



PURCHASING 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

September 30, 2019

Upper Valley Mail Services, LLC

Attn: Mr. Patrick Hettler

1418 Beech Ave, Ste 109

Address

McAllen Texas 78501

City, State, Zip Code

956-668-7678

email: postman217@aol.com

**Re: HB Form 1295 Required/Renewal/Extension Notice
Contract/Renewal# E-19-229-Mailing Services
(Current Contract #E-18-256-10-30 expires on 12/31/19)**

Dear Mr. Hettler,

Be advised, that in order to proceed with the County's option to extend/renew **final year of two (2) One (1) year term, under the same rates, terms and conditions as provided in the current contract** with Upper Valley Mail Services, 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

In box 3 of **Form 1295**, provide **Reference No. E-19-229** 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 October 15, 2019** the signed "**HB Form 1295**" and "**Extension Notice**" must be received in our office completed **by no later than Thursday, October 8, 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.vela@co.hidalgo.tx.us by no later than date reflected above.

By: _____

Date: _____

10/1/19

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

CERTIFICATE OF INTERESTED PARTIES

FORM 1295

1 of 1

Complete Nos. 1 - 4 and 6 if there are interested parties.
Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

**OFFICE USE ONLY
CERTIFICATION OF FILING**

1 Name of business entity filing form, and the city, state and country of the business entity's place of business.
Upper Valley Mail Services, LLC
McAllen, TX United States

Certificate Number:
2019-546625

Date Filed:
10/01/2019

2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.
Hidalgo

Date Acknowledged:
10/02/2019

3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract.
E-19-229-Mailing Services
mailing services

4	Name of Interested Party	City, State, Country (place of business)	Nature of interest (check applicable)	
			Controlling	Intermediary

5 Check only if there is NO Interested Party.

6 UNSWORN DECLARATION

My name is _____, and my date of birth is _____.

My address is _____, _____, _____, _____, _____.
(street) (city) (state) (zip code) (country)

I declare under penalty of perjury that the foregoing is true and correct.

Executed in _____ County, State of _____, on the _____ day of _____, 20____.
(month) (year)

Signature of authorized agent of contracting business entity
(Declarant)

CERTIFICATE OF INTERESTED PARTIES

FORM 1295

1 of 1

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 Hidalgo

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 E-19-229-Mailing Services
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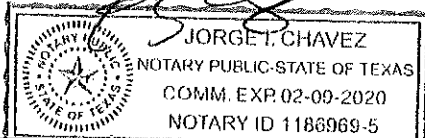
6 UNSWORN DECLARATION

My name is Patrick Heltzer, and my date of birth is 11-17-70

My address is 1418 Beech Ave #109, McAllen, TX, 78501, USA
(street) (city) (state) (zip code) (country)

I declare under penalty of perjury that the foregoing is true and correct.

Executed in Hidalgo County, State of Texas, on the 1st day of October, 2019
(month) (year)



[Signature]
 Signature of authorized agent of contracting business entity
 (Declarant)