



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

February 08, 2017

Victor Garcia, General Manager
UNIFIRST HOLDING INC.
515 East Beech Avenue
McAllen, Texas 78501
P (956) 686-0218 F(956) 686-0538

60 Day Extension Notice

via email: victor_garcia@unifirst.com

Re: **HB Form 1295 Required**

Extension# **E-16-110-04-05** (C-14-013-04-08)-RENTAL and/or **PURCHASE of INDUSTRIAL UNIFORMS** for **HIDALGO COUNTY**

Dear Mr. Garcia:

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 the County's option to extend **under the same rates, terms and conditions** with **UNIFIRST HOLDING, 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-16-110-04-05**. 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 Monday, February 13, 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: _____
Victor Garcia, 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