



2802 S. Bus. Hwy 281
Edinburg, Texas 78539
Phone: (956) 318-2626
Fax: (956) 318-2629
www.co.hidalgo.tx.us/purchasing

November 14, 2018

E-19-002

January 11, 2019 - January 10, 2020

Lab. Services, Inc.
Mr. Richard Gaytan
20131 Griffin Parkway
Mission, Texas 78572

Via email: labservicesinc@yahoo.com

Re: HB Form 1295 Required/Renewal/Extension Notice
E-17-306-11-28 – "Drug and Alcohol Testing for Hidalgo County Employees"- Hidalgo County

Dear Mr. Gaytan:

Be advised, that in order to proceed with the with the County's option to extend/renew for the final additional, one (1) year form, under the same rates, terms and conditions with **Lab Services, 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 **CONTRACT No. E-19-002**. 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 December 18, 2018**, the signed "**HB Form 1295**" and "**Extension Notice**" must be received in our office completed and sent via email to: sandy.suarez@co.hidalgo.tx.us or fax to (956) 292-7612, by no later than Tuesday, November 20, 2018. 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.

Please acknowledge receipt to this notice by signing below and returning to the Hidalgo County Purchasing Department, by no later than date reflected above.

By: _____

Date: _____

11-15-18

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/sgs
Enclosures