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Phone: (956) 318-2626
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www.co.hidalgo.tx.us/purchasing

E-19-115A-06-18
(60 Days Extension)

July 23, 2020

Gateway Printing & Office Supply, Inc.
Attn: Mr. Rudy Castilleja
14803 Bulverde Road
San Antonio, TX 78247

Via email: rudy@gatewayp.com
TERM: 08/14/20 – 10/13/20

Re: HB Form 1295 Required/Renewal/Extension/Grace Period Notice
C-18-089A-07-03 – "Printing Services & Related Supplies"- Hidalgo County

Dear Mr. Castilleja,

Be advised, that in order to proceed with the County's right to continue this Bid for the additional **sixty (60) day grace period, under the same rates, terms and conditions** with **Gateway Printing & Office Supply, Inc.**, 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 60 Day Grace Period Notice; 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 **CONTRACT No. E-19-115A-06-18**. Once completed and filed with the Texas Ethics Commission, Form 1295 must be printed, signed 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**, 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: hector.garcia1@co.hidalgo.tx.us, **by Thursday, July 30, 2020, no later than 12:00 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: hector.garcia1@co.hidalgo.tx.us by no later than date reflected above.

By:


Mr. Rudy Castilleja

Date:

7/29/2020

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, CPPB
Hidalgo County Purchasing Agent
MLS/hag
Enclosures