



2802 S. Bus. Hwy 281
Edinburg, Texas 78539
Phone: (956) 318-2626
Fax: (956) 318-2629
www.co.hidalgo.tx.us/purchasing

August 05, 2021

CTC Distributing, Ltd.

Email: k_madden@ctcdistributing.com

Attn: Brian Kelly Madden

TERM: October 01, 2021 – September 30, 2022

615 Blaze Blvd.

Address

Edinburg, TX 78539

City, State, Zip Code

**Re: HB Form 1295 Required/Renewal/Extension Notice
Contract/Renewal# C-20-218-09-22 – "Off Premises storage, records management, pickup, retrieval
delivery and shredding services – CTC Distributing LTD"**

Dear Brian Kelly Madden,

Be advised, that in order to proceed with the County's option to extend/renew **First of Two One (1) year term, under the same rates, terms and conditions as provided in the current contract** with Clinical Image Management System, 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.

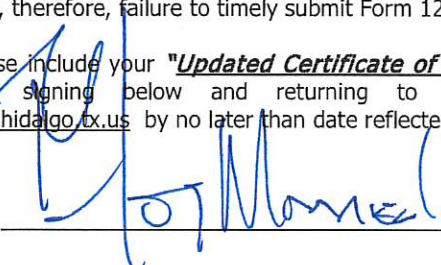
In order for County staff to process the above referenced extension/renewal; you must complete Form 1295 and file Form 1295 with the Texas Ethics Commission. You can find the 1295 Form through the Texas Ethics Commission at the following website:

https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm

In box 3 of **Form 1295**, provide **Reference No. E-2021-105** 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 August 24, 2021** the signed "**HB Form 1295**" and "**Extension Notice**" must be received in our office completed **by no later than Wednesday, August 18, 2021 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 (If Applicable)**" with acknowledgment of receipt to this notice by signing below and returning to the Hidalgo County Purchasing Department, via email: Jorge.Garza1@co.hidalgo.tx.us by no later than date reflected above.

By: 

Date: 8/5/2021

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/JAG
Enclosures