



2802 S. Bus. Hwy 281
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Phone: (956) 318-2626
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www.co.hidalgo.tx.us/purchasing

July 21, 2017

P, R & S, LLC

Bidder's name

13746 Eaglesnest Bay

Address

Corpus Christi, TX. 78418

City, State, Zip Code

Attn: Ms. Sally Gavlik

Re: **Bid No.: 2017-191-07-25-YZV**
HIDALGO COUNTY – (All funding sources, programs & entities)
Request for Bid - “CONSULTING SERVICES TO ASSIST HC IN UPDATING MASTER PARK PLAN”

Dear Ms. Sally Gavlik

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/elf_info_form1295.htm

In box 3 of Form 1295, provide the Bid No.: **2016-191** 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, the signed notarized Form 1295 must be received in our office completed via fax to (956) 292-7612 or via email to: matilde.faz@co.hidalgo.tx.us by no later than Monday, July 24, 2017 at 10:00 A. M. **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, CPPB
Hidalgo County Purchasing Agent

MLS/faz
Enclosures