



NOTICE

TO: Clarissa Ramirez, WIC Director
FROM: Amanda Martinez, Contract Specialist II
DATE: July 18, 2025
RE: Project No. 20-031-EXT01
Extension of Contract C-20-031-05-19

Contract C-20-031-05-19 between Hidalgo County and P & Ari. LLC for "Lease of Office Space – City of Roma will expire on September 30, 2025. We have the option to renew this contract for a one (1) year term.

For your review and consideration, the current contract is enclosed. Please advise what action WIC 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 **July 25, 2025**. 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.

Clarissa Ramirez

Clarissa Ramirez

7/18/2025

Name

Signature

Date

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

Account No.: 5-1292-441-00-350-001-6-441

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