

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)

September 15, 2021

Scott-Merriman, Inc.  
2430 Merrell Rd  
Dallas, Texas 75229

**Delivered via email:** [scott-merriman@sbcglobal.net](mailto:scott-merriman@sbcglobal.net)  
[tescott3@sbcglobal.net](mailto:tescott3@sbcglobal.net)  
**Term: October 14, 2021- October 13, 2022**

**Re: Project No. 21-122-ABV – General Printing Services and Related Supplies  
Extension 1 of 2 for Contract C-20-018A-10-13**

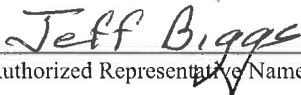

To whom it may concern,

This letter is to notify you that Hidalgo County has chosen the option to exercise the first(1) of two (2) one **(1) Year Extension** under the same rates, terms, and conditions with **Scott-Merriman Inc.** for the above referenced project.

To proceed, please return the following to Hidalgo County Purchasing Department via email to [alexandra.vela@co.hidalgo.tx.us](mailto:alexandra.vela@co.hidalgo.tx.us) no later than **3pm on Wednesday, September 22, 2021:**

1. Form 1295 – filed with the Texas Ethics Commission and the Unsworn Declaration filled out
  - a. On box 3, please reference Project # **21-122-ABV**
2. Updated Certificate of Insurance – ensure Hidalgo County is listed as a Certificate Holder
3. Signed Acknowledgment of Receipt of this Notice from an authorized representative

This item will be placed on the agenda for Commissioners' Court approval on October 5, 2021. Failure to submit all items requested in a timely manner, may result in delay of award.

		9.20.2021
Authorized Representative Name	Signature	Date

Hidalgo County Purchasing Department appreciates your business. If any further assistance is required, please do not hesitate to call Purchasing Department (956) 318-2626, extension 4865.

Sincerely,



Martha L. Salazar, CPPB  
Hidalgo County Purchasing Agent  
P.P. Alexandra Vela  
Contract Specialist II