



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

March 18, 2016

Oscar Cuellar, P.E., Managing Member  
IOC Company, LLC  
9312 E. Curve Street  
Edinburg, Texas 78542

via email: [ocuellar@ioccompany.com](mailto:ocuellar@ioccompany.com)

**Re: HB Form 1295 Required-C-14-153-02-17 –Resuming Contract & Change Order No. 1**  
**Hidalgo County Precinct No.3- “Mile 2 North Roadway Reconstruction Project”**

Dear Mr. Cuellar:

In order to process the Resuming of Contract and Change Order No. 1, 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.

Thus, in order for County staff to process the above referenced action, 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](https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm)

In **box 3 of Form 1295**, provide the following information: **“C-14-153-02-17 –Resuming Contract & Change Order No. 1”**. 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 on March 22, 2016**, the signed notarized **“HB Form 1295”** must be received in our office completed via fax to (956) 292-7612 or via email to: [rocio.villarreal@co.hidalgo.tx.us](mailto:rocio.villarreal@co.hidalgo.tx.us) **on or before 3:00 PM Monday, March 21, 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 the bid process.

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/rv  
Enclosures