



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

December 13, 2018

Danny R. Mills -Mid Valley Cemetery dba Val Verde Memorial Gardens  
6200 N. Val Verde Rd. /P.O. Box 671  
Donna, Texas 78537

Via email:valverdememgrdn@aol.com

**60 Day Extension Grace Period**

**Effective: Jan. 25, 2019 - Mar. 25, 2019**

Re: **HB Form 1295 & Renewal/Extension Notice**  
**E-18-030-12-19 –"Turnkey Burial Services (including cemetery plots) for Unidentified Pauper Remains (AKA JOHN DOE'S)"-Hidalgo County**

Dear Mr. Mills:

Be advised, that in order to proceed with the County's option to extend/renew for an additional sixty (60) day grace period, under the same rates, terms and conditions with Mid Valley Cemetery dba Val Verde Memorial Gardens, 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](https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm)

In **box 3** of **Form 1295**, provide **EXTENSION CONTRACT No. E-18-030-12-19**. Once completed and filed with the Texas Ethics Commission, Form 1295 must be printed and signed in the presence of a notary and submitted to our office by the deadline stated below.

In order to proceed with approval of **Renewal/60 Grace Period Extension** for referenced project, by **Commissioner's Court on December 18, 2018**, 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: [sandy.suarez@co.hidalgo.tx.us](mailto:sandy.suarez@co.hidalgo.tx.us) **by no later than Friday, December 07, 2018**. Hidalgo County cannot enter into a contract until Form 1295 is submitted, therefore, failure to timely submit Form 1295 signed, 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: [sandy.suarez@co.hidalgo.tx.us](mailto:sandy.suarez@co.hidalgo.tx.us) by no later than date reflected above.

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

*Danny R. Mills*

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

*12/13/18*

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*

Martha L. Salazar, CPPB  
Hidalgo County Purchasing Agent

MLS/sgs

Enclosures