



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

June 22, 2016

CTC Distributing, Ltd.
Attn. Kelly Madden
615 Blaze Blvd.
Edinburg, Texas 78539

Via E-Mail: k_madden@ctcdistributing.com

Re: Renewal/Extension – E-15-201-05-19

Dear Mr. Madden

Hidalgo County Purchasing Department will be requesting Commissioner's Court to consider the County's sole option to exercise its final one (1) year extension/renewal as provided in the current contract (under the same rates terms and conditions). Please acknowledge receipt of this notice for placement on the next Commissioners' Court agenda/meeting of **July 05, 2016** for discussion, consideration and action, by signing below and returning to the Purchasing Department by no later than **Friday, June 24, 2016** via email to: yolanda.velasquez@co.hidalgo.tx.us so as to meet the agenda request form deadlines.

Signature: _____

Print: _____

Date: 6/22/2016

Additionally, we are requesting that your company provide an Updated Certificate of Insurance as required through Hidalgo County's Request for (Bid, Quote, Proposal, Statements of Qualifications).

Should you have any questions or require additional information, please do not hesitate to contact me at (956) 318-2626 ext. 4881. Your cooperation in this matter is greatly appreciated and we hope your company continues its business relationship with Hidalgo County.

Sincerely,

Yolanda Velasquez, Buyer III
Hidalgo County Purchasing Department

cc: department



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

June 22, 2016

CTC Distributing, LTD.
Bidder's name
615 Blaze Blvd.
Address
Edinburg,
City
Texas 78539
State, Zip Code

Re: **E-15-201-05-19**
HIDALGO COUNTY
Contract Renewal

Dear Mr. Madden

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/eif_info_form1295.htm

In box 3 of Form 1295, provide Reference No.: E-15-201-05-19 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.

In order to maintain the schedule for presentation to Commissioners' Court Meeting on July 05, 2016, the signed notarized Form 1295 must be received in our office completed via fax to (956) 292-7612 or via email to volanda.velasquez@co.hidalgo.tx.us on or before Friday, June 22, 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

Martha L. Salazar, CPPB
Hidalgo County Purchasing Agent

MLS/yzv
Enclosures