



NOTICE

TO: Laura Hinojosa, District Clerk
FROM: Victor Webber, Contract Specialist II
DATE: August 1, 2025
RE: Project No. 23-0284-EXT02
Extension of Contract C-23-0284-10-17

Contract C-23-0284-10-17 between Hidalgo County and CTC Distributing LTD, for “Off-Premises Storage, Records Management, Pickup, Retrieval, Delivery, and Shredding Services” will expire on October 16, 2025. We have the option to renew this contract for one (1) 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 the District Clerk’s 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 August 13, 2025. 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.

Stephanie Palacios	<i>Stephanie Palacios</i>	08/01/2025
Name	Signature	Date

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

Account No.: 5-1235-412-00-090-00-008-350

Should you have any questions or need additional information, I may be reached at extension 4872.

vwb



NOTICE


TO: Ignacio Amezcua, MBA, CTCM, CTCD, Purchasing Director
FROM: Victor Webber, Contract Specialist II
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Ignacio Amezcua	 <small>Ignacio Amezcua (Aug 1, 2025 11:09:58 CDT)</small>	08/01/2025
Name	Signature	Date

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

Account No.: _____

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vwb