



NOTICE

TO: Erika Reyna, MPA, SPHR, SHRM-CP, Human Resources Director
FROM: Pablo Granados, Contract Specialist II
DATE: August 26, 2026
RE: Project No. 26-0513 "Off Premises Record Storage-Pickup Retrieval Delivery and Shredding Services"

Contract C-23-0284-10-17 between Hidalgo County and CTC Distributing LTD for "Off Premises Record Storage-Pickup Retrieval Delivery and Shredding Services" will expire on October 16, 2026. As there are no extension options for this contract, our office, if required will have to solicit for bids, proposals or qualifications for this project. Please advise what action the Department of Human Resources would like the Purchasing Department to take by making a selection below:

- ☒ Review, modify and approve project specifications to proceed with new solicitation
- ☐ Allow the contract to expire, as those services are no longer needed

Please sign and return this notice as acknowledgement of receipt by **September 1, 2026**. Following your response, our office will confirm what will be the next steps to follow. Action is required in order to proceed promptly and to ensure there's no lapse in services.

Diana M. Muñoz Pablo Granados 08/28/2026
Name Signature Date

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

Account No.: 1100-15-190-001-0000-503500
2201-15-190-100-0000-503500

Should you have any questions or need additional information, I may be reached at extension 4878.

peg

CC: Olga Garza, Division Manager, Contracts Management



2812 S. Bus. Hwy 281, Edinburg, Texas 78539 | Phone: (956) 318-2626 | www.co.hidalgo.tx.us/purchasing

NOTICE

TO: Samuel Perez Jr., Director of Veterans Services
FROM: Pablo Granados, Contract Specialist II
DATE: August 26, 2026
RE: Project No. 26-0513 "Off Premises Record Storage-Pickup Retrieval Delivery and Shredding Services"

Contract C-23-0284-10-17 between Hidalgo County and CTC Distributing LTD for "Off Premises Record Storage-Pickup Retrieval Delivery and Shredding Services" will expire on October 16, 2026. As there are no extension options for this contract, our office, if required will have to solicit for bids, proposals or qualifications for this project. Please advise what action the Department of Veteran Services would like the Purchasing Department to take by making a selection below:

- ☒ Review, modify and approve project specifications to proceed with new solicitation
☐ Allow the contract to expire, as those services are no longer needed

Please sign and return this notice as acknowledgement of receipt by **September 1, 2026**. Following your response, our office will confirm what will be the next steps to follow. Action is required in order to proceed promptly and to ensure there's no lapse in services.

Samuel Perez Jr. [Signature] 08/28/2024
Name Signature Date

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

Account No.: 1100 - 00 - 370 - 001 - 0000 - 503500

Should you have any questions or need additional information, I may be reached at extension 4878.

peg

CC: Olga Garza, Division Manager, Contracts Management



NOTICE

TO: Enrique Longoria, Captain
FROM: Pablo Granados, Contract Specialist II
DATE: August 26, 2026
RE: Project No. 26-0513 "Off Premises Record Storage-Pickup Retrieval Delivery and Shredding Services"

Contract C-23-0284-10-17 between Hidalgo County and CTC Distributing LTD for "Off Premises Record Storage-Pickup Retrieval Delivery and Shredding Services" will expire on October 16, 2026. As there are no extension options for this contract, our office, if required will have to solicit for bids, proposals or qualifications for this project. Please advise what action the Sheriff's Office would like the Purchasing Department to take by making a selection below:

- ☒ Review, modify and approve project specifications to proceed with new solicitation
- ☐ Allow the contract to expire, as those services are no longer needed

Please sign and return this notice as acknowledgement of receipt by **September 1, 2026**. Following your response, our office will confirm what will be the next steps to follow. Action is required in order to proceed promptly and to ensure there's no lapse in services.

Myra Montoya

Name

Myra Montoya

Signature

09/03/2026

Date

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

Account No.: 1100-21-280-001-0000-503500

Should you have any questions or need additional information, I may be reached at extension 4878.

peg

CC: Olga Garza, Division Manager, Contracts Management



NOTICE

TO: Ignacio Amezcua, MBA, CTCM, CTCD, Purchasing Director
FROM: Pablo Granados, Contract Specialist II
DATE: August 27, 2026
RE: Project No. 26-0513 "Off Premises Record Storage-Pickup Retrieval Delivery and Shredding Services"

Contract C-23-0284-10-17 between Hidalgo County and CTC Distributing LTD for "Off Premises Record Storage-Pickup Retrieval Delivery and Shredding Services" will expire on October 16, 2026. As there are no extension options for this contract, our office, if required will have to solicit for bids, proposals or qualifications for this project. Please advise what action the District Clerk's Office would like the Purchasing Department to take by making a selection below:

- Review, modify and approve project specifications to proceed with new solicitation
- ☐ Allow the contract to expire, as those services are no longer needed

Please sign and return this notice as acknowledgement of receipt by **September 1, 2026**. Following your response, our office will confirm what will be the next steps to follow. Action is required in order to proceed promptly and to ensure there's no lapse in services.

Ignacio Amezcua

IA

08/27/2026

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 4878.

peg

CC: Olga Garza, Division Manager, Contracts Management

Signature:

Email: ignacio.amezcua@co.hidalgo.tx.us