

EXHIBIT "A"
Hidalgo County
"Lease of Office Space to House Urban County Program"
RFB No.: 2018-187-00-00-SGS

SCOPE OF PROJECT: Building should be in good working condition to provide as follows:

SPECIFICATIONS:

1. The proposed office building shall consist of a minimum of 7,000 to maximum of 8,000 square feet of available office space to house Hidalgo County Urban County Program and shall be located within the parameters of: The cities of Pharr, San Juan or Alamo, approximately ½ mile from Expressway 83.
2. Bidder shall charge by the square foot.
3. The proposed bid premises shall be in compliance with all ADA accessibility requirements and shall be fully handicap accessible from all parking facilities provided by the landlord. Parking Facility must have a designated parking area, to accommodate Urban County Program employees and visiting cliental. A minimum of **40** allotted, paved parking spaces will be required with a minimum of two (2) designated Handicap parking spaces. Parking Facility must be in close proximity to the entrance of the proposed bid premises.
4. 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.
5. The proposed bid premises shall have accessible handicapped restroom facilities for both men & women. Separate restrooms for employees shall also be provided.
6. Bidder shall maintain liability insurance on the proposed building. Bidder shall also maintain insurance against fire, accident and natural disaster.
7. Bid premises shall have water, sewer and garbage pickup in addition to electricity. Lessor shall be responsible for electrical maintenance.
8. Bid premises shall be in good working condition and be handicap accessible to provide services to the residents of Hidalgo County. The bid premises shall have adequate air conditioning & heating available. Maintenance of air conditioning & heating shall be the responsibility of the Lessor.
9. Building shall be free from rodents and insects prior to occupancy by the Urban County Program staff. The Lessor shall be responsible at his own expense for pest control throughout the term of this contract

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10. An existing building must be ready for occupancy with all the specifications completed and in compliance with the Americans with Disabilities Act, one hundred twenty (120) days from the date of the bid award or the award will become void/null.
11. If any renovations to the building that are necessary in order to comply with the specifications mentioned herein said renovations will be made by the bidder and at the bidder's expense. The renovations shall be completed and constructed according to the floor plan, diagram, or scheme as acceptable to the Urban County Director. All remodeling or renovations shall be completed within one hundred twenty (120) days after the date of bid award. If completion date is not met, bid will be become void/null.
12. The award of the bid will be evidenced by a written lease agreement in a form acceptable to Hidalgo County. A copy of the required lease is included as a draft in this bid package.
13. Hidalgo County reserves the right to reject all bids if it is in the best interest of the County.

REQUIREMENTS:

The awarded bidder shall adhere to the following insurance requirements:

1. Certificates of insurance shall be submitted to Hidalgo County Purchasing Department for approval prior to rental services being performed by Lessor hereunder.
2. Bidder will maintain liability insurance on the building throughout the term of contract plus insure building for fire, accident and natural disaster. A Certificate of Insurance shall be submitted to the Urban County Program for approval prior to rental services being performed by Lessor hereunder. Bidder shall maintain liability insurance on the premises, as described and listed in: Insurance Requirements: See Exhibit C" attached. The award of the bid will be evident by a written lease agreement in a form acceptable to Hidalgo County.
3. 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's for repair and restoration purpose.
4. Each policy of insurance required hereunder shall extend for a period equivalent to or longer than the term of this Lease, and any insurer hereunder shall be required to give at lease thirty (30) days written notice to the County prior to

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cancellation of any such coverage on the termination date or otherwise the lease shall be automatically suspended upon the cancellation or other termination of required policy of insurance hereunder

5. 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.
6. If a new building is proposed in this project, Hidalgo County may consider accepting the new building as main option, or whichever is in the best interest of the County.

TERMS & CONDITIONS:

1. The initial term of the contract/lease shall be for a period of three (3) years with the County's option to renew contract for additional two (2) –one (1) year terms under the same rates, terms and conditions.
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. Hidalgo County reserves the right to hold bids for a period of ninety (90) days without taking any actions.
4. The bidder who will be awarded the contract 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 terms.
5. Any and all repairs will be done on a timely manner as prioritized by Hidalgo County Urban Program.
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 received from the responsible bidder submitting the lowest and best bid to the County.
7. Any contract award to a successful bidder will be in effect until:
(a) The contract expires (b) delivery and acceptance of products and/or performance of services ordered, or (c) terminated by County with a (30) thirty day's written notice prior to cancellation/termination.

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8. Bidder must provide the legal description of the property along with your bid and include a proposed "FLOOR PLAN LAYOUT" of your facility.
9. **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.**

ADDITIONAL INFORMATION:

Hidalgo County is requesting that any and all questions, inquiries and clarifications regarding quotes, bids, proposals or statements of qualifications be routed to: Martha L. Salazar, CPPB, Purchasing Agent, 2812 South Business 281, Edinburg, Texas 78539. **TELEPHONE INQUIRIES WILL NOT BE ACCEPTED.**

All Written Inquiries Will Be Accepted via Facsimile or via Email by No Later Than, Monday, month 00, 2018 by 5:00 P.M. Responses to said inquiries will be sent to applicants via facsimile to (956) 292-7612 or via e-mail by no later than **Wednesday, Month 00, 2018 by 5:00 P.M.**