



# Hidalgo County Head Start Program

## Policy Council Agenda

**DATE:** November 19, 2008

**SUBJECT:** Discussion/Approval to Advertise Including Approval of Specifications (as attached hereto) for Sealed Bids on Lease of Classroom Space/Land for the following areas:

Classroom Space			
Area	Bid Number	Area	Bid Number
Donna	2008-11-010	Mercedes	2008-11-017
Edinburg	2008-11-011	Mission	2008-11-018
Pharr	2008-11-013	Mission	2008-11-019
McAllen	2008-11-014	Weslaco	2008-11-021
McAllen	2008-11-015	Weslaco	2008-11-022
Mercedes	2008-11-016		

Land Space	
Area	Bid Number
Granjeno	2008-11-012
La Joya	2008-11-020

**RATIONALE/NEED:** Classroom space and/or land space for facilities is needed to serve families in the Donna, Edinburg, Granjeno, La Joya, McAllen, Mercedes, Mission, Pharr and Weslaco areas.

**RECOMMENDATION:** Administration recommends approval.

**COST:** N/A

**RELATED INFORMATION INCLUDES:** Specifications

\*\*\*\*\*

**INITIATED BY:** Ambrosio Tovar, Procurement Director

**REVIEWED BY:** Edmundo Garcia, Assistant Program Director 

**EXECUTIVE DIRECTOR'S APPROVAL:** 

EXHIBIT "A"  
FOR  
HIDALGO COUNTY HEAD START PROGRAM  
"LEASE OF LAND SPACE- La Joya Area"

BID NO. 2008-11-020

**Instructions to bidders:**

These instructions apply to all offers made to Hidalgo County Head Start Program (herein referred to as "Hidalgo County Head Start Program") by all prospective vendors (herein after referred to as "Bidders") on behalf of Solicitations including, but not limited to, Invitations to Bid.

- Please review this document in its entirety. Be sure your bid is complete, and double check your accuracy.
- Open records access to all information submitted. All information included will be open to the public, other bidders, media as per Open Records Act and not be confidential in nature. If you deem any information as confidential it should not be made part of your bid package.

**Lease Land Specifications:**

1. Land – Minimum three quarter ( $\frac{3}{4}$ ) acre Track of land in the La Joya Area.

**Exceptions/Variations:** \_\_\_\_\_

\_\_\_\_\_

2. This lease contract will have a clause for termination without cause upon sixty (60) days written notice to the other.

**Exceptions/Variations:** \_\_\_\_\_

\_\_\_\_\_

3. Hidalgo County Head Start Program reserves the right to continue this bid for a sixty (60) day grace period at the end of the contract term to allow for continued service due to any unforeseen delay in award of new bid for next contract term.

**Exceptions/Variations:** \_\_\_\_\_

\_\_\_\_\_

4. Bid premises must have water, sewer, garbage pickup in addition to electricity and natural gas available. Lessor will be responsible for electrical maintenance.

**Exceptions / Variations:** \_\_\_\_\_

\_\_\_\_\_

5. The award of the bid will be evident by a written lease agreement in a form acceptable to Hidalgo County Head Start Program. A copy of the required lease will be on file at the Hidalgo County Head Start Program.

**Exceptions / Variations:** \_\_\_\_\_

\_\_\_\_\_

6. The contract for lease will be for an initial of one (1) year period with the Hidalgo County Head Start Program option to renew for two (2) additional One (1) year based on the same terms and conditions.

**Exceptions / Variations:** \_\_\_\_\_

\_\_\_\_\_

7. There will also be a sixty (60) day clause for termination due to lack of funding. The contract will also have a sixty (60) day clause for termination by either party without cause.

**Exceptions / Variations:** \_\_\_\_\_

\_\_\_\_\_

8. Hidalgo County Head Start Program reserves the right to continue this bid for a sixty (60) day grace period at the end of the contract term to allow for continued service due to any unforeseen delay in award of new bid for next contract term.

**Exceptions / Variations:** \_\_\_\_\_

\_\_\_\_\_

**Notice To Bidders:**

It is mandatory that the legal description of the property is provided with your bid.

## **REQUIREMENTS AND/OR TERMS AND CONDITIONS**

1. Bidder shall charge by the square foot of rental space;
3. Hidalgo County Head Start Program reserves the right to continue this bid for a sixty (60) day grace period at the end of the contract term to allow for continued service due to any unforeseen delay in award of new bid for the next contract term;
5. The awarded bidder shall adhere to the following insurance requirements:
  - Property insurance policy shall provide that any proceeds for loss or damage to building or to improvements shall be payable solely to Lessor, which sum shall be used by Lessor for repair and restoration purpose;
  - Certificates of insurance shall be submitted to Hidalgo County Head Start Program for approval prior to rental services being performed by Lessor hereunder;
  - The award of the bid will be evident by a written lease agreement in a form acceptable to Hidalgo County Head Start Program;

Each policy of insurance required hereunder shall extend for a period equivalent or longer than the term of this Lease, and any insurer hereunder shall be required to give at least thirty (30) days written notice to the County prior to the cancellation of any such coverage on the termination date or otherwise the lease shall be automatically suspended upon the cancellation or other termination or required insurance policy hereunder;

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/lease agreement, Hidalgo County Head Start Program reserves the right to seek the services of the next lowest bidder(s). In such event, Hidalgo County Head Start Program shall charge the successful bidder the difference for any additional cost to the County.

The complete space will be inspected by Hidalgo County Head Start Program – Field Operations Director, before lease contract is in place, in order to verify status and kind of business activity within the building;

Hidalgo County Head Start Program reserves the right to hold bids for a period of sixty (60) days without taking any action;

Provide the legal description of the property along with your bid and include a proposed “floor plan layout” of your facility.

**TERM:**

1. The term of the lease will be for an initial one (1) year period with the Hidalgo County Head Start Program option to renew for two (2) additional one (1) year based on the same terms and conditions. During initial lease term and any renewals or extensions permitted herein, contract will have a sixty (60) day termination/cancellation clause;
2. Any renewal or extension of this lease shall be on the same terms and conditions as provided in the current contract;
3. All costs and expenses associated with the preparation and submission of (bids, proposals and/or quotes) shall be the responsibility of the bidder and not reimbursements for such charges or expenses shall be passed onto Hidalgo County Head Start Program.

**ADDITIONAL INFORMATION:**

Information regarding this project can be addressed in writing, to the Hidalgo County Head Start Program – Procurement Department. Hidalgo County Head Start Program is requesting that any or all questions, inquires and clarifications regarding quotes, bids, proposals or statements of qualifications be addressed to Ambrosio Tovar, Procurement Director, at 1901 West State Highway 107, McAllen, TX 78504. TELEPHONE INQUIRIES WILL NOT BE ACCEPTED.

All written inquiries will be accepted via facsimile no later than, Monday, **December 01, 2008**, at 2:00 p.m. at (956) 381-0439. Responses to said inquiries will be sent to all applicants via facsimile by no later than 2:00 p.m., Wednesday, **December 03, 2008**.

Approved as to form Ricardo Gonzalez: \_\_\_\_\_ / /  
Hidalgo County Head Start Program – Attorney Date

Approved as to form County Purchasing: \_\_\_\_\_ / /  
County of Hidalgo – Purchasing Department Date

EXHIBIT "A"  
FOR  
HIDALGO COUNTY HEAD START PROGRAM  
"LEASE OF CLASSROOM SPACE- Weslaco Area"

BID NO. 2008-11-022

**Instructions to bidders:**

These instructions apply to all offers made to Hidalgo County Head Start Program (herein referred to as "Hidalgo County Head Start Program") by all prospective vendors (herein after referred to as "Bidders") on behalf of Solicitations including, but not limited to, Invitations to Bid.

- Please review this document in its entirety. Be sure your bid is complete, and double check your accuracy.
- Open records access to all information submitted. All information included will be open to the public, other bidders, media as per Open Records Act and not be confidential in nature. If you deem any information as confidential it should not be made part of your bid package.

**CLASSROOM SPECIFICATIONS:**

1. Said Space shall have designated areas for five (5) Classrooms with adequate lighting. Each classroom must have two (2) Exits. Must have adequate space for an Office area of 8' x 10', and Playground Area.

**Exceptions / Variations:** \_\_\_\_\_  
\_\_\_\_\_

2. The building should consist of minimum of 700 Sq. Ft. per Classroom Areas, Office area of 8'x10', Playground area of 3,000 square feet to accommodate 36 children at one time. Building must be located within a three (3) mile radius from an existing Head Start Centers in order to coordinate services.

**Exceptions / Variations:** \_\_\_\_\_  
\_\_\_\_\_

3. Bidder must charge by the square foot for Rental Space.

**Exceptions / Variations:** \_\_\_\_\_  
\_\_\_\_\_

4. The building will meet all ADA requirements.

**Exceptions / Variations:** \_\_\_\_\_

\_\_\_\_\_

5. The guest parking lot will consist of at least 8 to 10 parking space of which one (1) will be designed as handicap accessible.

**Exceptions / Variations:** \_\_\_\_\_

\_\_\_\_\_

6. Bid premises must have handicapped accessibility toilet facilities for both men and women. Toilet facilities to accommodate sixty (60) children. Toilet facilities must meet ADA Requirements. Must also have a minimum of four (4) hand washing sink areas, as well as four (4) toilet commodes in each restroom.

**Exceptions / Variations:** \_\_\_\_\_

\_\_\_\_\_

7. Bidder will maintain liability insurance on the building plus insure building for fire, accident and natural disaster. Also, must maintain liability insurance on the premises. See Exhibit "C" Insurance Requirement.

**Exceptions / Variations:** \_\_\_\_\_

\_\_\_\_\_

8. Bid premises must have water, sewer, garbage pickup in addition to electricity and natural gas available. Lessor will be responsible for electrical maintenance.

**Exceptions / Variations:** \_\_\_\_\_

\_\_\_\_\_

9. Building should be in good working condition to provide services to clients.

**Exceptions / Variations:** \_\_\_\_\_

\_\_\_\_\_

10. Building to be constructed to comply with applicable federal, state and local building codes and regulations. If a new building is to be constructed there should be completion date of approximately 120 days upon execution of contract and notice to proceed. If completion date is not met, bid will become void/null.

**Exceptions / Variations:** \_\_\_\_\_

\_\_\_\_\_

11. There should be a designated area for deliveries preferably by the storage area.

**Exceptions / Variations:** \_\_\_\_\_

12. The building should be well insulated with an ERA rating of minimum of eleven (11).

**Exceptions / Variations:** \_\_\_\_\_

13. Central air and heating will be provided for ample cooling and heating of the entire building. Maintenance of air and heating is responsibility of Lessor.

**Exceptions / Variations:** \_\_\_\_\_

14. The award of the bid will be evident by a written lease agreement in a form acceptable to Hidalgo County Head Start Program. A copy of the required lease will be on file at the Hidalgo County Head Start Program.

**Exceptions / Variations:** \_\_\_\_\_

15. The building shall also be free from rodents and insects prior to occupancy by the Hidalgo County Head Start Program staff. Lessor will be responsible and at Lessor's expense for pest control throughout term of this contract/lease.

**Exceptions / Variations:** \_\_\_\_\_

16. Building should have a minimum of three (3) fire extinguishers or amount required by the city Fire Code under federal, state, local and building codes and regulations. Floor area exits or exit access doorways must comply with the City Fire Code under federal, state and local building codes and regulations.

**Exceptions / Variations:** \_\_\_\_\_

17. An existing building must be ready for occupancy with all specifications completed and in compliance with the Americans with Disabilities Act, ninety (90) days upon execution of contract and notice to proceed. If the completion date is not met bid will become void/null.

**Exceptions / Variations:** \_\_\_\_\_

18. The contract for lease will be for an initial of one (1) year period with the Hidalgo

County Head Start Program option to renew for two (2) additional One (1) year based on the same terms and conditions. There will also be a sixty (60) day clause for termination due to lack of funding.

**Exceptions / Variations:** \_\_\_\_\_

\_\_\_\_\_

19. There will also be a sixty (60) day clause for termination due to lack of funding. The contract will also have a sixty (60) day clause for termination by either party without cause.

**Exceptions / Variations:** \_\_\_\_\_

\_\_\_\_\_

20. Hidalgo County Head Start Program reserves the right to continue this bid for a ninety (90) day grace period at the end of the contract term to allow for continued service due to any unforeseen delay in award of new bid for next contract term.

**Exceptions / Variations:** \_\_\_\_\_

\_\_\_\_\_

**NOTICE TO BIDDERS:** IT IS MANDATORY THAT THE LEGAL DESCRIPTION OF THE PROPERTY BE PROVIDED WITH YOUR BID.

### **REQUIREMENTS AND/OR TERMS AND CONDITIONS**

21. The awarded bidder of the contract/lease will ensure that the facilities (toilets, water, faucets, air conditioning, heating, etc.) within the building are working properly before and during the rental of the building and will provide all upkeep and maintenance under the contract;
22. Bidder shall charge by the square foot of rental space;
23. Any and all repairs will be on a timely manner as prioritized by the Hidalgo County Head Start Program Field Operations Director;
24. Hidalgo County Head Start Program reserves the right to continue this bid for a sixty (60) day grace period at the end of the contract term to allow for continued service due to any unforeseen delay in award of new bid for the next contract term;
25. The awarded bidder shall adhere to the following insurance requirements:
- Property insurance policy shall provide that any proceeds for loss or damage to building or to improvements shall be payable solely to Lessor, which sum shall be used by Lessor for repair and restoration purpose;

- Certificates of insurance shall be submitted to Hidalgo County Head Start Program for approval prior to rental services being performed by Lessor hereunder;
- The award of the bid will be evident by a written lease agreement in a form acceptable to Hidalgo County Head Start Program;

Each policy of insurance required hereunder shall extend for a period equivalent or longer than the term of this Lease, and any insurer hereunder shall be required to give at least thirty (30) days written notice to the County prior to the cancellation of any such coverage on the termination date or otherwise the lease shall be automatically suspended upon the cancellation or other termination or required insurance policy hereunder;

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/lease agreement, Hidalgo County Head Start Program reserves the right to seek the services of the next lowest bidder(s). In such event, Hidalgo County Head Start Program shall charge the successful bidder the difference for any additional cost to the County.

The complete space will be inspected by Hidalgo County Head Start Program – Field Operations Director, before lease contract is in place, in order to verify status and kind of business activity within the building;

Hidalgo County Head Start Program reserves the right to hold bids for a period of sixty (60) days without taking any action;

Provide the legal description of the property along with your bid and include a proposed “floor plan layout” of your facility.

**TERM:**

1. The term of the lease will be for an initial one (1) year period with the Hidalgo County Head Start Program option to renew for two (2) additional one (1) year based on the same terms and conditions. During initial lease term and any renewals or extensions permitted herein, contract will have a sixty (60) day termination/cancellation clause;
2. Any renewal or extension of this lease shall be on the same terms and conditions as provided in the current contract;
3. All costs and expenses associated with the preparation and submission of (bids, proposals and/or quotes) shall be the responsibility of the bidder and not reimbursements for such charges or expenses shall be passed onto Hidalgo County Head Start Program.

**ADDITIONAL INFORMATION:**

Information regarding this project can be addressed in writing, to the Hidalgo County Head Start Program – Procurement Department. Hidalgo County Head Start Program is requesting that any or all questions, inquires and clarifications regarding quotes, bids, proposals or statements of qualifications be addressed to Ambrosio Tovar, Procurement Director, at 1901 West State Highway 107, McAllen, TX 78504. TELEPHONE INQUIRIES WILL NOT BE ACCEPTED.

All written inquiries will be accepted via facsimile no later than, Monday, **December 01, 2008**, at 2:00 p.m. at (956) 381-0439. Responses to said inquiries will be sent to all applicants via facsimile by no later than 2:00 p.m., Wednesday, **December 03, 2008**.

Approved as to form Ricardo Gonzalez: \_\_\_\_\_ / /  
Hidalgo County Head Start Program – Attorney Date

Approved as to form County Purchasing: \_\_\_\_\_ / /  
County of Hidalgo – Purchasing Department Date