

EXHIBIT “A”
SPECIFICATIONS/REQUIREMENTS
Hidalgo County WIC Program
“Lease of Office Space –City of Weslaco”
RFB No.: 2018-201-01-03-YZV

SCOPE OF PROJECTG:

Hidalgo County WIC Program is requesting bids from agencies or individuals that can adequately demonstrate that they have the resources, experience, and qualifications necessary to provide office space for the delivery of WIC Program services in the Weslaco, TX area. Agencies or individuals attest no outstanding Hidalgo County judgments or tax delinquencies. Bids received not meeting all mandatory requirements will not be considered.

The proposed building should be in good working condition to provide the following functions: reception area, nutrition education, counseling room, issuance of food cards via computers, lab, lactation room, lounge area and two (2) storage rooms. Said office space should be located in a major thoroughfare in Weslaco, Texas.

SPECIFICATIONS/REQUIREMENTS:

- 1) Bidder must provide a minimum of 3,000 square feet to a maximum of 4,000 square feet of available tile floor space to perform WIC services.
- 2) The building will meet all ADA accessibility requirements and shall be fully handicap accessible from all parking facilities.
- 3) Building must have handicapped accessible toilet, facilities for both men and women and separate bathroom facilities for employees.
- 4) Parking area should have twenty (20) parking spaces available with at least two (2) designated handicap parking spaces, with ramp access available from such spaces to the building.
- 5) Bid premises must have water, sewer, natural gas and electricity, central air and heating of the entire building, including garbage pickup.
- 6) Bidder will be responsible for electrical, painting, air and cooling maintenance also by keeping entire Building free of mold at all times.
- 7) Building shall be safe from rodents & insects prior to occupancy by the WIC Program staff. Also be responsible and at Lessor’s expense for pest control throughout term of this contract.
- 8) Bidder must charge by the square foot for the rental space.
- 9) 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.
- 10) Bidder will maintain liability insurance on the building plus insure building for fire, accident and natural disaster, Also, bidder shall maintain liability insurance on the premises, as described and listed in: **Insurance Requirements: See Exhibit “C” attached.**
- 11) 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.
- 12) An existing building must be ready for occupancy with all specifications completed and in compliance with the Americans with Disabilities Act, and ninety (90) days from the date of awarding bid or the award will become void/null.

- 13) Central air/heating will be provided for ample cooling and heating of the entire building. Lessor will be responsible for electrical, central air/heating system maintenance and keeping the entire building mold free at all times.
- 14) 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.
- 15) 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.
- 16) Provide the **legal description** of the property along with your bid and include a proposed **“Floor Plan Layout”** of your facility.
- 17) 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.
- 18) 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.

TERMS AND CONDITIONS:

- 1) Initial term of contract is short and will commence on **January 17, 2019** and will terminate on **September 30, 2019**. Thereafter, at Hidalgo County’s sole discretion and option, renew and extend the term for an additional five (5) one year terms effective (October 1st, and ending September 30th of each subsequent year) 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/ contract
- 3) 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.
- 4) 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.
- 5) 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’s written notice prior to cancellation.
- 6) Hidalgo County reserves the right to hold bids for a period of ninety (90) days without taking any action.
- 7) 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 lowest and most advantageous to Hidalgo County.
- 8) All costs and expenses associated with the preparation and submission of all (bids, proposals, statements of qualifications (RFQ) and quotes) shall be the responsibility of the vendor and no reimbursements for such charges or expenses shall be passed on to Hidalgo County.

ADDITIONAL INFORMATION:

1) 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, Attn: Sandra Montalvo, 2812 South Business Hwy. 281, Edinburg, Tx 78539. **TELEPHONE INQUIRIES WILL NOT BE ACCEPTED.**

2) **ALL WRITTEN INQUIRIES**

WILL BE ACCEPTED VIA EMAIL to: yolanda.velasquez@co.hidalgo.tx.us by no later than **Wednesday, December 19, 2018 by 5:00 p.m.** Responses to said inquiries will be sent to all applicants via facsimile by no later than **Friday, December 21, 2018 by 5:00 p.m.**