



## NOTICE

**TO:** Clarissa Ramirez, Director  
**FROM:** Ived Sepulveda, Contract Specialist I  
**DATE:** July 30, 2025  
**RE:** Project No. 23-0257-EXT02  
Extension of Contract C-23-0257-09-26

Contract C-23-0257-09-26 between Hidalgo County and Xin Guo for Lease of Office Space – City of Alton (East) will expire on September 30, 2025. We have the option to renew this contract for an additional one (1) year term.

For your review and consideration, the current contract is enclosed. Please advise what action WIC Department 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 **August 5, 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  8/6/2025  
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 4861.

ivs