



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

January 11, 2017

REVISED

Scott Merriman, Inc.
Attn: Jeff Biggs
11212 Goodnight Lane#200
Dallas Texas, Texas 75229

Via E-Mail: scott-merriman@sbcglobal.net

Re: 60 Day Extension – E-16-011-12-15 (C-13-153-01-28) "Specialty Printing and Related Services"

Dear Mr. Biggs:

Be advised, that County has chosen the option to exercise the **Sixty (60) Day** grace period, **under the same rates, terms and conditions** with your company **Scott Merriman, Inc.** for the referenced project effective **February 1st 2017**, expiring **April 1st 2017**, 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

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. C-13-153**. 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 on January 10, 2017**, the signed notarized "**HB Form 1295**" and "**Extension Notice**" must be received in our office completed via email to: tanya.dela@co.hidalgo.tx.us **by no later than Tuesday, January 3, 2017**. 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.

Please acknowledge receipt to this notice by signing below and returning to the Hidalgo County Purchasing Department, via email: tanya.dela@co.hidalgo.tx.us by no later than date reflected above.

Mr. Biggs

Date: 1-11-17

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,
Martha L. Salazar
Martha L. Salazar, CPPB
Hidalgo County Purchasing Agent

MLS/tdf
Enclosure