

August 16, 2019

TERRA FIRMA MATERIALS, LLC

Oscar Cuellar, Managing Member

9312 East Curve Road

Edinburg, Texas 78542

P (956) 380-2897 F (956) 380-4085 C (956) 330-6220

via email: ocuellar@ioccompany.com

**Re: Renewal/Grace Period Extension Notice-Hidalgo County
E-18-116-07-31- Purchase of Sand & Bedding Material**

Dear Mr. Cuellar:

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 **Terra Firma Materials, 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.

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 **EXTENSION CONTRACT No. E-18-116-07-31-(60 Day Grace Extension)**. 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/Grace Period Extension** for referenced project, by **Commissioner's Court on August 27, 2019**, the signed "**HB Form 1295**" and "**Extension Notice**" must be received in our office completed via email to: yolanda.velasquez@co.hidalgo.tx.us **by no later than Tuesday, August 20, 2019**. 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 acknowledgement of receipt to this notice by signing below and returning to the Hidalgo County Purchasing Department, via email: yolanda.velasquez@co.hidalgo.tx.us by no later than date reflected above.

By: 

Date: 8/22/19

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