



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

MEMORANDUM
(Department's Approval)

TO: Hidalgo County WIC Program

ATTN: Norma Longoria
 Mague Gonzalez

via email: norma.longoria@wic.co.hidalgo.tx.us

FROM: Heidi Garcia Ortiz, Buyer III
 Hidalgo County Purchasing Department

DATE: August 10, 2015

RE: Approval or Disapproval of Specifications for: *Bid No.-15-261-00-00-HGO-HIDALGO COUNTY WIC Program "Lease of Office Space – City of McAllen"*

Please review the following **CURRENT SPECIFICATIONS** and verify if all requirements are met by signing below and indicating **APPROVE** (or) **DISAPPROVE**. If specifications are **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, please call me at (956) 318-2626 ext# 4877.

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

Funds Availability: _____ X YES/ _____ NO/ _____

Other (Specify) _____

Budget Account No.: 5.1292.441.00.350.001.5.441

Norma Longoria Norma Longoria WIC Program 8/17/15
 SIGNATURE PRINTED NAME DEPARTMENT DATE

SUBMIT THIS FORM TO THE HIDALGO COUNTY PURCHASING DEPARTMENT, VIA FAX TO (956) 292-7612 or e-mail: heidi.ortiz@co.hidalgo.tx.us by no later than **Friday, August 12, 2015**

EXHIBIT "A"
HIDALGO COUNTY-WIC PROGRAM
"LEASE OF OFFICE SPACE - CITY OF MCALLEN"
RFB NO.: 2015-261-00-00-HGO

SCOPE OF WORK:

Hidalgo County is seeking bids to establish a contract for "**Lease of Office Space in the City of McAllen**". The proposed building should be in good habitable condition and shall consist of the following:

SPECIFICATIONS:

1. Proposed office space should be located in a major thoroughfare in the north side of the City of McAllen, within the following parameters: North 23rd past Harvey Drive to Trenton Rd., also North Ware Rd. past Nolana up to 4 Mile Line and on Nolana between North Ware Road in the vicinity to Bicentennial Blvd.
2. Said office space shall have the designated rooms or areas for conducting WIC functions:
 - Reception Area
 - Nutrition Education Classroom
 - Counseling Room
 - Two (2) Storage Rooms
 -
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 - Computer Area
 - Lab & Immunization Area
 - Lactation Room
 - Lounge Area
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3. The proposed office building shall consist of a **minimum of 2,000 square feet to a maximum of 3,000 square feet** of available floor space to perform WIC services.
4. Building must meet all the requirements of the Americans with Disabilities Act (ADA) and shall be fully handicap accessible from all parking facilities. (i.e. entrances, restrooms, for both men and women, and parking)
5. Building must have handicap accessible bathroom facilities for both men and women and separate bathroom facilities for employees.
6. Parking area should have thirty (30) paved parking spaces and have at least two (2) designated handicap parking spaces with ramp access available from such spaces to the building.
7. Bid premises must have water, sewer and electricity, including garbage pickup.
8. 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.

9. Floors should have commercial tile, no carpeting. The Lessor shall be responsible for floor maintenance.
10. Building shall be free 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.
11. Building should have the minimum number of fire extinguishers required by the City Fire code under federal, state, local and building codes and regulations. Floor area exit doorways must comply with the City Fire Code under federal, state and local building codes and regulations.

Requirements:

12. Bidder will maintain liability insurance on the building throughout the term of contract plus insure building for fire, accident and natural disaster. Bidder shall maintain liability insurance on the premises as described and listed in: **Insurance Requirements: See Exhibit "C" attached.**
13. The floor plans of the building will be constructed according to the Program Director. If present building needs a 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;
14. An existing building must be ready for occupancy with all specifications completed and in compliance with Americans with Disabilities Act, and ninety (90) days from the date of awarding bid or the award will become void/null.
15. 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.
16. If renovations or additions are made to an existing building the Lessor must provide documented proof the building is free of asbestos. (If Applicable)
17. Bidder must charge by the square foot for the rental space.
18. Provide the **legal description** of the property along with your bid and include a proposed "**Floor Plan Layout**" of your facility.
19. Hidalgo County is requesting that all interested vendor(s) submitting bids for this project **must provide the following:** A) **Property ID number** and/or **Geographic ID number.** B) **Legal Description** as listed in your local Hidalgo County Appraisal District for proposed property.
20. 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.

TERM AND CONDITIONS:

1. Term of contract/lease shall be for a period of ³ ~~one (1)~~ year with the County's option to renew contract for ~~four (4)~~ additional one (1) year terms under the same rates, terms and conditions. Lease will have a sixty (60) day cancellation clause.
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.
3. 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 to the County.
4. 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.
5. Hidalgo County reserves the right to hold bids for a period of ninety (90) days without taking any action.
6. Hidalgo County reserves the right to refuse and reject any/all bids and to waive any/all formalities or technicalities, or to accept the bid considered the best and most valuable to Hidalgo County.
7. Any contract awarded to a successful bidder will be in effect until:
 - (a) The contract expires
 - (b) Delivery and acceptance of products and/or performance of service ordered, or
 - (c) Terminated by County with sixty (60) day written notice prior to cancellation.
8. **All cost and expenses associated with the preparation and submission of (bids, proposals, statements of qualifications (RFQ) and quotes shall be the responsibility of the bidder and no reimbursements for such charges or expenses shall be passed onto Hidalgo County.**
9. **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 purposes.**

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 heidi.ortiz@co.hidalgo.tx.us BY NO LATER THAN Wednesday, Month 00, 2015. Responses to said inquiries will be sent to applicants via facsimile by no later than, **Friday, Month 00, 2015.**

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