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

November 30, 2021

Hidalgo County.

Term: January 01, 2022 – December 31, 2022

CC Distribution, Inc.  
Attn: Kallia Shook  
210 McBride Lane  
Corpus Christi, Texas 78408

via email: [kshook@ccdistributors.com](mailto:kshook@ccdistributors.com)

Re: Original Contract No. C-19-233a-12-17 / New Extension No. E-21-0664(a) Hidalgo County – “Janitorial Supplies, Industrial Chemicals & Supplies”

Dear Mrs. Shook,

Be advised, that County has chosen the option to exercise the **EXTENSION** under the same rates, terms and conditions with your company for the referenced project. However in order to proceed with the approval of the extension, the County is required, as of January 1, 2016, to comply with 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 the No.: **E-2021-0664(a)**. 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 maintain the schedule for presentation to Commissioners Court, the signed an “*unsworn declaration*” Form 1295 must be received in our office completed by no later than **Tuesday December 07, 2021 at 11:00am**. Hidalgo County cannot enter into a contract until Form 1295 is submitted, therefore, failure to timely submit Form 1295 signed an “*unsworn declaration*” may result in delay.

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: [Jorge.Garza@co.hidalgo.tx.us](mailto:Jorge.Garza@co.hidalgo.tx.us) by no later than date reflected above.

By: David Berlanga

Date: 12/03/2021

 (Signature)  
(Authorized agent)

Hidalgo County Purchasing Department welcomes and appreciates your participation in the bid process. If any further assistance is required, please do not hesitate to call the Purchasing Department (956) 318-2626 Ext 4874.

Sincerely,

*Jorge Garza*

Jorge A. Garza  
Hidalgo County Purchasing Department