



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

June 3, 2016

HERRCON, LLC

Bidder's name

1333 E. Jasmine Ave.

Address

McAllen, TX. 78501

City, State, Zip Code

Attn: Gilbert Herrera

Re: **Bid No: 2016-144-FAZ**  
**HIDALGO COUNTY-JP 1 PL 2 – JP Morales**  
**Request for Bid - "Turnkey Purchase & Install of microphone/speaker"**

Dear Mr. Herrera,

In order to process the award of bid/contract resulting from this bid, 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 bid, 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 Bid No.: **2016-144** shown above. 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.

The signed notarized Form 1295 must be received in our office completed via fax to (956) 292-7612 or via email to: [matilde.faz@co.hidalgo.tx.us](mailto:matilde.faz@co.hidalgo.tx.us) by this afternoon or by no later than Monday, June 6, 2016 at 10:00 A.M. **Hidalgo County cannot enter into a contract until Form 1295 is submitted, therefore, failure to submit Form 1295, at the time, will delay the inspection dates.**

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/faz  
Enclosures