



# MEMORANDUM

2812 SOUTH BUSINESS HIGHWAY 281 ★ EDINBURG, TEXAS 78539 ★ TEL: (956) 318-2626 ★ FAX: (956) 318-2629

To: Norma Longoria  
WIC Director

Attn: Margarita Gonzalez, via email: [maque.gonzalez@wic.co.hidalgo.tx.us](mailto:maque.gonzalez@wic.co.hidalgo.tx.us)  
Administrative Assistant

From: Yolanda Velasquez  
Purchasing Dept., Buyer

Date: March 30, 2010

Re: Bid No. 2010-155-00-00-YZV Approval of Specifications/Requirements for HIDALGO COUNTY-WIC OFFICE – "LEASE OF OFFICE SPACE FOR WIC CLINIC IN THE CITY OF PHARR"

Please review the following **SPECIFICATIONS** and verify if all requirements are met by signing below and indicating **APPROVE** (or) **DISAPPROVE**. If specification is **not** met, make any and all modifications necessary and return the revised copy to the designated Buyer in the Purchasing Department.

If you have any questions or need additional information please call me at (956) 318-2626 ext# 4881.

APPROVE <input checked="" type="checkbox"/>	DISAPPROVE <input type="checkbox"/>
APPROVED WITH MODIFICATIONS <input type="checkbox"/>	

*1. Like option #2 on Term*

FUNDS AVAILABILITY: Yes  No  Other specify \_\_\_\_\_

BUDGET ACCOUNT#: 0.1292 44.00.350.001.0.441.

*Norma Longoria*      Norma Longoria      3/30/10  
 AUTHORIZED SIGNATURE      PRINTED NAME      DATE

**SUBMIT THIS FORM TO THE HIDALGO COUNTY PURCHASING DEPARTMENT, VIA FAX TO (956) 318-2629 or E-mail: [yolanda.velasquez@co.hidalgo.tx.us](mailto:yolanda.velasquez@co.hidalgo.tx.us) no later than WEDNESDAY, APRIL 07, 2010 by 2:00P.M.**

ENCLOSURES

**EXHIBIT "A"**  
**HIDALGO COUNTY-WIC OFFICE**  
**"LEASE OF OFFICE SPACE FOR WIC Clinic in the City of Pharr"**  
**RFB NO.: 2010-155-04-\*\*-YZV**

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**SCOPE OF WORK:**

Hidalgo County is seeking bidders to establish a contract for "**Lease of Office Space in the City of Pharr**" The proposed building should be in good habitable condition and shall consist as follows:

**SPECIFICATIONS:**

1. Lease of office space to be located in the **City of Pharr, Texas** within ½ Mile radius from South Business 83.
2. Said office space shall have the designated rooms or areas for conducting WIC functions:
  - Waiting Area
  - Nutrition Education Classroom
  - Computer Area
  - Lab Lactation Room
  - File Room
  - Reception Area
  - Counseling Room
  - Screening Room
  - Lounge Area
  - Two (2) Storage Rooms
3. The proposed office building shall consist of a **minimum of 2,500 square feet to a maximum of 3,000 square feet** of available tile floor space to perform WIC services.
4. **Bidder shall charge by the square foot.** The bid should reflect the actual square feet of the building being proposed.
5. The proposed bid premises will comply with all federal, state and local laws, ordinance and codes at the time of occupancy (examples: fire extinguisher, ADA).
6. The building must meet all American with Disabilities Act (ADA) accessibility requirements for all entrances, restrooms (men and women) and shall be fully handicap accessible for all parking areas.
7. Building premises must have handicapped accessible restroom facilities for both men and women and separate restroom facilities for employees.
8. The public parking lot must consist of at least twenty (20) parking spaces should made available with at least two (2) designated handicap parking spaces, with ramp access available from such spaces and 12 parking spaces for staff should be available leading to the building.
9. Bid premises shall have electricity, water, sewer central air and heating of the entire building and includes garbage pickup. Lessor will be responsible for electrical, keeping building free

mold at all times and central air and cooling maintenance.

10. Building shall be safe from rodents and insects prior to occupancy by Hidalgo County – WIC Program Staff. It will be the Lessor’s responsibility for the expense of the pest control services throughout the term of this contract.
11. Lessor must provide documented proof that the building is asbestos free.
12. Bid premises shall be in good working condition and be handicap accessible to provide services.
13. 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.
14. An existing building must be ready for occupancy with all the specifications completed and in compliance with the Americans with Disabilities Act, ninety (90) days from the date of the awarding of the bid.
15. If any renovations to the building that are necessary in order to comply with the specifications mentioned herein said renovations will be made by the bidder and at the bidder’s expense. All remodeling or renovations shall be completed ninety (90) days after the date of bid award.
16. Any and all repairs will be done on a timely manner as prioritized by Hidalgo County.

**REQUIREMENTS:**

The awarded bidder shall adhere to the following insurance requirements.

1. Bidder shall maintain liability insurance on the proposed building. Bidder shall also maintain insurance against fire, accident and natural disaster. Bidder shall maintain liability insurance on the premises as described and listed in Insurance Requirements (Exhibit “C”).
2. Property insurance policy shall provide that any proceeds for loss or damage to buildings or to improvements shall be payable solely to Lessor, which sum Lessor shall use to repair and restoration purpose.
3. Certificates of insurance shall be submitted to Hidalgo County Purchasing Department for approval prior to rental services being performed by Lessor hereunder.
4. Each policy of insurance required hereunder shall extend for a period equivalent to 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 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.

**TERM AND CONDITIONS:**

1. 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.

2. **OPTION 1** Term of contract shall be for a period of one (1) year. **OPTION 2** This Contract shall commence upon Commissioner's Court approval of RFB/Lease thru December 31, 2010 or upon occupancy by the WIC Program at Hidalgo County's New Precinct 2 Offices Complex.
3. Hidalgo County reserves the right to continue this bid for an additional ninety (90) days grace period at the end of the contract term due to any unforeseen delay in the relocation of the WIC Program to the New Precinct 2 Office Complex.
4. Any contract award to a successful bidder will be in effect until:
- (a) the contract expires
  - (b) delivery and acceptance of products, and/or performance of services ordered, or
  - (c) terminated by County with a thirty (30) day's written notice prior to cancellation/termination.
5. The bidder who will be awarded the contract 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 terms.
6. 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.
7. 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.
8. 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 of such item.
9. **BIDDER MUST PROVIDE** the legal description of the property along with your bid and include a proposed 'FLOOR PLAN LAYOUT of your facility.
10. 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 reimbursement for such charges or expenses shall be passed onto Hidalgo County.
11. 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.

**ADDITIONAL INFORMATION:**

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

**ALL WRITTEN INQUIRIES WILL BE ACCEPTED VIA FACSIMILE TO (956) 292-7612 OR VIA E-MAIL TO [yolanda.velasquez@co.hidalgo.tx.us](mailto:yolanda.velasquez@co.hidalgo.tx.us) BY NO LATER THAN Wednesday, April \*\*, 2010. Responses to said inquiries will be sent to applicants via facsimile by no later than, Friday, April \*\*, 2010.**

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

DRAFT