



PURCHASING DEPARTMENT County Of Hidalgo

MEMORANDUM

To: Norma L. Longoria
WIC Program Director

Via Fax: 381-0017

Attn: Margarita Gonzalez
WIC Administrative Assistant

From: Cris Villarreal, Buyer *CV*
Hidalgo County Purchasing Dept.

Date: December 20, 2007

Re: Bid No. 08-011 Approval of Specifications for "Lease of Office Space for McAllen WIC Clinic"

Enclosed for your review are the following specifications for the above referenced project so as to start initiating the process to bid out.

The changes were made as previously requested by your department. Please make any final changes, additions or deletions (if any) and/or indicate if these specifications meet all your requirements by signing below and marking approve or disapprove and return back by Wednesday, December 26, 2007.

If you have any questions, please call me at 318-2626.

APPROVE



DISAPPROVE



FUNDS AVAILABILITY: Yes / No / Other (specify) _____

BUDGET ACCOUNT #: _____

Norma Longoria
AUTHORIZED SIGNATURE

Norma Longoria
PRINTED NAME

12/20/07
DATE

SUBMIT THIS FORM TO THE HIDALGO COUNTY PURCHASING DEPARTMENT, VIA FAX TO (956) 318-2629 or 292-7612.

Enclosures

EXHIBIT "A"
HIDALGO COUNTY- WIC PROGRAM
"Lease of Office Space in the City of McAllen-South WIC Clinic"
BID No. 2008-011-00-00CGV

SPECIFICATIONS, REQUIREMENTS AND OTHER TERMS & CONDITIONS

Scope of Project: Building must be in good working condition to provide service as follows:

- 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, WIC lab, lactation room, lounge area and two (2) storage rooms.
- Said office space should be at **Location: Mainly the Downtown Area**, [Main Parameters, (North) Business 83 (South) Expressway 83 to (East), 10th Street to (West), Bicentennial Drive] La Paloma vicinity, South City of McAllen, Texas.
- Must provide a minimum of 2,000 square feet to a maximum of 5,000 square feet of available tile floor space to perform WIC services.
- The building will meet all ADA accessibility requirements and shall be fully handicap accessible from all parking facilities.
- Bid premises must have handicapped accessible toilet, facilities for both men and women and separate bathroom facilities for employees.
- Must provide 30 parking spaces made available with at least two (2) designated handicap parking spaces, with ramp access available from such spaces to the building.
- Bid premises must have water, sewer, natural gas and electricity, central air and heating of the entire building, including garbage pick up.
- Lessor will be responsible for electrical, air heat and cooling maintenance, also by keeping entire Building free of mold at all times.
- Building shall be safe from rodents & insects prior to occupancy by the WIC Program staff. Also be responsible and at Lessor's expense for pest control and floor maintenance throughout term of the contract.
- **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.**

EXHIBIT "A"

BID No. 2008-011-00-00CGV Cont.

Requirements:

- Bidder will 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.**
- 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.
- An existing building must be ready for occupancy with all specifications completed and in compliance with the Americans with Disabilities Act, (ADA) and 90 days from the date of awarding bid or the award will become void/null.

Terms and Conditions:

- Term of contract 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 as the initial three years period. Lease will have a sixty (60) day cancellation clause.
- Bidder must charge by the square foot for the rental space.
- 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 .
- 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.
- 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.
- 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.
- The award of the bid will be evident by a written lease agreement in a form acceptable to the County of Hidalgo.
- Hidalgo County reserves the right to hold bids for a period of sixty (60) days without taking any action.