



2812 S. Bus. Hwy 281
Edinburg, Texas 78539
Phone: (956) 318-2626
Fax: (956) 318-2629
www.co.hidalgo.tx.us/purchasing

October 4, 2018

via email: postman217@aol.com

Mr. Patrick Hettler
Upper Valley Mail Services, LLC
1418 Beech Ave, Ste. 109
McAllen, Tx. 78501
956-668-7678

Re: **HB Form 1295 Required/Renewal/Extension Notice**
Extension# E-18-256- Mailing Services (Current Contract #C-17-164-09-12 expires on 12/31/18)

Dear Mr. George

Be advised, that in order to proceed with the County's option to extend the first year of two (2) **One (1) year term, under the same rates, terms and conditions** with **Upper Valley Mail Services, LLC** 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 **HB Form 1295**, to the County before the County may enter into a contract with the business entity.

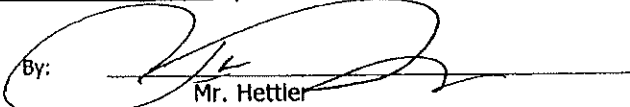
Thus, in order for County staff to process the above referenced extension/renewal; you must complete Form 1295 and file Form 1295 with the Texas Ethics Commission. You can find the 1295 Form through the Texas Ethics Commission at the following website:

https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm

In box 3 of **Form 1295**, provide **Renewal/Extension No. E-18-256**. Once completed and filed with the Texas Ethics Commission, 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 October 23, 2018**, the signed "**HB Form 1295**" and "**Extension Notice**" must be received in our office completed via email to: tanya.delira@co.hidalgo.tx.us **By no later than 10/5/18**. 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.

Please acknowledge receipt to this notice by signing below and returning to the Hidalgo County Purchasing Department, via email: tanya.delira@co.hidalgo.tx.us by no later than date reflected above.

By: 
Mr. Hettler

Date: 10/5/18

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/tdl
Enclosures

*EMailed
Martha.L.Salazar@co.hidalgo.tx.us
10/10/18*