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www.co.hidalgo.tx.us/purchasing

January 16, 2020

Clarke Mosquito Control Products, Inc.
675 Sidwell Court
St. Charles, IL 60174
ATTN: Ms. Julie Reiter

Via email: customercare@clarke.com
TERM: February 13, 2020 - February 12, 2021

Re: **EXTENSION/RENEWAL & 1295 FORM NOTICE**
Original Contract# (C-18-248C-02-12) - "Purchase of Mosquito Control Chemicals" (On an as needed basis) - Hidalgo County

Dear Ms. Reiter

Be advised, that County has chosen the option to exercise the first term of the additional two (2) one (1) year periods, (under the same rates, terms and conditions) with **Clarke Mosquito Control Products, Inc.** for the referenced project. However, in order to proceed with approval of the extension, 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 **Renewal/Extension No. E-20-004C** 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 and notarized "**HB Form 1295**" and "**Extension Notice**" must be received in our office completed via fax to (956) 292-7612 or via email to: hector.garcia1@co.hidalgo.tx.us **by no later than Friday, January 17, 2020 or sooner if possible.** 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: hector.garcia1@co.hidalgo.tx.us by no later than date reflected above.

By: 
Ms. Julie Reiter
VP Human Resources & Sustainable Development

Date: 1/16/2020

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 at (956)318-2626.

Sincerely,

Martha L. Salazar, CPPB/Purchasing Agent
Hidalgo County Purchasing Agent
MLS/hag
Enclosures