

NOTICE

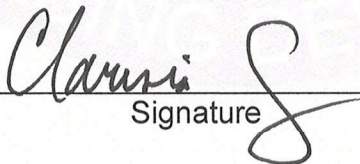
TO: Clarissa Ramirez, HC WIC Director
FROM: Your Name, Amanda Martinez, Contract Specialist II
DATE: August 24, 2026
RE: Project No. 22-0511- EXT02
Extension of Contract C-22-0511-11-01

Contract C-22-0511-11-01 between Hidalgo County and BIC Development Corp. for Lease of Office Space – Administrative Offices will expire on October 31, 2026. 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 WIC Program 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 **Monday, August 31, 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.

Clarissa Ramirez		08/24/2026
Name	Signature	Date

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

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

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