



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

April 16, 2018

UTRGV

Bidder's name

Attn: MS. Linda S. Nelson

1201 W. University Dr. ASFC 114

Address

Edinburg, Texas 78539

City, State, Zip Code

email: linda.nelson@utrgv.edu

**Re: HB Form 1295 Required/Renewal/Extension Notice-60 Day Grace Extension
Contract/Renewal# E-17-106** – "Substance Abuse Treatment & Primary Care Services for Adolescents"

Dear Ms. Nelson,

Be advised, that County has chosen the option to exercise the above listed contract for an additional sixty (60) days as allowed on the contract, under the same rates, terms and conditions with your company for the referenced project. However in order to proceed with the approval of the extension 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 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 **Reference No. E-17-106**. Once completed and filed, "*unsworn declaration*" Form 1295 must be printed and signed 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 May 01, 2018**, the signed "**HB 1295 Form**" and "**Extension Notice**" must be received in our office completed **by no later than Friday, April 20, 2018 or sooner if possible**. Hidalgo County cannot enter into a contract until Form 1295 is submitted, therefore, failure to timely submit Form 1295 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: yolanda.velasquez@co.hidalgo.tx.us by no later than date reflected above.

By: _____

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

Martha L. Salazar, CPPB
Hidalgo County Purchasing Agent

MLS/yzv
Enclosures