



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

November 28, 2018

E-19-003

February 19, 2019 – February 18, 2020

**UTW TIRES COLLECTION SERVICES dba
Texas Land Reclamation, LLC
Ms. Penelope De La Garza**
P.O. Box 1236
Donna, Texas 78537

via email: utwtirepennie@gmail.com

**Re: Renewal/Extension Notice /HB Form 1295 Required
E-18-047-02-06 – "Tire Disposal Services"- Hidalgo County**

Dear Ms. De La Garza:

Be advised, that in order to proceed with the with the County's option to extend/renew for **final additional one (1) year term, under the same rates, terms and conditions with Texas Reclamation ,LLC dba UTW Tire Collection**, 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-19-003**. 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: 11-28-2018

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/sgs
Enclosures