



NOTICE


TO: Samuel Perez Jr., Director of Veterans Services/VSO
FROM: Victor Webber, Contract Specialist II
DATE: November 7, 2025
RE: Project No. 17-330-EXT05
Extension of Contract C-17-330-12-19

Contract C-17-330-12-19 between Hidalgo County and R & L Guerra, LLC for "Lease of Office Space to House County Departments (Veteran's Office)" will expire on January 31, 2026. We have the option to renew this contract for the fifth (5) of six (6) available one (1) year terms under the same rates, terms, and conditions.

For your review and consideration, the current contract is enclosed. Please advise what action Veterans Services 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 November 26, 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.

Samuel Perez Jr.  11/25/2025
Name Signature Date

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

Account No.: 5-1100-444-00-370-001-0-441

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

vwb