



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

September 26, 2016

Heritage-Crystal Clean, LLC
Attn: David Hanrahan
Jackie Mitchell, Regional Manager
13621 Collections Center Drive
Chicago, IL. 60693-0136

Via Email: david.hanrahan@crystal-clean.com
Jackie.Mitchell@Crystal-clean.com

Term: November 1, 2016-October 31, 2017

Re: Extension Notice / HB1295 FORM REQUIRED
Contract# E-15-318-09-01 (C-14-313-10-14)– Used Oil, Oil Filter & Antifreeze-
HIDALGO COUNTY

Dear Mr. Hanrahan:

Be advised, that County has chosen the option to exercise the **SECOND (2nd) AND FINAL (1) YEAR** of the term, **under the same rates, terms and conditions** with **HERITAGE-CRYSTAL CLEAN, LLC.** for the referenced project. However, in order to proceed with approval of the extension, the County is required, as of **January 1, 2016**, to comply with the **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 extension/renewal; 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 **Renewal/Extension No. E-16-366-10-18** 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 proceed with approval of **Renewal/Extension** for referenced project by **Commissioners Court**, the signed and notarized **"HB Form 1295"** and **"Extension Notice"** must be received in our office completed via fax to (956) 292-7612 or via email to: darlene.betancourt@co.hidalgo.tx.us, **by no later than Friday, September 30, 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.

In, addition, please include your **"Updated Certificate of Insurance"** with acknowledgment of receipt to this notice by signing below and returning to the Hidalgo County Purchasing Department, via email: darlene.betancourt@co.hidalgo.tx.us by no later than date reflected above.

By: _____ Date: _____
David Hanrahan

Hidalgo County Purchasing Department welcomes and appreciates your participation in the contract process. If any further assistance is required, please do not hesitate to call the Purchasing Department 956/318-2626.

Sincerely,
Darlene H. Betancourt
Darlene H. Betancourt, CPPB
Hidalgo County Purchasing Department