



Hidalgo County Purchasing Department  
2812 S. Business Highway 281  
Edinburg, Texas 78539  
(956) 318-2626/ Fax: (956) 318-2629

May 18, 2021

Lab Services Inc.  
2031 E. Griffin Pkwy  
Mission, TX 78572

Via email: [labservicesinc@yahoo.com](mailto:labservicesinc@yahoo.com)  
Term: 08/14/2021 – 08/13/2022

Re: **HB Form 1295 Required/Renewal/Extension Notice**  
Original Contract - C-18-042A-08-14 – “Drug & Alcohol Testing Services”

Dear Mr. Gaytan:

Please be advised that Hidalgo County intends to exercise its option to extend/renew the second of two *one-year terms* under the same rates, terms, and conditions with *Lab Services Inc.* for the above-referenced project. 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, a business must submit a completed **Certificate of Interested Parties Form 1295**, to the County before the County may enter into a contract (*extension*) with the business entity.

Thus, in order for County staff to process the above-referenced extension/renewal, you must complete and file Form 1295 with the Texas Ethics Commission. Form 1295 can be found at the following website:

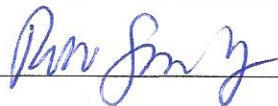
[https://www.ethics.state.tx.us/whatsnew/elf\\_info\\_form1295.htm](https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm)

In box 3 of Form 1295, provide reference No. **E-21-070**. 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.

To proceed with approval of **Renewal/Extension** for the above-referenced project by Commissioners Court, the signed “**HB Form 1295**” and “**Extension Notice**” must be received in our office completed via email to [heidi.ortiz@co.hidalgo.tx.us](mailto:heidi.ortiz@co.hidalgo.tx.us) by no later than **Tuesday, June 8, 2021**. Hidalgo County cannot enter into a contract/renewal until Form 1295 is submitted, therefore, failure to timely submit Form 1295 may result in a delay of the 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 to [heidi.ortiz@co.hidalgo.tx.us](mailto:heidi.ortiz@co.hidalgo.tx.us) by no later than the date reflected above.

By:



Date:

05-18-21

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/hgo