2812 S. Bus. Hwy 281, Edinburg, Texas 78539 | Phone: (956) 318-2626 | www.co.hidalgo.tx.us/purchasing

# NOTICE

**TO:** Oscar Villarreal / Director of Facilities Management

**FROM:** Pedro Cuadros, Contract Specialist II

**DATE:** January 7, 2024

**RE:** Project No. 23-0009-EXT02

Extension 2 of 2 of Contract C-23-0009-02-17

Contract **C-23-0009-12-17** between Hidalgo County and **Upper Valley Mail Services, LLC** for **"Mailing Services"** will expire on **March 1, 2025**. We have the option to exercise the final 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 Facilities Management 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 **January 10, 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.

Oscar R Villarreal | Oscar R Villarreal | 1-8-25

Name | Signature | Date

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

Account No.: 5-1100-419-40-220-050-0-350

Should you have any questions or need additional information, I may be reached at extension 4859.

pcp