



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

November 20, 2018

MB Revolution, LLC  
DBA /R Communications, LLC  
Bidder's name  
Attn: Maria Alvarez  
1201 N. Jackson Rd., Suite 900  
Address  
McAllen, Texas 78501  
City, State, Zip Code

email: [malvarez@rcommunications.com](mailto:malvarez@rcommunications.com)

Re: **HB Form 1295 Required/Renewal/Extension Notice**  
Contract/Renewal# C-17-026-01-10-Hidalgo County– "Broadcasting Commissioners' Court Meetings"

Dear Ms. Alvarez,

Be advised, that in order to proceed with the County's option to utilize the extension/renewal available for second (2<sup>nd</sup>) of two (2) one year renewal option under the same rates, terms and conditions as provided in the current contract with MB Revolution, LLC dba/ R Communications, 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 **Certificate of Interested Parties Form 1295**, to the County before the County may enter into a contract with the business entity.

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

In box 3 of Form 1295, provide Reference No. E-19-005. Once completed and filed, "unsworn declaration" 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 referenced project by Commissioners Court on December 04, 2018, the signed "HB Form 1295" and "Extension Notice" must be received in our office completed **by no later than Wednesday, November 26, 2018 or sooner if possible**. 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.

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: [yolanda.velasquez@co.hidalgo.tx.us](mailto:yolanda.velasquez@co.hidalgo.tx.us) by no later than date reflected above.

By: \_\_\_\_\_

Date: \_\_\_\_\_

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/yzv  
Enclosures