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www.co.hidalgo.tx.us/purchasing

June 01, 2018

Kofile Systems, Inc.,
Bidder's name
Attn: Scott Fausto
6300 Cedar Springs Road
Address
Dallas, Texas 75235
City, State, Zip Code

email: scott.fausto@kofile.us

Re: HB Form 1295 Required/Renewal/Extension Notice
Contract/Renewal# E-18-161-06-12-Hidalgo County Clerk – "Records Management & Document Imaging Process"

Dear Mr. Fausto,

Be advised, that in order to proceed with the County's option to extend/renew its **one (1) year renewal term, under the same rates, terms and conditions as provided in the current contract** with **Kofile Systems, Inc.**, 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 **Reference No. E-18-161**. 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 June 12, 2018**, the signed notarized "**HB Form 1295**" and "**Extension Notice**" must be received in our office completed **by no later than Monday, June 04, 2018 or sooner if possible**. 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.

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: _____

6/4/18

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 L. Salazar

Martha L. Salazar, CPPB
Hidalgo County Purchasing Agent

MLS/yzv
Enclosures