



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

February 09, 2017

Mark Lewis, General Manager
G & K SERVICES, INC.
410 Probandt
San Antonio, Texas 78204-2850
P (210) 225-3381

via email: mlewis01@gksservices.com

Re: **HB Form 1295 Required/60 Day Extension Notice**
Extension# E-16-110B-04-05 - (C-14-013B-04-08) - **RENTAL** and/or **PURCHASE** of **INDUSTRIAL UNIFORMS** for **HIDALGO COUNTY**

Dear Mr. Lewis:

Be advised, Hidalgo County will request a 60 day extension as mentioned under the County's contract with your company and Hidalgo County Commissioners' Court. In order to proceed with the with County's option to extend, under the same rates, terms and conditions with **G&K SERVICES, INC.** for the referenced project, 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-16-110B-04-05**. 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 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 Tuesday, February 14, 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.

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: _____
Mark Lewis, General Manager

Date: _____

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, CPPB
Hidalgo County Purchasing Agent

MLS/dhb