



NOTICE

TO: Cpt. Michael Ochoa, HC Sheriffs Office
FROM: Amanda Martinez, Contract Specialist II
DATE: December 15, 2025
RE: Project No. 21-138-EXT02
Extension of Contract C-21-138-01-11

Contract C-21-138-01-11 between Hidalgo County and STX Snacktime Vending Company for Vending Machine Services will expire on January 14, 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 HC Sheriff'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 **December 19, 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.

Myra Montoya, Budget Manager II

Myra Montoya

12/16/2025

Name

Signature

Date

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

Account No.: _____

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



NOTICE

TO: Everardo Villarreal, Precinct 3 Commissioner
FROM: Amanda Martinez, Contract Specialist II
DATE: December 15, 2025
RE: Project No. 21-138-EXT02
Extension of Contract C-21-138-01-11

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For your review and consideration, the current contract is enclosed. Please advise what action Precinct 3 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 **December 19, 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.

Jorge Arzate
Name

[Signature]
Signature

12/17/25
Date

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

Account No.: 5-1200-431-00-123-005-0-631

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