

**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](http://www.co.hidalgo.tx.us/purchasing)

July 07, 2020

**CTC Distributing, LTD**  
Attn: **Mr. Madden**  
615 Blaze Rd.  
Edinburg, Texas 78539

Via email: [K\\_madden@ctcdistributing.com](mailto:K_madden@ctcdistributing.com)

**Re: HB Form 1295 Required/Renewal/Extension Notice**  
**Contract# C-19-110-06-06 HC-"Off Premises Record Storage-Pick up, Retrieval Delivery and Shredding Services"**

---

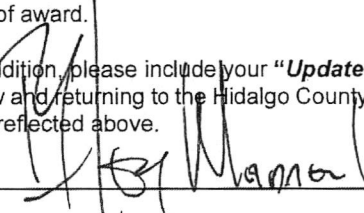
Dear Mr. Madden:

Be advised, that County has chosen the option to exercise the ninety (90) day extension (under same rates, terms and conditions) with **CTC Distributing, LTD.** 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](https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm)

In **box 3 of Form 1295**, provide **CONTRACT No. E-19-110** Once completed and filed with the Texas Ethics Commission, Form 1295 must be printed and signed an "*unsworn declaration*" and submitted to our office by the deadline stated below. In order to proceed with approval of the **60 Day Grace Period** for the referenced project by **Commissioners Court on July 21, 2020**, the signed "**HB Form 1295**" and "**60 Day Grace Period Notice**" must be received in our office completed via fax to (956) 292-7612 or via email to: [alexandra.vela@co.hidalgo.tx.us](mailto:alexandra.vela@co.hidalgo.tx.us) , **by Tuesday, July 14, 2020, no later than 2:00 P.M.** Hidalgo County cannot enter into a contract until Form 1295 is submitted, therefore, failure to timely submit a signed Form 1295, 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](mailto:alexandra.vela@co.hidalgo.tx.us) by no later than date reflected above.

By:  \_\_\_\_\_

Date: 7/7/2020

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 (956) 318-2626.

Sincerely,

Martha L. Salazar

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