



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

June 27, 2019

Lucy G. Canales, Capital Partner
Linebarger Goggan Blair & Sampson, LLP
205 S. Pin Oak
Edinburg, Texas 78539

via email: lucyc@lgbs.com

Re: HB Form 1295 Required/Renewal/Extension Notice
E-18-093-05-22-"Collection of Delinquent Court Fees, Fines, and Realted Court Cost for Hidalgo County"

Dear Mrs. Canales:

Be advised, that in order to proceed with the with the County's option to extend/renew for an additional **ninety (90) Days Grace Period, under the same rates, terms and conditions** with **Linebarger Goggan Blair & Sampson, LLP**, 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-18-093-05-22**. 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/Extension** for referenced project by **Commissioners Court**, the signed notarized "**HB Form 1295**" and "**Extension Notice**" must be received in our office completed via fax to (956) 292-7612 or via email to: rocio.villarreal@co.hidalgo.tx.us **by no later than Monday, July 3, 2019**. 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: rocio.villarreal@co.hidalgo.tx.us by no later than date reflected above.

By: _____
Lucy G. Canales, Capital Partner

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,

Dina R. Trevino
Hidalgo County Assistant Purchasing Agent

DRT/rv
Enclosures