

# EXHIBIT "A"

## HIDALGO COUNTY - WIC PROGRAM "LEASE OF OFFICE SPACE - McALLEN #3 WIC CLINIC"

07-120-00-00CGV

### SPECIFICATIONS, REQUIREMENTS AND OTHER TERMS & CONDITIONS

**Scope of Services:** Building should be in good working condition including but not limited to the following:

1. Said office space shall have the designated rooms or areas for conducting the following functions: reception area, nutrition education, counseling room, issuance of food cards via computers, lab, lactation room, lounge area and two (2) storage rooms.
2. Said office space should be located in a major thoroughfare in the north side of the City of McAllen, Texas. **Location: North 23<sup>rd</sup> Street**, [Parameters: North 23<sup>rd</sup>; past Harvey Drive, to Trenton Rd.] also North Ware Rd., past Nolana up to 4 Mile Line; and on Nolana between North Ware Road vicinity to Bicentennial Ave.
3. Must provide a minimum of 2,000 square feet to a maximum of 3,000 square feet of available tile floor space to perform WIC services.
4. The proposed building must meet all ADA requirements and shall be fully handicap accessible from all parking areas.
5. Building premises shall have public handicapped accessible restroom facilities for both men and women. Separate restroom facilities for employees.
6. Thirty (30) parking spaces should be made available with at least two (2) designated handicap parking spaces, with ramp access available from such spaces to the building.
7. Bid premises must have water, sewer, natural gas and electricity, central air and heating of the entire building, including garbage pick up.
8. Lessor will be responsible for electrical, air and cooling maintenance, also by keeping entire Building free of mold at all times.
9. Building shall be safe from rodents & insects prior to occupancy by the WIC Program staff. Also be responsible and at Lessor's expense for
10. pest control throughout term of this contract.
11. Any contract awarded to a successful bidder will be in effect until (a) the contract expires (b) delivery and acceptance of products and/or performance of service ordered, or (c) terminated by County with sixty (60) day's written notice prior to cancellation.

### **Requirements:**

1. Bidder shall maintain liability insurance on the building plus insure building for fire, accident and natural disaster, Also, bidder shall maintain liability insurance on the premises, as described and listed in: **Insurance Requirements: See Exhibit "C" attached.**

2. The floor plans of the building will be constructed according to the Program Director. If present building needs a renovation; the renovation work will be made by lessor and at lessor's cost.
3. An existing building must be ready for occupancy with all specifications completed and in compliance with the Americans with Disabilities Act, and 90 days from the date of awarding bid or the award will become void/null.

### **Terms and Conditions:**

1. Term initial term of contract/lease shall be for a period of three (3) years with the County's option to renew contract for one (1) additional year under the same terms and conditions. Lease will have a sixty (60) day cancellation clause.
2. Bidder must charge by the square foot for the rental space.
3. Hidalgo County reserves the right to continue this bid for an additional sixty (60) day grace period at the end of the contract term for unforeseen delay in award of new bid for next contract.
4. If a new building is to be constructed there should be a completion date of approximately one hundred and twenty (120) days from date bid was awarded. If completion date is not met, bid will become void/null.
5. After bid is awarded and successful awarded contractor defaults in meeting the general instructions to bidder(s) and/or in complying with the contract agreement, Hidalgo County reserves the right to seek the services of the next lowest bidder(s). In such event, Hidalgo County shall charge the successful bidder the difference for any additional cost to the County.
6. The complete space will be inspected by WIC Program Director, before lease contract is in place, in order to verify status and kind of business activity within the building.
7. Hidalgo County reserves the right to hold bids for a period of sixty (60) days without taking any action.

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BID PAGE

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BID PRICE PER SQUARE FOOT: \$ \_\_\_\_\_

TOTAL MONTHLY BID PRICE: \$ \_\_\_\_\_

TOTAL SQUARE FEET ON PROPOSED OFFICE BUILDING: \_\_\_\_\_

PHYSICAL LOCATION OF PROPOSED BUILDING: \_\_\_\_\_

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**PARTICIPATING BIDDER'S INFORMATION**

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BIDDER'S NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP CODE: \_\_\_\_\_

**PHONE NUMBER:** \_\_\_\_\_

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FAX No: \_\_\_\_\_ CELLULAR No: \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_