



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

September 1, 2017

Augustin Martinez, MD
Attn: Marisol Villalon
910 S. Closner Blvd
Edinburg, Texas 78539

via email: mwillalon@wcstrgv.com

Re: HB Form 1295 Required/Renewal/Extension Notice
E-16-354-09-13 – "Lease of Office Space – City of McAllen" – HIDALGO COUNTY WIC PROGRAM

Dear Dr. Martinez:

Be advised, that in order to proceed with the County's option to extend/renew the current contract for an additional One (1) Year term, under the same rates, terms and conditions with Julcar, LLC for the above-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 (Extension 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 (Extension of Contract) with the business entity.

Thus, in order for County staff to process the above-referenced extension/renewal; you must complete and file Form 1295 with the Texas Ethics Commission. Form 1295 can be found at the following website:

https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm

In box 3 of Form 1295, provide reference No. E-17-000-HGO. 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 September 12, 2017, 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: heidi.ortiz@co.hidalgo.tx.us by no later than 10:00 a.m. Tuesday, September 5, 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 a delay of the extension.

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: heidi.ortiz@co.hidalgo.tx.us by no later than the date reflected above.

By:


Augustin Martinez, MD

Date:

9/1/17

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, CPPB
Hidalgo County Purchasing Agent

MLS/hgo
Enclosures