidalgo.tx.us/purchasing

NOTICE

TO: Chief Herrera, H.C. Sheriffs' Office

Attn: Yvonne Vasquez, Administrative Sergeant, Myra Montoya, Budget Manager II

FROM: Yolanda Velasquez, Contract Specialist, II yzv

DATE: November 18, 2024

RE: Commissary Supplies

Extension of Contract C-23-0319A-12-12 & C-23-0319B-12-12

Contract between Hidalgo County for Commissary Supplies will expire on December 18, 2024 with the following vendors;

1. C-23-0319A-12-12-Keefe Supply Company
2. C-23-0319B-12-12-Bob Barker

We have the option to renew this contract(s) for two (2) one (1) years.

For your review and consideration, the current contract is enclosed. Please advise what action Sheriffs' Office 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 22, 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.

Myra Montoya Myra Montoya 11-19-24

Name Signature Date

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

Account No.: Commissary

Should you have any questions or need additional information, call me at 383-0706 extension 4881.

yzv