



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

January 31, 2018

E-18-047-02-06

Texas Land Reclamation LLC dba UTW Tire Collection Services

Attn: Mr. Penelope De La Garza

P. O. Box 1236

Donna, TX 78537

Via email: UTWtirepennie@gmail.com

TERM: February 19, 2018 – February 18, 2019

Re: **HB Form 1295 Required/Renewal/Extension Notice**
“C-16-287-02-06-Tire Disposal Services” Hidalgo County

Dear Mr. De La Garza:

Be advised, that in order to proceed with the County’s option to extend/renew for an additional **One (1) Year term, under the same rates, terms and conditions** with Texas Land Reclamation LLC dba UTW Tire Collection Services, 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. **E-18-047-02-06** 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 Friday, February 02, 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: _____
Penelope De La Garza-Vice President

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/faz
Enclosures