



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

August 16, 2018

Blake Taylor, Account Manager  
Keefe Group, LLC  
d/b/a Keefe Supply Company  
3101 Marquis Dr., Suite 200  
Garland, TX 75042  
972-272-1564 – Office  
972-272-5387 – Fax  
214-392-7248 – Cell

via email: [btaylor@keefegroup.com](mailto:btaylor@keefegroup.com)

Re: HB Form 1295 Required/Renewal/Extension Notice  
Current Contract Number - C-17-063-07-25 – “Commissary Supplies for the Hidalgo County Adult Detention Facility Commissary”

Dear Mr. Taylor:

Be advised that Hidalgo County has chosen to exercise the option to extend the first (1<sup>st</sup>) of two (2) one (1) year term contract under the same rates, terms, and conditions with Keefe Group, LLC d/b/a Keefe Supply Company for the above-referenced project. In order to proceed, as of January 1, 2016, the County is required, 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/renewal 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/renewal 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:

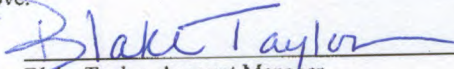
[https://www.ethics.state.tx.us/whatsnew/elf\\_info\\_form1295.htm](https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm)

In box 3 of Form 1295, provide reference No. **E-18-110D-HGO**. Once completed and filed with the Texas Ethics Commission, Form 1295 must be printed, signed and submitted to our office by the deadline stated below.

In order to proceed with approval of **Renewal/Extension** for the above-referenced project by Commissioners Court, the signed “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](mailto:heidi.ortiz@co.hidalgo.tx.us) by no later than Friday, August 17, 2018. Hidalgo County cannot enter into a contract/renewal until Form 1295 is submitted, therefore, failure to timely submit signed Form 1295 may result in a delay of the 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: [heidi.ortiz@co.hidalgo.tx.us](mailto:heidi.ortiz@co.hidalgo.tx.us) by no later than the date reflected above.

By:

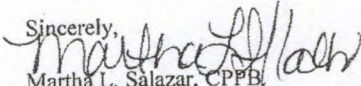
  
Blake Taylor, Account Manager

Date:

8/17/18

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, CPPB  
Hidalgo County Purchasing Agent

MLS/hgo