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

NOTICE

TO: Clarissa Ramirez, HC WIC Program Director

FROM: Amanda Martinez, Contract Specialist II

DATE: October 14, 2026

RE: Project No. 26-0563-RFB

Extension of Contract C-21-111-12-14

Contract C-21-111-12-14 between Hidalgo County and SPI Ventures, LLP for Lease of Office Space in Starr County – Rio Grande City is set to expire on December 23, 2026.

We are currently in the process of preparing the RFB, but in order to avoid a lapse in services while we complete the procurement process, we may need to extend the current contract. Per the terms of the agreement, we have the option to exercise a 60-day extension under the same rates, terms, and conditions.

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:

- ☒ Extend the contract for 60 days with the same rates, terms, and conditions
- ☐ Allow the contract to expire, as those services are no longer needed

Please sign and return this notice as acknowledgment of receipt by **Friday, October 16, 2026**. Following your response, our office will send you a tentative schedule for this project. If no action is taken by the deadline stated, we will proceed with renewing this contract to ensure there's no lapse in services.

Clarissa Ramirez	Clarissa S	10/14/2026
Name	Signature	Date

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