



NOTICE

TO: Oscar R. Villarreal, Director
FROM: Victor Webber, Contract Specialist II
DATE: May 19, 2026
RE: Project No. 25-0415-EXT01
Extension of Contract C-25-0416-07-22

Contract C-25-0416-07-22 between Hidalgo County and Rio Elevator, Inc. for "Elevator Maintenance & Repair Services" will expire on July 21, 2026. We have the option to renew this contract for one (1) additional one (1) year term under the same rates, terms, and conditions.

For your review and consideration, the current contract is enclosed. Please advise what action Facilities Management 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 May 29, 2026. 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.

Oscar R. Villarreal
Name

Oscar R. Villarreal
Signature

5-21-26
Date

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

Account No.: 1100-19-220-0000-504300

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

vwb