



PURCHASING DEPARTMENT
County of Hidalgo

2802 S. Bus. Hwy 281
Edinburg, Texas 78539
Phone: (956) 318-2626
Fax: (956) 318-2629
www.co.hidalgo.tx.us/purchasing

January 22, 2018

Term: 03/03/18 - 05/02/18

C-17-037-02-21

Greenwich, Inc. d/b/a Commercial Kitchen Parts & Service
Attn: Mr. Leo Guerra, Branch Manager
221 North McColl Rd.
McAllen, Texas 78501

via email: leo@ckps.com
via email: leo@commercialkitchen.com

Re: Renewal / Extension Notice
"C-17-037-02-21-"Kitchen Equipment and Appliances Maintenance & Repair Services" Hidalgo County

Dear Mr. Guerra:

Be advised, that in order to proceed with the County's option to extend/renew for an additional Sixty (60) Days Grace Period term, under the same rates, terms and conditions with Greenwich, Inc. d/b/a Commercial Kitchen Parts & Service, 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 CONTRACT No. C-17-037-02-21 shown above. Once completed and filed with the Texas Ethics Commission, Form 1295 must be printed and signed an "unsworn declaration" and submitted to our office by the deadline stated below.

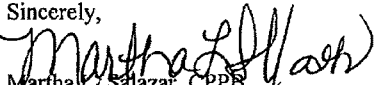
In order to proceed with approval of Renewal/Extension for referenced project by Commissioners Court on February 06, 2018, the signed and "unsworn declaration" "HB Form 1295" and "Extension Notice" must be received in our office completed via fax to (956) 292-7612 or via email to: matilde.faz@co.hidalgo.tx.us by no later than Wednesday, January 24, 2018. Hidalgo County cannot enter into a contract until Form 1295 is submitted, therefore, failure to timely submit Form 1295 signed, and "unsworn declaration" 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: matilde.faz@co.hidalgo.tx.us by no later than date reflected above.

By: 
Leo Guerra, Branch Manager

Date: 1-23-18

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 Salazar, CPPB
Hidalgo County Purchasing Agent

MLS/faz
Enclosures