



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

September 14, 2018

Ivan G. Melendez, M.D.  
3304 N. Bryan Rd.  
Mission, TX 78573

Via email: [flemingmelendez5150@gmail.com](mailto:flemingmelendez5150@gmail.com)

Re: **HB Form 1295 Required/Renewal/Extension Notice**  
**C-16-379A-11-15 – "Professional Physician Services for Inmates"**

Dear Dr. Melendez:

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 **Ivan G. Melendez, M.D.** for the above-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/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 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-18-233B-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, September 28, 2018**. Hidalgo County cannot enter into a contract/renewal until Form 1295 is submitted, therefore, failure to timely submit 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 to [heidi.ortiz@co.hidalgo.tx.us](mailto:heidi.ortiz@co.hidalgo.tx.us) by no later than date reflected above.

By:

Date:

9/27/18

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