

EXHIBIT "A"
**"LEASE and/or LEASE PURCHASE OFFICE
SPACE for HIDALGO COUNTY"**
BID NO.: 2009-064-05-13-MEG

SPECIFICATIONS

SCOPE OF SERVICES: Lease Space of an Office Building in good working habitable condition and must be located within a **three (3) mile(s) radius** of the Hidalgo County Courthouse. Said office spaces shall have the designated rooms or areas for conducting of the following functions:

- Waiting area, reception area, file room, computer area, a lounge area and storage room, etc. as indicated on the attachment.

Instructions to bidders:

These instructions apply to all offers made to Hidalgo County (herein referred to as "County") by all prospective vendors (herein after referred to as "Bidders").

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

SPECIFICATIONS:

1. The proposed office building shall consist of a minimum of 21,000 square feet and a maximum of 27,000 square feet of available office space to house Hidalgo County Elected Officials, and Departments currently located at Old Administration Building (100 E. Cano);
2. Bidder shall charge by the square foot. The bid should reflect the actual square feet of the building being proposed.
3. Hidalgo County reserves the right to inspect and/or view the premises being proposed for occupancy.
4. Hidalgo Count has the option to purchase the office building which is the subject of these specifications. All lease payments shall be applied to the purchase price of the office building should the County exercise its option to buy the property.
5. The proposed office building shall meet all ADA requirements for all entrances, restrooms and/or parking areas provided by bidder. Parking spaces for both regular and handicapped needs shall conform to local municipal ordinances and state law.
6. The proposed bid premises shall have accessible handicapped restroom facilities for both men & women. Separate restrooms for employees shall also be provided.
7. Bidder shall maintain liability insurance on the proposed building. Bidder shall also maintain insurance against fire, accident and natural disaster.

8. Office Building shall have water, sewer, garbage pick up electricity and natural gas. Bidder shall be responsible for electrical maintenance.
9. Office Building shall be in good working condition and be handicap accessible to provide services to the residents of Hidalgo County. The Office Building shall have adequate air conditioning & heating available. Maintenance of air conditioning and heating shall be the responsibility of the Bidder.
10. An existing office building must be ready for occupancy with all the specifications completed and in compliance with the Americans with Disabilities Act, one hundred twenty (120) days from the date of the bid award or the award will expire.
11. If any renovations to the office building that are necessary in order to comply with the specifications mentioned herein said renovations will be made by the Bidder. The renovations shall be completed and constructed according to the floor plan, diagram, or scheme acceptable to the Commissioner's Court designee (s) Point. All remodeling or renovations shall be completed within one hundred twenty (120) days after the date of bid award. If completion date is not met, will be expire.
12. The award of the bid will be evidenced by a written lease agreement in a form acceptable to Hidalgo County. A copy of the required lease is included as a draft in this bid package and is subject to change depending on the type of award made by Commissioner's Court (i.e. Lease Agreement or Lease Purchase Agreement;)
13. Said building shall accommodate approximately 8 to 10 departments (see attachment for list of departments to be housed at location) in size or the equivalent.
14. Bid premises shall have public restrooms, one (1) for men, one (1) for women and handicapped accessible. Separate restroom facilities for employees.
15. Building should be equipped with fire extinguishers for each department 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.
16. The building should be well insulated with ERA rating.
17. Prior to occupancy or commencement of the lease agreement and every year afterward for the duration of the contract, the Bidder must provide acceptable indoor air quality. The quality of the air in and occupied enclosed space that is within an established temperature and comfort zone and which does not contain air contaminants in sufficient concentration to produce a negative impact on the health and comfort of the occupants. Must be present at all times. Established temperature and relative humidity comfort zones are defined as:
 - Temperatures must be maintained between 68 and 76 degrees Fahrenheit depending on the season (winter 68-73; summer 73-76); relative humidity levels must be maintained between 30% and 55%, with the humidity level not less than 30% and not to exceed 55%.
 - Hidalgo County reserves the right to review the Indoor Quality Test results.

18. Public Building: must be free of environmental hazards such as lead, asbestos, etc. Please provide information that the building proposed is free for environmental hazardous materials, any toxic substance as defined under Federal, State law and local regulations.
19. During the term of the lease, all air conditioning systems must comply with the American Society of Heating, Refrigeration and Air-Conditioning Engineers Specifications (ASHRAE). Proof of compliance with specifications must be provided at the time of the bid. Maintenance of air conditioning, heating will be the responsibility of the Bidder's expense.
20. Prior to occupancy, and during the term of the lease approved upon written request of The County, Bidder must provide documentation from an approved laboratory source that biological contaminant levels (i.e., mold, mold spores, fungi, yeast, etc.) within the building do not exceed more than 10% of contiguous outside air levels.
21. HVAC Systems must be cleaned and inspected prior to occupancy by County and on an annual basis at the Bidder's expense.
22. Hidalgo County requires a third party inspection, at Bidder's expense, with accompanying report of a property condition report/assessment of building (i.e. roof, plumbing, HVAC, electrical, etc.) no older than ninety (90) days from the date of bid submittal;
23. Hidalgo County requires the Bidder to maintain a weather tight roof system throughout the term of the lease.
24. Security lighting must be provided on the outside of the proposed building and approved by Hidalgo County.
25. The bidder who will be awarded the contract/lease will ensure that the facilities (toilets, water faucets, and air conditioning, heating, etc.) within the building are working properly before and during the rental/lease of the building and will provide all upkeep and maintenance under the lease.
26. Building shall be in good working condition and be handicap accessible to provide services to all clients. The building shall also be safe from rodents and insects prior to occupancy by the Hidalgo County.
27. All repairs will be done on a timely manner as prioritized by Hidalgo County.
28. Bidder must provide the legal description of the property along with your bid and include a proposed "FLOOR PLAN LAYOUT" of you facility.
29. Hidalgo County shall require must have permission to install phone lines, audio, video and/or data cabling in the facility if necessary.
30. Prior to occupancy, Bidder must provide documented proof that the building is asbestos free.

REQUIREMENTS:

The awarded bidder shall adhere to the following insurance requirements:

1. Certificates of insurance shall be submitted to Hidalgo County Purchasing Department for approval prior to Lease and/or Lease Purchase services being performed by Bidder hereunder.
2. Bidder must 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.
3. Property insurance policy shall provide that any proceeds for loss or damage to building or to improvements shall be payable solely to Bidder, which sum shall be used by Bidder's for repair and restoration purpose.
4. Each policy of insurance required hereunder shall extend for a period equivalent to or longer than the term of this Lease and/or Lease Purchase, and any insurer hereunder shall be required to give at least thirty (30) days written notice to the County prior to cancellation of any such coverage on the termination date or otherwise the lease shall be automatically suspended upon the cancellation or other termination of required policy of insurance hereunder

TERMS & CONDITIONS:

1. The initial term of the contract/Lease and/or Lease Purchase shall be for a period of two (2) Years with the County's option to renew contract for one (1) additional year under the same rates, terms and conditions.
2. 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.
3. The contract shall remain in effect until contract expires, or terminated by County with a sixty (60) day written notice prior to any cancellation.
4. Hidalgo County reserves the right to hold bids for a period of ninety (90) days without taking any action.
5. Hidalgo County reserves the right to reject any/all bids, to waive any/all formalities or technicalities, or to accept the bid considered the best and most advantageous to the County.
6. All cost and expenses associated with the preparation and submission of bids, proposals and/or quotes shall be the responsibility of the bidder and no reimbursements for such charges or expenses shall be passed onto Hidalgo County.
7. The successful bidder will indemnify and hold harmless the County, and its officers, officials, and employees, agents and attorneys for any and all claims and expenses arising out of or related to the performance of the contract awarded pursuant hereto.

8. Hidalgo County has the authority to utilize State Contract from its membership with their existing or new cooperatives when ever it is in the County's best interest to do so.

ADDITIONAL INFORMATION:

Hidalgo County is requesting that any and all questions, inquiries and clarifications regarding quotes, bids, proposals or statements of qualifications be routed to: Martha L. Salazar, CPPB, Purchasing Agent, 2812 South Business 281, Edinburg, Texas 78539. **TELEPHONE INQUIRIES WILL NOT BE ACCEPTED.**

ALL WRITTEN INQUIRIES WILL BE ACCEPTED VIA FACSIMILE BY NO LATER THAN, Wednesday May 6, 2009 by 5:00 P.M. Responses to said inquiries will be sent to applicants via facsimile by no later than Friday May 8, 2009 by 5:00 P.M.

Reminder:

PLEASE PROVIDE THE LEGAL DESCRIPTION OF THE PROPERTY ALONG WITH YOUR BID*

EXHIBIT "A-1"
HIDALGO COUNTY
"LEASE and/or LEASE PURCHASE OFFICE SPACE for HIDALGO COUNTY"
BID NO.: 2009-064-05-13-MEG

Department	Approx. Square ft Required	Required Space
<u>Commissioners Court</u>	2300	1. Panel <ul style="list-style-type: none"> • 1 Judge • 4 Commissioners • Attorney • Auditors 2. Podium 3. Cameraman 4. Security Executive conference room to accommodate approximately 15 additional people
<u>Human Resources</u>	4000	<ul style="list-style-type: none"> • Waiting Area adequate seating for the general public. • Drug testing area <ul style="list-style-type: none"> a. Waiting area for employees • Reception area • New filing system • Break room • Bathrooms
<u>Public Defenders</u> <ul style="list-style-type: none"> • Chief Public Defender • 1st Asst. Public Defender • 5 Public Defenders • Investigator • Intake Officer • Admin. Asst. 	4000	<ul style="list-style-type: none"> • Reception Area • Front Office • Conference Room/Meeting Room • Break Room • 2- Bathrooms • File/Storage Room • Individual Offices
<u>County Judges Office</u>	5500	<ul style="list-style-type: none"> • 2 Bathrooms • 1 Ex. Asst • 3 Adm. Aide I • 3 Adm. Asst. • 1 Adm. Asst. II • 1 Asst. Chief Adm. • 1 Chief Adm. • 1 Economic Development Planner II • 1 Economic Development Coord
<u>Emergency Management Service</u>	3800	<ul style="list-style-type: none"> • Reception Area • Front Office • Conference Room/Meeting Room • Break Room • Bathrooms • File/Storage Room • Individual Offices
<u>Probate Court Staff Only</u>	2300	<ul style="list-style-type: none"> • Court Auditor • Court Investigator
<u>Auxiliary Court A & B Staff</u> <u>Auxiliary A</u> <u>Auxiliary B</u>	3600	<ul style="list-style-type: none"> • 2 Judges Chambers • 2 Restrooms • 2 Court Reporter • 2 Bailiff • Liaison • Court Room • Jury Room • Jury Box • Public Gallery
<u>CPS Master (2 people)</u>	900	<ul style="list-style-type: none"> • 1 Judges Chambers • 1 Coordinator
Total Square Feet	26,400 sq. ft	

EXHIBIT "A"
Metes and Bounds Description of the Property

[To be provided]

EXHIBIT "B"

"LEASE and/or LEASE PURCHASE OFFICE SPACE for HIDALGO COUNTY" BID NO.: 2009-064-05-13-MEG BID FORM

Vendor must thoroughly fill in each section of the Bid Page (Exhibit "B") if applicable
INCOMPLETE submittals shall be considered a probable cause for disqualification.

PLEASE PROVIDE THE LEGAL DESCRIPTION OF THE PROPERTY ALONG WITH YOUR BID

Proposed Location (physical address) <u>1615 S CLOSNER STEs B-J</u>
Legal Description: <u>ALBERTSON'S EDINBURG, LOT 1</u>
Total Square feet of Proposed Building <u>25928</u>

VENDOR	SQUARE FOOT	COST
PRICE per square foot	<u>\$1.00 + NNN</u>	<u>\$ 25,928.=</u>
Total Monthly Bid Price		<u>\$ 25,928.=</u>

BIDDER/COMPANY NAME: EDINBURG REAL ESTATE NETWORK TIME: 2009

ADDRESS: 1615 S. CLOSNER, STE A

CITY: EDINBURG STATE: TX ZIP CODE: 78530 **OPENED**

PHONE No. (956) 381-9854 cell: (956) 451-0348 FAX No. (956) 381-9858 9:47

AUTHORIZED SIGNATURE: [Signature]

PRINTED NAME: OSCAR CORTES, MD

TITLE: PRESIDENT

EMAIL: drocortes@yahoo.com

Witnessed [Signature]