

**EXHIBIT 'A'**  
**HIDALGO COUNTY – COMMUNITY SERVICE AGENCY**  
**“Lease of Office Space for Edinburg”**  
**Bid No.: 2011-145-00-00-MEG**

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**SCOPE OF PROJECT:**

The proposed office building must be in good working condition and must meet all ADA requirements or all entrances, restrooms and/or parking areas provided by bidder.

Building must be located at the following: Parameter: within the City of Edinburg, TX.

Said office space shall have the designated rooms or areas for conducting the following functions:

- Waiting area, Reception area, Conference Room, Lounge Room, and two (2) storage rooms.

**REQUIREMENTS:**

1. Bidder must charge by the square foot for the rental space;
2. Must provide a min. of 14,000 square feet to a max. Of 17,000 square feet of available tile floor space to perform CSA services. Building be well insulated with an ERA rating of minimum of eleven (11).
3. The building will meet all ADA accessibility requirements and shall be fully handicap accessible from all parking facilities.
4. Lessor must provide documented proof that the building is asbestos free and mold free with the most recent inspection not less than one year old.
5. Building premises shall have public handicapped accessible restroom facilities for both men and women. Separate restroom facilities for employees;
6. 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;
7. Parking spaces for both regular and handicapped needs shall conform to local municipal ordinances and state law with ramp access available from such spaces to the building. Building access must comply with American Disability Act Parking Requirements;
8. Bid premises must have water, sewer, natural gas and electricity, central air and heating of the entire building, including garbage pick up.
9. 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;
10. Central air/heating will be provided for ample cooling/heating of the entire building. Lessor will be responsible for electrical, central air & heating maintenance, also by keeping entire Building free of mold at all times. Lessor must provide

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documented proof with the most recent inspection not less than one year old.

11. Building shall be safe from rodents & insects prior to occupancy by the CSA Program staff. Also be responsible and at Lessor's expense for pest control and floor maintenance throughout term of this contract.
11. The complete space will be inspected by CSA Program Director, before lease contract is in place, in order to verify status and kind of business activity within the building.
12. The floor plans of the building will be constructed according to the Program Director. If present building needs renovation; the renovation work will be made by Lessor and at Lessor's cost and to be completed at least 45 days from the date of award;
13. Provide the legal description of the property along with your bid and include a proposed “ layout” of your facility.
14. Hidalgo County is requesting all interested vendor(s) submitting bids must provide the following: property ID # and/or Geographic ID # and the Legal Description as listed on your local County Appraisal District for proposed property being submitted for this project.
15. An existing building must be ready for occupancy with all specifications completed and in compliance with the Americans with Disabilities Act, ninety (90) days from the date of awarding bid and execution of contract or the award will become void/null;
16. 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;
17. If a new building is proposed in this project, Hidalgo County may consider accepting as main option, or whichever is in the best interest of the County.
18. Please review this document in its entirety. Be sure your bid is complete, and double check your bid for accuracy. Incomplete sections may be considered for probable cause for disqualification.

**TERMS & CONDITIONS**

1. Term of contract shall be for a period of five (5) years with the County's option to renew for one (1) additional year under the same terms and conditions. Lease will have a sixty (60) day cancellation clause.
2. Any contract awarded to a successful bidder will be in effect until (a) the contract expires (b) performance of services and/or specifications ordered, or (c) terminated by County with sixty (60) day's written notice prior to cancellation.

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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;
4. Hidalgo County reserves the right to hold bids for a period of sixty (60) days without taking any action;
5. 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;
6. 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 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;
7. 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**, Plus also insure building for fire, accident and natural disaster;
8. 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.

**Additional Information:**

Information regarding this project can be addressed in writing, to the Hidalgo County Purchasing Department. Hidalgo County is requesting that any or all questions, inquiries and clarifications regarding quotes, bids, proposals or statements of qualifications be addressed to Martha L. Salazar, Purchasing Agent, at 2802 S. Business Hwy 281, Edinburg, Texas 78539. **TELEPHONE INQUIRIES WILL NOT BE ACCEPTED.**

All written inquiries will be accepted via facsimile no later than, **date, month, day, 2011** at 5:00 P.M. at (956) 318-2629. Responses to said inquiries will be sent to all applicants via facsimile by no later than 5:00 P.M., **date, month, day, 2011**