



NOTICE

TO: Clarissa Ramirez, Director
FROM: Ived Sepulveda, Contract Specialist
DATE: 07/02/2026
RE: Project No. 23-0257-EXT03
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, 2026. We have the option to renew this contract for a final, one (1) year term.

For your review and consideration, the current contract is enclosed. Please advise what action the 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 **July 10, 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.

Name Clarissa Ramirez Signature Clarissa Ramirez Date 7/7/2026

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

Account No.: 1292 - 41 - 350 - 000 - 0000 - 504410

Should you have any questions or need additional information, I may be reached at extension 4861.

ivs