

MEMORANDUM

TO: Mr. Valde Guerra, Commissioners' Court Executive Officer
Hidalgo County Budget & Management Office

Attn: Monica Badillo, Commissioners' Court Administrator

FROM: Elena Gomez, Buyer *EG*
Hidalgo County Purchasing Department

DATE: January 13, 2010

RE: Request Recommendation for **RFB 2010-028-01-13-MEG**
"Lease of Office Space to House DPS- City of Weslaco"

We have received a sole response to the above mentioned project. Enclosed you will find a copy of the Tabulation sheet, RFB packet for your review and recommendation. We need to present your recommendation on the next Commissioner's Court Meeting; therefore, we would like to have your response on or before the following deadline.

Please indicate your recommendation or any concerns on the space provided below and reply to the Purchasing Dept. **via fax to (956)-318-2629 or (956) 292-7612 by no later than Tuesday, January 19, 2010 @ 10:00 A.M. in order to place this item on the agenda for next Commissioners Court Meeting, Wednesday January 26, 2010.**

If you have any questions or require additional information please do not hesitate to contact me. Thank you.

DO recommend accepting of response **DO NOT** recommend accepting of response

BUDGET ACCOUNT # 0-1100-421-00-115-027-0-441

Recommendations/Concerns: Siesta Village (sole bidder)

Monica Badillo / Monica Badillo CEO 1/13/10
Authorized Signature/ Printed Name Department Date

HIDALGO COUNTY PURCHASING DEPARTMENT BID TABULATION SHEET

DEPARTMENT NAME: HIDALGO COUNTY

BID OPENING DATE: JANUARY 13, 2010

BID OPENING TIME: 9:30 A.M.

DESCRIPTION OF BID: "LEASE of OFFICE SPACE for (DPS) IN THE CITY OF WESLACO"

BID NO: 2010-028-01-13-MEG

BUYER I: ELENA GOMEZ

| RFB# | NAME OF COMPANY | PROPOSED NUMBER OF SQUARE FEET | UNIT PRICE |
|-------------|------------------------|---------------------------------------|-------------------|
| #1 | SIESTA VILLAGE | 3920 SQ. FT. | .75 A SQ. FT. |
| #2 | | | |
| #3 | | | |
| #4 | | | |
| #5 | | | |
| #6 | | | |
| #7 | | | |
| #8 | | | |
| #9 | | | |



January 8, 2010

Martha L. Salazar, CPPB, Hidalgo Purchasing Agent
Hidalgo County Purchasing Department
2812 S. Business Highway 281
Edinburg, Texas 78539

RE: BID NO: 2010-028-01-13-MEG
Hidalgo County, Lease of Office Space to house Department of
Public Safety (DPS) - City of Weslaco

Dear Ms. Salazar:

Enclosed please find an original and three (3) copies of the following:

1. Bid Letter consisting of 1 page.
2. Bid for Hidalgo County "Lease of Office Space for DPS in the City of Weslaco", consisting of 1 page.
3. EXHIBIT A: Specifications consisting of 5 pages.
4. EXHIBIT B / EXHIBIT 1: Bid Page/Floor Plan consisting of 1 page each.
5. EXHIBIT C: Insurance Requirements consisting of 5 pages.
6. EXHIBIT D: CIQ Conflict of Interest Questionnaire consisting of 1 page.
7. Vendor/Bidder Application, HUB Declaration, W-9 form consisting of 3 pages.
8. Draft Lease Agreement consisting of 16 pages.
9. Certification Regarding Debarment consisting of 1 page.

Thank you for your time in reviewing our bid package. We look forward to your response.

Kindly,

Margo Sunderland, Manager
Siesta Village Inc. dba Villa de Cortez

Bid
for
HIDALGO COUNTY
“LEASE of OFFICE SPACE to HOUSE DPS- CITY OF WESLACO”
BID NO.: 2010-028-01-13-MEG

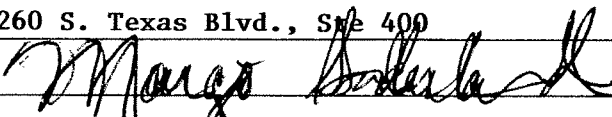
To: Martha L. Salazar, CPPB, Purchasing Agent
Hidalgo County Purchasing Department
Physical Address: 2802 S. Business Hwy 281-Administration Building
Mailing /Postal Address: 2812 S. Business Hwy 281
Edinburg, Texas 78539

In accordance with the Specifications, and subject to all laws and regulations of the United States and state and local laws, the undersigned bidder proposes and commits to furnish all labor, equipment, material, software and services as set forth in the documents hereinbefore mentioned. The undersigned bidder further agrees, upon acceptance of its bid, to execute a contract and/or Purchase Order issued by Hidalgo County for performing and completing the work described in the Specifications within the time stated and for the prices proposed in the documents attached hereto and made a part hereof.

Bidder acknowledges receipt of all of the pages of the documents referenced in the Invitation to Bid Checklist presented in connection with this procurement. Bidder understands that Hidalgo County reserves the right to reject any or all bids and further reserves the right to design the evaluation criteria to be used in selecting the lowest and best bid.

Bidder agrees that this bid shall be good and may not be withdrawn for a period of ninety (90) calendar days after the scheduled closing time for receiving bids, as contained in the Specifications.

Respectfully submitted,

| | |
|---------------|--|
| Bidder: | Siesta Village Inc. dba Villa de Cortez |
| Address: | 260 S. Texas Blvd., Ste 400 |
| By: |  |
| Printed Name: | Margo Sunderland |
| Title: | Manager |

(To be submitted with pack)

EXHIBIT A
HIDALGO COUNTY
“LEASE OFFICE SPACE to HOUSE DPS – CITY OF WESLACO”
BID NO: 2010-028-01-13-MEG

Scope of Services: The proposed building is in good working condition and shall consist of the following:

Specifications/Requirements:

1. The proposed building provides a minimum of 2,050 square feet to a maximum of 4,000 square feet.
Exceptions/Variations: Currently there is a 3,920 sq. ft. at the current location. The rent amount will be \$2,940.00. Utilities are not included.
2. Bidder will charge by the square foot for the rental space.
Exceptions/Variations: Current charge is .75¢ per square foot.
3. Adequate parking spaces are provided for the general public. Allows for ten (10) designated parking spaces for staff vehicles, which two (2) are handicap spaces and one (1) is handicap van accessible, for a total of 15 parking spaces.
Exceptions/Variations: Please see current location.
4. Two (2) Large Squad Rooms, approximately 30' x 30', for twelve (12) Patrol, six (6) Commercial Vehicle Enforcement (CVE) Troopers and to accommodate desks, filing cabinets, office equipment and furniture required to run the DPS Office efficiently.
Exceptions/Variations: Please see current location. Conference Room can be remodeled to fit purpose.
5. An office for six (6) CVE Troopers and to accommodate desks, filing cabinets, office equipment and furniture required to run the DPS Office efficiently.
Exceptions/Variations: Please see current location.
6. An office, 14' x 14', for Highway Patrol Supervisor and to accommodate desks, filing cabinets, office equipment and furniture required to run the DPS Office efficiently.
Exceptions/Variations: Please see current location.
7. A Receptionist area to accommodate copier, computer hutch, filing cabinets, fax machine, office equipment and furniture required to run the DPS Office efficiently. Adequate seating area for the general public with accessibility of a water fountain for public use is also being located in this area.
Exceptions/Variations: Please see current location.
8. An office, 12' x 12', for DPS Secretary to accommodate desks, filing cabinets, office equipment and furniture required to run the DPS Office efficiently.
Exceptions/Variations: Please see current location.
9. An office, 12' x 12', for MCB-CR Investigator, to accommodate desks, filing cabinets, office equipment and furniture required to run the DPS Office efficiently.
Exceptions/Variations: Please see current location.
10. Adequate storage space for janitorial, office and other equipment supplies.
Exceptions/Variations: Please see current location.
11. A Computer Room, 14' x 14', for two (2) computers and two (2) desks, office equipment and furniture required to run the DPS Office efficiently. Exceptions/Variations: Please see current location.

EXHIBIT A
HIDALGO COUNTY
“LEASE OFFICE SPACE to HOUSE DPS – CITY OF WESLACO”
BID NO: 2010-028-01-13-MEG

12. A Debriefing/Meeting Conference Room, 20' x 20', required in running the DPS office efficiently.
Exceptions/Variations: Please see current location.
13. Break Room for refrigerator, microwave, table and chairs.
Exceptions/Variations: Please see current location.
14. Security lighting is provided on the outside and the inside of the proposed building and approved by Hidalgo County (DPS) Department.
Exceptions/Variations: Please see current location.
15. Building has one (1) entrance and one (1) exit.
Exceptions/Variations: Please see current location.
16. The existing building is ready for occupancy with all specifications/requirements completed and in compliance with the American with Disabilities Act (ADA). Failure to do so, within ninety (90) days from the date of the awarding of the bid, the award will become null.
Exceptions/Variations: Please see current location.
17. Building is ADA compliant and meets all accessibility requirements for all entrances, restrooms, and is fully handicap accessible for all parking areas.
Exceptions/Variations: Please see current location.
18. Building has designated public restrooms that are handicap accessible for both men and women. Separate restroom facilities are provided for employees, both men and women, and are also handicap accessible.
Exceptions/Variations: Please see current location.
19. The building is well insulated with an ERA rating of minimum of eleven (11).
Exceptions/Variations: Please see current location.
20. Bidder will maintain Liability Insurance on the building plus insure building for fire, accident and natural disaster. Bidder will also maintain Liability Insurance on the premises, as described and listed in: Insurance Requirements:
Acknowledged. See EXHIBIT C.
21. Certificate of Insurance shall be submitted to Hidalgo County Purchasing Department for approval prior to lease services being performed by Lessor hereunder.
Acknowledged.
22. Premises provides water, sewer, natural gas, electricity, central air and heating of the entire building, including garbage pickup.
Exceptions/Variations: Please see current location. All utility bills will be in the Lessee's name.
23. Lessor will be responsible for electrical, air, cooling and heating maintenance and keep entire building free of mold at all times.
Exceptions/Variations: Please see current location and Acknowledged.
24. Lessor will be responsible to have an **Air Test** done on a yearly basis while contract is on-going with the County and Lessor **will** provide test results to the Purchasing Department in a timely manner.
Acknowledged.

EXHIBIT A
HIDALGO COUNTY
“LEASE OFFICE SPACE to HOUSE DPS – CITY OF WESLACO”
BID NO: 2010-028-01-13-MEG

25. Hidalgo County reserves the right to have the building inspected on an as-needed basis in as much to ensure that the building is meeting up to standard requirements while contract is on-going with the County.
Acknowledged.
26. Any and all repairs will be done on a timely manner as prioritized by DPS office.
Exceptions/Variations: Please see current location and Acknowledged.
27. Building will be safe from rodents and insects prior to occupancy by the Weslaco DPS and will be the Lessor's responsibility for pest control throughout the term of this contract.
Exceptions/Variations: Please see current location and Acknowledged.
28. Premises will be in good working condition and will have handicap accessibility to provide services to the general public. The premises will have adequate air conditioning and heating available. Maintenance of air conditioning and heating shall be the responsibility of the Lessor. Lessor will be responsible to have air quality maintained so as to ensure that the building is mold free. Lessor will be responsible to have an **Air Test** on a yearly basis while contract is on-going with County and Lessor **must** provide test results to the Purchasing Department while the contract is on-going with the County.
Acknowledged.
29. If renovations to the office building 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 will be completed within one hundred twenty (120) days after the date of bid award. If completion date is not met, the agreement will be expired.
Acknowledged.
30. A legal description of the property and a proposed "Floor Plan Layout" is provided. (See Exhibit B and Exhibit1).
Exceptions/Variations: Please see current location and acknowledged.
31. The award of the bid will be acknowledged by a written lease agreement in a form acceptable to Weslaco DPS. The provided draft copy of the Lease Agreement has been reviewed and Bidder is aware that it is subject to change depending on the type of award made by Commissioner's Court (i.e., Lease Agreement or Lease Purchase Agreement).
Acknowledged.
32. Building is 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 comply with the City Fire Code under federal, state and local building codes and regulations.
Exceptions/Variations: Please see current location and acknowledged.
33. Bidder will provide acceptable indoor air quality. Quality of 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:
- a. 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%.
 - b. Hidalgo County reserves the right to review Indoor Quality Test results.
- Exceptions/Variations: Please see current location and acknowledged.

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HIDALGO COUNTY
“LEASE OFFICE SPACE to HOUSE DPS – CITY OF WESLACO”
BID NO: 2010-028-01-13-MEG

6. All costs 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.

Exceptions/Variations: Acknowledged.

7. 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.

Exceptions/Variations: Acknowledged.

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

Exceptions/Variations: Acknowledged.

Market Volatility and Unit Price Adjustments: *Exceptions/Variations: Acknowledged.*

Additional Information: *Exceptions/Variations: Acknowledged.*

HIDALGO COUNTY
"LEASE OFFICE SPACE FOR DEPARTMENT OF PUBLIC SAFETY (DPS)
IN THE CITY OF WESLACO"
BID NO.: 2010-028-01-13-MEG

BID PAGE

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.

| | |
|---|--------------------------------------|
| LOCATION/ADDRESS OF PROPOSED BUILDING: <u>2810 & 2812 South International Blvd., Weslaco, TX 78596</u> | |
| LEGAL DESCRIPTION: <u>Building is located at the South 35 feet of Lot 6, and the North 65 feet of Lot 5, Block 1, Siesta Village #1, 2810-12812 S. International Blvd., (FM 1015), Weslaco, Hidalgo County, Texas.</u> | |
| PROPOSED AMT OF SQUARE FEET | <u>3920 sq. ft. (.75c per sq.ft)</u> |
| MONTHLY RENTAL | <u>\$2,940.00</u> |

BIDDER/COMPANY NAME: Siesta Village Inc. dba Villa de Cortez

ADDRESS: 260 S. Texas Blvd., Suite 400

CITY/STATE/ZIP CODE: Weslaco, TX 78596

PHONE & FAX NO.'S: (956) 969-3100 / fax (56) 447-9912

CELLULAR NO.'S: Margo Sunderland - (956) 975-7329

AUTHORIZED SIGNATURE: 

PRINTED NAME: Margo Sunderland

TITLE: Manager

EMAIL: margo@villadecortezweslaco.com

OPENED
9:43am

JAN 13 2010
Witnessed

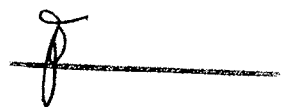
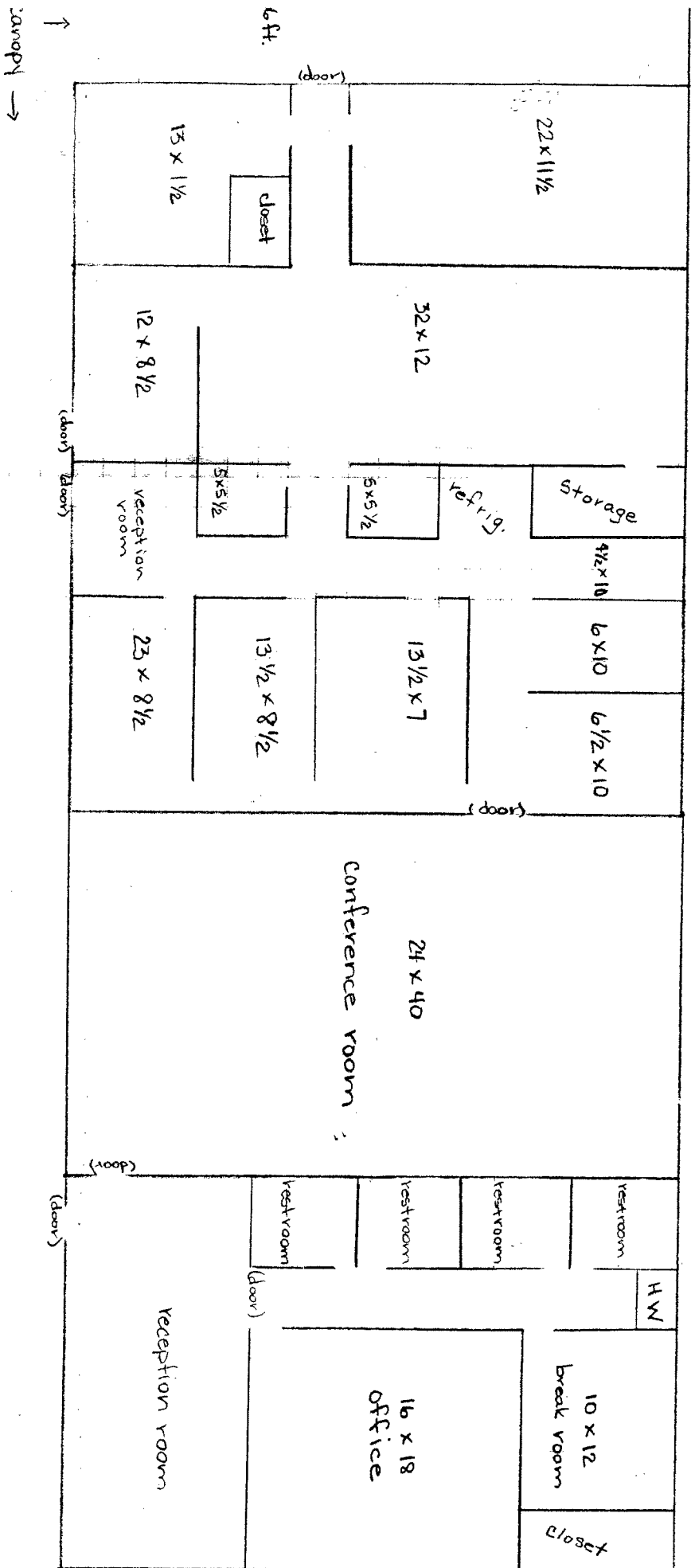


Exhibit 1

Department of Public Safety Office

Weslaco FM 1015



TOTAL NEW AREA = 98 X 40 = 3920

bldg. 50 X 40

canopy 60 x 46
bldg. 48 x 40

2 FT

Insurance Requirement Acknowledgment

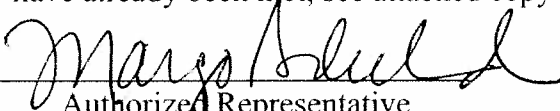
I, MARGO SUNDERLAND, authorized representative for SIESTA VILLAGE INC dba
Company/Vendor VILLA de CORTEZ

hereby acknowledge receipt of the County's required insurance limits. Said requirements:

- will be acquired within 10 working days after notification from Purchasing Department of bid awarded by the Hidalgo County Commissioners' Court;
- will acquire additional amounts required to meet the County's requirements within 10 working days after notification from Purchasing Department of bid award by the Hidalgo County Commissioners' Court; currently carry the following:

Automobile Liability: \$ _____ General Liability: \$ _____

have already been met, see attached copy of insurance certificate.


Authorized Representative

January 8, 2010

Date

Notice to Bidder:

A certificate of insurance for the required insurance limits shall be provided to the Purchasing Department's Contract Managers in order to qualify for award of bid and to execute a contract between your Company and the County

Failure to provide Certificates of Insurance to the Purchasing Department's Contract Managers will cause the bid award to be rescinded and re-awarded to next lowest bidder. Certificates of Insurance will be monitored and verified on a **quarterly basis** to ensure coverage policy is in place. It is the Company's obligation to maintain the appropriate insurance coverage throughout the term of the contract.

THIS FORM MUST ACCOMPANY BID PACKET



CERTIFICATE OF LIABILITY INSURANCE

OP ID GT
SIESTAV

DATE (MM/DD/YYYY)

12/23/09

PRODUCER

Mobile Ins & Purvis Commercial
25775 Oak Ridge Dr., Ste. 110
The Woodlands TX 77380
Phone: 281-367-9266 Fax: 281-292-7429

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW

INSURED

Siesta Village, Inc.
see schedule of named insureds
260 S. Texas Blvd. Suite 400
Weslaco TX 78596

INSURERS AFFORDING COVERAGE

NAIC

INSURER A: Western World Insurance Co.
INSURER B:
INSURER C:
INSURER D:
INSURER E:

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | ADD'L INSR | TYPE OF INSURANCE | POLICY NUMBER | POLICY EFFECTIVE DATE (MM/DD/YYYY) | POLICY EXPIRATION DATE (MM/DD/YYYY) | LIMITS |
|----------|------------|---|---------------|------------------------------------|-------------------------------------|---|
| A | | GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC | NPP1212111-10 | 06/23/09 | 06/23/10 | EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000 |
| | | AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS | | | | COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ |
| | | GARAGE LIABILITY <input type="checkbox"/> ANY AUTO | | | | AUTO ONLY - EA ACCIDENT \$ OTHER THAN AUTO ONLY: EA ACC \$ AGG \$ |
| | | EXCESS / UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$ | | | | EACH OCCURRENCE \$ AGGREGATE \$ \$ \$ \$ |
| | | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under SPECIAL PROVISIONS below | | | | WC STATUTORY LIMITS OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$ |
| | | OTHER | | | | |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

*10 day NOC for non-payment

CERTIFICATE HOLDER

County of Hidalgo
New Administration Bldg/Purchasing Dept
2802 Business 281
Edinburg TX 78539

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30* DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

ACORD 25 (2009/01)

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NOTEPAD:

INSURED'S NAME Siesta Village, Inc.

SIESTAV
OPID GTPAGE 2
DATE 12/23/09

Loc 1- Weslaco Trailer Park - 600 S. Bridge Dr., Weslaco, TX 78596
Loc 2 - Siesta Village Inc. DBA Village Executive Golf Course -

3300 So. International Blvd., Weslaco, TX 78596

Loc 3 - Siesta Village, Inc. DBA Village Inn Apartments - 2712 So.
International Blvd., Weslaco, TX 78596

Loc 4 - Siesta Village Inc. - 2512 So. International Blvd.,
Weslaco, TX 78596

Loc 5 - Siesta Village, Inc. - 2810-2812 So International Blvd.,
Weslaco, TX 78596 (current tenant - DPS offices)

Loc 6- 521 E. Business 83, Weslaco, TX 78596

Loc 7-307 E. Business 83, Weslaco, TX 78596



State Farm Mutual Automobile Insurance Company

PO Box 799100
Dallas TX 75379

AT2

21AA -6040 A

000129

SIESTA VILLAGE INC
260 S TEXAS BLVD STE 400
WESLACO TX 78596-6191

| | |
|---------------|---|
| POLICY NUMBER | 50 7283-F05-53D |
| POLICY PERIOD | DEC 05 2009 to JUN 05 2010 at 12:01 A.M., Standard Time at the address of the named insured as stated herein |
| DATE DUE | DEC 05 2009 |
| | PLEASE PAY THIS AMOUNT \$513.00 |

FORM OF BUSINESS: Corporation
Your premium has already been adjusted by the following:

Premium Reductions (by vehicle)
1 Antitheft 10.

RECEIVED
NOV 06 2009
Villa de Cortez
c/o #9425
to telephone
9/10

| COVERED AUTO | YEAR | MAKE | MODEL | BODY TYPE | VEHICLE IDENTIFICATION NUMBER | CLASS | TERRITORY |
|--------------|------|------|------------|-----------|-------------------------------|----------|-----------|
| 1 | 2007 | FORD | EXPEDITION | SPORT WG | 1FMFU19547LA59706 | 011990 0 | 57 |

| COVERAGES | PREMIUMS |
|--|-----------------|
| See policy for explanation of coverages. | Vehicle 1 |
| AB Liability - (symbol 7) | 295.00 |
| Bodily Injury 100,000/person, 300,000/accident | Included |
| Property Damage 100,000/accident | Included |
| P3 Personal Injury Protection (see endorsement) | 25.00 |
| each person 10,000 | |
| D 500 Deductible Comprehensive - (symbol 7) | 56.00 |
| G 500 Deductible Collision - (symbol 7) | 89.00 |
| U Uninsured/Underinsured Motorists (see endorsement) | 48.00 |
| Bodily Injury 100,000/person, 300,000/accident | Included |
| Property Damage 100,000/accident (250 deductible) | Included |
| Total Premium Per Vehicle | \$513.00 |

TEXAS LIABILITY INSURANCE CARD...

required by the Texas Motor Vehicle Safety Responsibility Act for the specified vehicle and named insureds and may provide coverage for other persons and other vehicles as provided by the insurance policy.

Insurance Company

State Farm Mutual Automobile Insurance Company

Agent or Producer 6040-116

RUBEN CARDENAS
PHONE# (56)968-4554

TEXAS OPERATION CENTER PHONE #800-252-7645

Policy Number 050 7283-F05-53D

Renewal Effective Date to Renewal Expiration Date
DEC 05 2009 to JUN 05 2010

Coverages
VEH 1 AB P3 D500 G500 U

Drivers: LARRY ROY PATRICIA JUAN

Vehicle - Year, Make, Model of Covered Vehicle, VIN
1 2007 FORD EXPEDITION
1FMFU19547LA59706

Insured SIESTA VILLAGE INC
260 S TEXAS BLVD STE 400
WESLACO TX 78596-6191

Amount Due \$513.
plus a \$2.00

7 30 2009
ENAS

(01b031me)

KEEP THIS LIABILITY INSURANCE CARD IN YOUR VEHICLE OR POSSESSION
IF YOU HAVE A NEW OR DIFFERENT VEHICLE
PLEASE CONTACT YOUR AGENT.

MUTL VOL

THIS PART WITH YOUR
ABLE TO STATE FARM

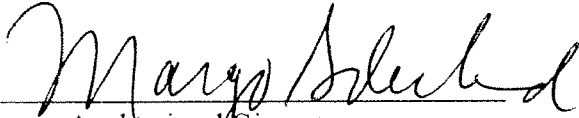
**PROJECT REQUIREMENTS
ACKNOWLEDGMENT**

This is to certify that I, MARGO SUNDERLAND, possess all of the APPLICABLE:

- 1. Licenses: N/A
- 2. Bonds: N/A
- 3. Certificates: N/A
- 4. Permits: N/A
- 5. Other: N/A

necessary to carry out the required project. Furthermore, I am providing copies of the required documentation so that, if my company is awarded this bid, I may be eligible to enter into a contract with Hidalgo County and proceed to complete the project in a timely manner.

* Any licenses, bonds, certificates, permits, etc. which are required must be presented as part of the bid packet in order to expedite the bid evaluation process. Failure to provide said documentation will result in the disqualification of your bid.



Authorized Signature

January 8, 2010
Date

Siesta Village Inc. dba Villa de Cortez
Company

260 S. Texas Blvd., Suite 400
Address

Weslaco, TX 78596
City, State, Zip

EXHIBIT "D"

CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor or other person doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 1491, 80th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code by a person who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the person meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code.

A person commits an offense if the person knowingly violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.

OFFICE USE ONLY

Date Received

1 Name of person who has a business relationship with local governmental entity.

SIESTA VILLAGE dba VILLA DE CORTEZ

2 Check this box if you are filing an update to a previously filed questionnaire.

(The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)

3 Name of local government officer with whom filer has employment or business relationship.

N/A

Name of Officer

This section (item 3 including subparts A, B, C & D) must be completed for each officer with whom the filer has an employment or other business relationship as defined by Section 176.001(1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the filer of the questionnaire?

Yes No

B. Is the filer of the questionnaire receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity?

Yes No

C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?

Yes No

D. Describe each employment or business relationship with the local government officer named in this section.

4

Margo Schulz
Signature of person doing business with the governmental entity

January 8, 2010

Date

HIDALGO COUNTY PURCHASING DEPARTMENT Bidder/Vendor Application

Complete in print or type. Please return this application to the Hidalgo County Purchasing Department
thru Facsimile: (956) 318-2629 or Fax (956) 292-7612
in person or regular mail to: 2812 S. Business Hwy. 281 . Edinburg, Texas 78539
or email: purchasing@co.hidalgo.tx.us

| | | | |
|---|---|---|--|
| Company Name: Siesta Village Inc. | | Telephone No. (956) 969-3100 | |
| dba Name: Villa de Cortez | | | |
| Legal Name: | | | |
| Mailing Address : 260 S. Texas Blvd., #400 | | Fax No. (956) 447-9912 | |
| Physical Address: 260 S. Texas Blvd., #400 | | | |
| City, State, Zip Weslaco TX 78596 | | Tax I.D. No. 74-1935968 | |
| Remit to Address : SAME | | City, State, Zip SAME | |
| E-Mail Address: margo@villadecortezweslaco.com | | | |
| Representative(s) Name(s) & Title(s) Margo Sunderland, Manager | | | |
| Type of Organization (check one): <input type="checkbox"/> Individual <input type="checkbox"/> Partnership <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Non-Profit <input type="checkbox"/> LLC <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Other, Specify | | | |
| State Identification No. 74-1935968 (Please attached completed W-9 form with this application) Federal Identification No. or (if individual) SS No. | | | |
| State of Incorporation: Texas | | Date: 1-8-10 Other: | |
| Type of Business (check one): <input type="checkbox"/> Manufacturer <input type="checkbox"/> Wholesaler <input type="checkbox"/> Retailer <input type="checkbox"/> Broker <input type="checkbox"/> Distributor <input type="checkbox"/> Service Organization <input checked="" type="checkbox"/> Other, Specify Property Management | | | |
| Name & Title of Person(s) Authorized to Sign Bids, Proposals, and/or Contracts: Margo Sunderland, Manager or Larry Dittburner, President | | | |
| Small and/or Disadvantaged Business Information (check application criteria) | | | |
| Small Business: _____ Disadvantaged Business (At Least 51% Ownership) | | | |
| <input type="checkbox"/> Less than 125,000 annual gross receipt | <input type="checkbox"/> Black American | <input type="checkbox"/> Native American | |
| <input type="checkbox"/> Less than 250,000 annual gross receipt | <input type="checkbox"/> Hispanic American | <input type="checkbox"/> Women | |
| <input type="checkbox"/> Less than 499,000 annual gross receipt | <input type="checkbox"/> Asian Pacific American | <input type="checkbox"/> Other | |
| <input checked="" type="checkbox"/> More than 500,000 annual gross receipt | | | |
| Have you been certified as a HUB or an MBE/WBE source?: | | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | |
| Indicate Certification No.(s): N/A | | or are Certificate(s) attached?: <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| What type of product(s) is/are solicited by your company?: Rental Property Management | | | |
| Would you like to be provided with specifications for procurements of such products?: | | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | |
| To Be Completed by the County: Rec'd by (Purchasing): _____ Date Rec'd by (Purchasing): _____ | | | |
| Date Forwarded Information to Auditor's Office: _____ Entry Date: _____ Vendor No.: _____ | | | |

HISTORICALLY UNDERUTILIZED BUSINESS (HUB) DECLARATION

The primary objective of the Hidalgo County HUB Program is to ensure Historically Underutilized Businesses receive a fair and equal opportunity for participation in the County's procurement process. This fact holds true for Services (Professional & Non-Professional), Commodities, and Construction contracts and any subcontracts thereto. The program strongly encourages Prime Contractors to provide subcontracting opportunities to Certified Hub Contractors/Vendors. Our goal for HUB contractor/vendor participation, as well as HUB subcontractor participation is 30%. To be considered as a "Certified HUB Contractor/Vendor" the contractor/vendor must have been certified by, and hold a current and valid certification with any of the three agencies listed below.

Have you been Certified as a HUB or an MBE/WBE source?: Yes No

If yes, by whom?: Texas Building & Procurement Commission Other _____

Indicate Certification No(s): _____ or Are Certificate(s) Attached?: Yes No

LIST OF CERTIFIED HUB SUBCONTRACTORS

(Attach additional pages if necessary)

What percentage of the Bid, RFP, or RFQ is to be subcontracted with Certified HUB sources?: _____%
(List HUB Subcontractor information below).

HUB Subcontractor Name: N/A HUB Status:
Certifying Agency (Check all applicable): Texas Building & Procurement Commission Other
Address: _____ City: _____ State: _____ Zip: _____
Contact Person: _____ Title: _____ Phone No.: (_____)
Subcontract Amount: \$ _____ Description of Work to be Performed: _____

HUB Subcontractor Name: N/A HUB Status:
Certifying Agency (Check all applicable): Texas Building & Procurement Commission Other
Address: _____ City: _____ State: _____ Zip: _____
Contact Person: _____ Title: _____ Phone No.: (_____)
Subcontract Amount: \$ _____ Description of Work to be Performed: _____

HUB Subcontractor Name: N/A HUB Status:
Certifying Agency (Check all applicable): Texas Building & Procurement Commission Other
Address: _____ City: _____ State: _____ Zip: _____
Contact Person: _____ Title: _____ Phone No.: (_____)
Subcontract Amount: \$ _____ Description of Work to be Performed: _____

**Request for Taxpayer
 Identification Number and Certification**

Give form to the
 requester. Do not
 send to the IRS.

Print or type
 See Specific Instructions on page 2

Name (as reported on your income tax return)
Siesta Village Inc

Business name, if different from above
dba Villa de Cortez

Check appropriate box: Individual/
 Sole proprietor Corporation Partnership Other Exempt from backup
 withholding

Address (number, street, and apt. or suite no.)
260 S. Texas Blvd., Ste 400

City, state, and ZIP code
Weslaco TX 78596

List account number(s) here (optional)

Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number

| | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|

or

Employer identification number

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| 7 | 4 | 1 | 9 | 3 | 5 | 9 | 6 | 8 |
|---|---|---|---|---|---|---|---|---|

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. person (including a U.S. resident alien).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 4.)

Sign Here

Signature of U.S. person

Margo Sudek

Date **Januray 8, 2010**

Purpose of Form

A person who is required to file an information return with the IRS, must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

U.S. person. Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

For federal tax purposes you are considered a person if you are:

- an individual who is a citizen or resident of the United States,
- a partnership, corporation, company, or association created or organized in the United States or under the laws of the United States, or

- any estate (other than a foreign estate) or trust. See Regulation section 301.7701-6(a) for additional information.

Foreign person. If you are a foreign person, use the appropriate Form W-8 (see Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

Nonresident alien who becomes a resident alien.

Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the recipient has otherwise become a U.S. resident alien for tax purposes.

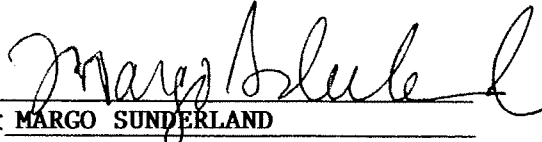
If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement that specifies the following five items:

- The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
- The treaty article addressing the income.
- The article number (or location) in the tax treaty that contains the saving clause and its exceptions.

**Certification
Regarding Debarment, Suspension and Ineligibility**

As is required by the Federal Regulations Implementing Executive Order 12549, Debarment and Suspension, 45 CFR Part 76, Government-wide Debarment and Suspension, the applicant certifies, to the best of his or her knowledge and belief, that both it and its principals:

- a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency;
- b. Have not within a three-year period preceding this bid proposal and/or application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction, violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- c. Are not presently indicted for or otherwise criminally or civilly charged by a government entity with commission of any of the offenses enumerated herein; and
- d. Have not within a three-year period preceding this bid proposal and/or application had one or more public transactions terminated for cause or default.

Signature: 
Print Name: MARGO SUNDERLAND
Title: MANAGER
Telephone Number: (956) 969-3100
Date: January 8, 2010

If the bidder is unable to certify to all of the statements in this Certification, such bidder should attach an explanation to this proposal.