



DEPARTMENT  
County of Hidalgo

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

September 26, 2019

email: [rtbogle1@wmconnect.com](mailto:rtbogle1@wmconnect.com)

Annette G Bogle  
Bidder's name  
ARB Fire Protection  
P.O. Box 168  
Address  
Stanford, Texas 79553  
City, State, Zip Code

**Re: HB Form 1295 Required/Renewal/Extension Notice  
Contract/Renewal# E-2016-365-10-19-FAZ-Fire Extinguisher Equipment and Maintenance**

Dear Ms. Bogle,

Be advised, that in order to proceed with the County's option to extend/renew its one (1) year option available, under the same rates, terms and conditions as provided in the current contract with **ARB Fire Protection**, 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-19-189** 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 September 17, 2019**, the signed "**HB Form 1295**" and "**Extension Notice**" must be received in our office completed **by no later than Wednesday, October 2, 2019 before 1pm or sooner if possible**. 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: [alexandra.vele@co.hidalgo.tx.us](mailto:alexandra.vele@co.hidalgo.tx.us) by no later than date reflected above.

By:  Date: 9-30-19

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/abv  
Enclosures