



Hidalgo County Purchasing Department
2812 S. Business Highway 281
Edinburg, Texas 78539
(956) 318-2626/ Fax: (956) 318-2629

February 12, 2016

Yara M. Corbitt, P.E.
Texas Cordia Construction, LLC
3149-A Center Pointe Drive
Edinburg, TX 78539

RE: C-15-209-07-21 CHANGE ORDER #3

Compliance with HB1295: Hidalgo County Precinct No. 2 –Sioux Road Improvements (from I Road to Cesar Chavez Road)

Dear Ms. Corbitt,

In order to process the award of contract change order resulting from referenced contract, the County is required, as of January 1, 2016, to comply with Texas Government Code, §2252.908, and the rules issued by the Texas Ethics Commission found in Title 1, Section 46.1, 46.3 and 46.5 of the Texas Administrative Code. In accordance with these requirements for the type of contract being considered, a business must submit a completed Certificate of Interested Parties Form 1295, to the County before the County may enter into a contract with the business entity.

In order for County staff to process the above referenced change order, you must complete Form 1295 and file Form 1295 with the Texas Ethics Commission. You can find the 1295 form through the Texas Ethics Commission at the following website:

https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm

In box 3 of Form 1295, provide the following contract information: **C-15-209-07-21 Ch. Ord. #3**. Once completed and filed with the Texas Ethics Commission, Form 1295 must be printed and signed in the presence of a notary and submitted to our office by the deadline stated below.

In order to maintain the schedule for presentation to Commissioners Court for a complete this contract change order, the signed notarized Form 1295 must be received in our office completed via fax to (956) 292-7612 or via email to: moises.salazar@co.hidalgo.tx.us on or before Monday, February 15, 2016. Hidalgo County cannot enter into a contract until Form 1295 is submitted, therefore, failure to timely submit Form 1295 signed, and notarized may result in delay of award.

Hidalgo County Purchasing Department welcomes and appreciates your participation in County's projects.

If any further assistance is required, please do not hesitate to call the Purchasing Department 956/318-2626.

Sincerely,

Martha L. Salazar, CPPB
Hidalgo County Purchasing Agent

MLS/mss