



Hidalgo County Purchasing Department
 2812 S. Business Highway 281
 New Administration Building
 Edinburg, Texas 78539
 (956) 318-2626/ Fax: (956) 318-2629

MEMORANDUM

(Approval of Specifications)

TO: Norma Longoria, Director
 Hidalgo County WIC Program

ATTN: Margarita Gonzalez, Admin. Assist. II via email: mague.gonzalez@wic.co.hidalgo.tx.us

FROM: Sandy Suarez, Buyer II
 Hidalgo County Purchasing Department

DATE: June 23, 2011

RE: Approval or Disapproval of Specifications for: - Hidalgo WIC Program-"LEASE OFFICE SPACE-EDINBURG-WIC ADMINISTRATION OFFICES"
 Bid No. 2011-148-00-00-SGS

Please review the CURRENT SPECIFICATIONS and verify if all requirements are met by selecting APPROVE, DISAPPROVE (or) APPROVED WITH MODIFICATIONS and signing below. If your answer is DISAPPROVE, please make any modifications necessary to the specifications and return the revised copy to the designated Buyer in the Purchasing Department.

If you have any questions, please call me at (956) 318-2626 ext# 4860.

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

Funds Availability: _____ YES / _____ NO/ _____

Other (Specify) _____

Budget Account No.: _____

Norma Longoria Norma Longoria WIC 6/24/11
 SIGNATURE PRINTED NAME DEPARTMENT DATE

SUBMIT THIS FORM TO THE HIDALGO COUNTY PURCHASING DEPARTMENT, VIA FAX TO (956) 292-7612 or e-mail: sandy.suarez@co.hidalgo.tx.us by no later than Tuesday JUNE 29, 2011 @ 10:00 A.M.

Enclosures

sandy.suarez

From: Mague Gonzalez [mague.gonzalez@wic.co.hidalgo.tx.us]
Sent: Friday, June 24, 2011 12:25 PM
To: sandy.suarez
Subject: Re: 2011-148-Hidalgo WIC Program-"LEASE OFFICE SPACE-EDINBURG-WIC ADMINISTRATION OFFICES" Memo of Approval and Specifications
Attachments: Lease Office space C.O..doc

Sandy, I'm sending you the modifications: Add :
*Exhibit A- #5- parking area should have 30 parking paved spaces

Margarita Gonzalez, Accountant IV
mague.gonzalez@wic.co.hidalgo.tx.us

Hidalgo County WIC Program
3105 W. University Drive
Edinburg, Texas 78539
(956)381-4646 ext. 4042
(956)381-0017 Fax

-----Original Message-----

From: "sandy.suarez" <sandy.suarez@co.hidalgo.tx.us>
Sent 6/24/2011 10:03:42 AM
To: "'Mague Gonzalez'" <mague.gonzalez@wic.co.hidalgo.tx.us>
Subject: 2011-148-Hidalgo WIC Program-"LEASE OFFICE SPACE-EDINBURG-WIC ADMINISTRATION OFFICES" Memo of Approval and Specifications

Good Afternoon Mague,

Attached you will find the Memo of Approval and the Specifications for the above referenced project. Please review and submit accordingly.
Any questions or concerns, please let me know.

Thank you,

Sandy Suarez, Buyer II
Hidalgo County Purchasing Department
2802 South Bus. Hwy 281
Edinburg, Texas 78539
(956) 292-7000 ext. 4860
(956) 318-2629 fax
sandy.suarez@co.hidalgo.tx.us

EXHIBIT "A"
HIDALGO COUNTY WIC PROGRAM
"LEASE OFFICE SPACE-EDINBURG-WIC ADMINISTRATION OFFICES"
RFB NO.: 2011-148-07-00-SGS

SPECIFICATIONS, REQUIREMENTS AND OTHER TERMS & CONDITIONS

Scope of Services: Building should be in good working condition to provide as follows:

1. Said office space should be located as following parameter: **West 107 Rd. between McColl and Mon Mack**
2. Must provide a maximum of 6,000 square feet of available space.
3. The building will meet all ADA accessibility requirements and shall be fully handicap accessible from all parking facilities.
4. Building must have handicapped accessible toilet, facilities for both men and women and separate bathroom facilities for employees.
5. Parking area should have ~~20~~ ²⁰⁻³⁰ parking spaces and have at least two (2) designated handicap parking spaces, with ramp access available from such spaces to the building.
6. Bid premises must have water, sewer, natural gas and electricity, including garbage pickup.
7. The Bid premises shall have a central cooling and heating system throughout the entire building. Maintenance of the air/heating system, electrical and keeping the entire building mold free at all times, will be the responsibility of the Lessor
8. Floors should have commercial tile, no carpeting. The lessor shall be responsible for floor maintenance.
9. Building shall be safe from rodents and insects prior to occupancy by the WIC Program staff. The Lessor shall be responsible at his own expense for pest control throughout the term of this contract.
10. 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 of Exit access doorways must comply with the City Fire Code under Federal state and local Building codes and regulations.