

**EXHIBIT “A”**

**HIDALGO COUNTY- WIC PROGRAM**

***“LEASE OF SPACE FOR OFF PREMISES STORAGE AREA”***

**RFB No.: 2017-048-00-00-FAZ**

## HIDALGO COUNTY-WIC PROGRAM

### *“LEASE OF SPACE FOR OFF PREMISES STORAGE AREA”*

**RFB No.: 2017-048-00-00-FAZ**

#### **SPECIFICATIONS, REQUIREMENTS AND/OR TERMS AND CONDITIONS**

##### **OVERVIEW:**

Hidalgo County WIC Program is inviting sealed bids for “Lease of Space for OFF Premises Storage Area” in the City of Edinburg, Texas, including but not limited to the following:

##### **Specifications:**

1. Building should be in good working condition to provide WIC Program storage facility.
2. Said space should be located within 1/2 mile radius from the WIC Administrative Office located at 3105 W. University Dr., in the city of Edinburg, TX.
3. Must provide a minimum of 4,000 square feet to a maximum of 5,000 square feet of available space.
4. Bid premises must have water, sewer, electricity with a central air and heating of the entire building, including garbage pickup.
5. Lessor will be responsible for electrical, central air & heating system maintenance, also keeping the entire building free of mold at all times.
6. Building shall be free & safe from rodents & insects prior to occupancy. Also be responsible and at Lessor’s expense for pest control throughout contract/lease term.

##### **Requirements:**

The awarded bidder shall adhere to the following insurance requirements:

1. Certificates of insurance shall be submitted to WIC Office throughout the term of contract/lease. Bidder will maintain liability insurance on the building plus insure building for fire, accident and natural disaster, as described and listed in “**Insurance Requirements**”. (See Exhibit “C” attached)
2. Bidder must charge by the square foot for rental space;
3. Bidder must charge rental fee on a monthly basis.

## **Terms and Conditions:**

1. Term of contract shall be for five (5) years period with County's option to extend for an additional one (1) year under the same terms & conditions. Lease will have a sixty (60) day cancellation clause.
2. Must provide the legal description of the property along with your bid.
3. 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.
4. If a new building is to be constructed there should be a completion date of one hundred and twenty (120) days from date bid was awarded. If completion date is not met, bid will become void/null.
5. 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.
6. 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.
7. Hidalgo County reserves the right to hold bids for a period of ninety (90) days without taking action.
8. Any contract awarded to a successful bidder will be in effect until
9. (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's written notice prior to cancellation.
10. 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.

### **ADDITIONAL INFORMATION:**

Hidalgo County is requesting that any and all questions, inquires, and clarifications regarding quotes, bids, proposals, or statements of qualifications be addressed to: Martha L. Salazar, CPPB, Purchasing Agent, 2802 S. Business Hwy. 281 Edinburg, Texas 78539.

### **TELEPHONE INQUIRIES WILL NOT BE ACCEPTED.**

ALL WRITTEN INQUIRES WILL BE ACCEPTED VIA FACSIMILE to (956) 292-7612 OR VIA EMAIL to: [matilde.faz@co.hidalgo.tx.us](mailto:matilde.faz@co.hidalgo.tx.us) by no later than **Monday, Month 00, 2017 by 5:00P.M.** Responses to said inquires will be sent to all applicants/participants via facsimile or via email by no later than, **Wednesday, Month 00, 2017 by 5:00P.M.**