

Zimbra
Zimbra**sandy.suarez@co.hidalgo.tx.us**

RFB : "Lease of Office Space in the Elsa, Texas Area" - Memorandum of Approval & Specifications

From : Sandy Suarez
<sandy.suarez@co.hidalgo.tx.us>

Fri, Feb 27, 2015 11:23 AM

📎 1 attachment

Subject : RFB : "Lease of Office Space in the Elsa, Texas Area" - Memorandum of Approval & Specifications

To : Valde Guerra
<valde.guerra@co.hidalgo.tx.us>, Stan Ramos <stan.ramos@co.hidalgo.tx.us>

Cc : Martha Salazar
<martha.salazar@co.hidalgo.tx.us>, Darlene H. Betancourt <darlene.betancourt@co.hidalgo.tx.us>, Evangelina Garcia <evangelina.garcia@co.hidalgo.tx.us>

Good Morning Mr. Guerra,

Attached you will find the draft Specifications for the above referenced project, for your review and consideration. Please modify as necessary.

There are a few high-lighted paragraphs on page one (1) under the Specifications; that I need your guidance with and/or to have the Tax's Office address them, please, so to amend the Specifications as needed.

#3- Lessee's hours of operation? I put- 7:00am-6:00 pm.
#4- Permitted number of employees? I put two (2)
#7- Access to Office premise? I put back entry
#8- Lessee staff parking? I put at the discretion of the Tax Office Sub-station.

Any questions or concerns, please let me know. Your assistance with this matter is greatly appreciated.

--
Respectfully,
Sandy Suarez, Buyer II
Hidalgo County Purchasing Department
2802 S. Bus Hwy. 281
Edinburg, TX. 78539
(956) 318-2626 ext. 4860
(956) 292-7612 fax
sandy.suarez@co.hidalgo.tx.us




Memo of Approval of Spec.pdf
408 KB



PURCHASING DEPARTMENT
County Of Hidalgo

MEMORANDUM
(Specifications)

TO: Valde Guerra,
Hidalgo County Executive Office

ATTN: Stan Ramos  via email: stan.ramos@co.hidalgo.tx.us

FROM: Sandy Suarez, Buyer II
Hidalgo County Purchasing Department

DATE: February 27, 2015

RE: Approval of Specifications For: Dept Name -“Lease of Office Space in the Elsa, Texas Area”
Bid No. 2015-000-00-00-SGS

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 copy to the designated Buyer in the Purchasing Department.

If your answer is DISAPPROVE, please modify as necessary in order to meet your specifications and return the revised copy via fax to the designated Buyer in the Purchasing Department.

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

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

Funds Availability: _____ YES / _____ NO/_____

Other (Specify) _____

Budget Account No.: _____

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: as soon as possible.

Enclosures

Exhibit "A"
HIDALGO COUNTY
"Lease of Office Space in the Elsa, Texas Area"
BID NO.: 2015-000-00-00-SGS

INTRODUCTION:

The County of Hidalgo has determined that there will be available space not needed by the County. Hidalgo County is requesting that interested vendors in need of office space to participate in this process. The use of the space must be for a lawful and permitted purpose.

PROJECT OVERVIEW:

The available office space will be awarded to a qualifying vendor that offers the highest bid per square foot to Hidalgo County for the use and occupancy of said space. The County of Hidalgo encourages qualified and established vendors with need to conduct business of a legitimate and lawful nature to submit their bid. The County of Hidalgo's "Notice" of availability of office space is the Hidalgo County Tax Office Sub-station located at: 708 E. Hwy 107, Elsa, Texas 78543.

SPECIFICATIONS:

1. The amount of office space is approximately 168 square feet. It consist of an office measuring 14' x 12', situated and identified with diagram contained herein as Exhibit A-1.
2. The sole permitted use of the leased premises shall be for the purpose of the conduction of a legitimate and lawful purpose/business in Hidalgo County.
3. Lessee will conduct business Monday through Friday with hours to be from 7:00 A. M. – 6:00 P.M., except for recognized County Holidays. Hidalgo County Commissioner's Court approved Holiday Schedule contained herein as Exhibit A-2.
4. Permitted number of staff to occupy Office premises will be limited to two (2) individuals.
5. Bidder(s) are encouraged to visit office premises prior to submitting bid and may contact the Purchasing Department to make arrangements.
6. Office premises will be on an "as is" condition.
7. Hidalgo County will establish reasonable procedures that will allow awarded Bidder to have access to Office premises through the back entry.
8. Designated Lessee staff parking will be provided at the discretion of the Hidalgo County Tax Sub-station.

REQUIREMENTS:

1. The Lessee shall obtain approval from County for all improvements constructed upon the leased premises. All improvements made by the Lessee shall become the property of County at the end of the term of the lease.
2. Any signage by Lessee, as approved and permitted by Hidalgo County.
3. The Lessee shall indemnify and hold Hidalgo County harmless from any and all damages, liability resulting from any injury or damage resulting from or connected with, placing or utilizing any improvements placed upon the leased premises and any activity conducted by lessee or persons utilizing the leased premises. In addition, Lessee shall be required to provide

Exhibit "A"
HIDALGO COUNTY
"Lease of Office Space in the Elsa, Texas Area"
BID NO.: 2015-000-00-00-SGS

liability insurance that names County as a co-insured in at least the amount specified as the limits of the County's liability as set forth in the Texas Tort Claims Act, §101.001, et seq., Civ. Proc. & Rem. Code Ann., as amended. Lessee shall also execute a written lease containing conditions and covenants propose by County upon Lessee in additon to those specified herein.

4. Lessee shall be responsible for, but not limited to, the following:
 - a) Own electric meter and pro-rated amount of water usage
 - b) Pro-rated security system, fire system and monitoring of these systems
 - c) Refuse dumpsters.Unless otherwise determined amended/waived and ordered by Hidalgo County Commissioner's Court when awarding the bid
5. Rent to be paid to Hidalgo County and will be an Annual Flat Rate and shall be paid on a Monthly basis at 1/12th of the Annual Rate.
6. The rental amount shall remain firm during the period of the Contract.
7. Lessee agrees to keep and maintain office space/premises in good working condition for the term of this Lease.
8. Lessee will be responsible for keeping office space/premises clean and free of litter and waste generated by its operation.
9. Lessee will be responsible for the cleaning and maintaining of office space/ premises and will provide the personnel, equipment, services and commodities necessary.
10. Lessee will be responsible for any installation of telecommunication access with notice to Hidalgo County of such installations.
11. Lessee will be responsible for securing office door with lock.
12. Lessee and their Employees shall observe all applicable County rules and regulations and exercise courtesy and consideration in their relations with the public.
13. During the term of lease Vendor must not sub-lease premises.

GENERAL TERMS AND CONDITIONS:

1. The lease shall be for an initial-term of three (3) years with an additional one (1) year extension term at County's sole option, under the same terms and conditions. Commencing upon occupancy of the premises with a goal of said date to be the first of the Month.
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 for next contract term.
3. Vendor must submit and maintain all proper insurances for the duration of contract term (refer to EXHIBIT C for limits).
4. Hidalgo County reserves the right to hold bids for a period of ninety (90) days without taking any action.

Exhibit "A"
HIDALGO COUNTY
"Lease of Office Space in the Elsa, Texas Area"
BID NO.: 2015-000-00-00-SGS

5. Hidalgo County reserves the sole right to terminate the lease by providing lessee with a thirty (30) day written notice of termination.
6. 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.
7. **All cost and expenses associated with the preparation and submission of all (Bid, Proposals, Statements of Qualifications (RFQ) and Quotes shall be responsibility of the bidder and no reimbursements for such charges or expenses shall be passed on to Hidalgo County**

Additional Information:

All cost and expenses associated with the preparation and submission of all (bid, proposals, statements of qualifications (RFQ) and quotes shall be responsibility of the bidder and no reimbursements for such charges or expenses shall be passed on to HIDALGO COUNTY.

Information regarding this project can be addressed in writing, to the Hidalgo County Purchasing Department. Hidalgo County is also requesting that any and all questions, inquiries and clarifications regarding quotes, bids, proposal or statement of qualifications be addressed to Martha L. Salazar, Cppb, Purchasing Agent, **AT 2802 SOUTH BUSINESS HWY 281, EDINBURG, TEXAS 78539.**

TELEPHONE INQUIRIES WILL NOT BE ACCEPTED.

ALL WRITTEN INQUIRIES WILL BE ACCEPTED VIA FACSIMILE NO LATER THAN, Monday Month 00, 2015 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. Friday Month 00, 2015.