



2802 S. Bus. Hwy 281  
 Edinburg, Texas 78539  
 Phone: (956) 318-2626  
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 www.co.hidalgo.tx.us/purchasing

## MEMORANDUM

(Approval of Specifications)

**To:** Clarissa Ramirez, Director  
 Hidalgo County WIC Program

**Attn:** Mague Gonzalez, Admin. Assist. II

**From:** Sandy Suarez<sup>SS</sup>, Buyer II  
 Hidalgo County Purchasing Department

**Date:** December 5, 2018

**Subject:** Approval of Specifications: RFB: 2019-004 –Hidalgo County WIC Program-  
 “Lease Office Space in Starr County for WIC Clinic- Rio Grande City”

Please review the following **SPECIFICATIONS** and indicate if they meet all your requirements by selecting **APPROVE, DISAPPROVE (or) APPROVED WITH MODIFICATIONS** and signing below. If your answer is **DISAPPROVE**, please make any modifications necessary to the specifications 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. #4860.

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

FUNDS AVAILABILITY:   X   YES /            NO/            Other

(Specify) \_\_\_\_\_

BUDGET ACCOUNT #: 8-1292-441-00-350-001-9-441

<i>Clarissa Ramirez</i>	Clarissa Ramirez	WIC	12/12/18
AUTHORIZED SIGNATURE	PRINTED NAME	DEPARTMENT	DATE

**SUBMIT THIS FORM TO THE HIDALGO COUNTY PURCHASING DEPARTMENT, VIA FAX TO (956) 292-7612 or VIA E-MAIL: [sandy.suarez@co.hidalgo.tx.us](mailto:sandy.suarez@co.hidalgo.tx.us), by no later than Monday, Dec. 10, 2018 @ 2:00 P.M., to possibly place on the next CC meeting.**

Enclosures

EXHIBIT 'A'  
HIDALGO COUNTY - WIC PROGRAM  
"Lease of Office Space for Starr County WIC in Rio Grande City"  
Bid No.: 2019-004-00-00-SGS

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**Instructions to bidders:**

These instructions apply to all offers made to Hidalgo County (herein referred to as "County" by all prospective vendors (herein after referred to as "Bidders") on behalf of Solicitations including, but not limited to,

- Please review this document in its entirety. Be sure your bid is complete, and double check your bid for accuracy.
- Open records access to all information submitted. All information included will be open to the public, other bidders, media as per Open Records Act and not be confidential in nature. If you deem any information as confidential it should not be made part of your bid package.

**PLEASE NOTE:**

**PRE-BID MEETING:**

A pre-bid meeting has been scheduled to be held on Wednesday Month 00, 2019 @ 9:00 a.m. in the conference room of the Hidalgo County Purchasing Department, 2802 South Business Hwy 281, Edinburg, TX, 78539. No Pre Bid necessary

Commented [SS1]: Mague is a Pre-Bid necessary?

**SPECIFICATIONS**

The proposed office building shall meet all ADA requirements for all entrances, restrooms and/or parking areas provided by bidder.

1. Said office space shall have the designated rooms or areas for conducting the following functions:
  - Waiting area, reception area, (1) Nutrition Education, (1) computer room, (3) Counseling room, (1) lab and (3) screening rooms, (1) lactation room, (1) lounge area and two (2) storage rooms.
2. Said office space should be located in a major thoroughfare of Starr County in the City of Rio Grande City, Texas.
3. Building shall consist of a minimum of 3,500 square feet to a maximum of 5,000 square feet of available floor space to perform WIC services;
4. Building should be equipped with fire extinguishers for each department or amount required by the City Fire Code under federal, state, local and building codes and regulations. Floor area exits or exit access doorways must comply with the City Fire Code under federal, state and local building codes and regulations;
5. Building premises shall have public handicapped accessible restroom facilities for both men and women. Separate restroom facilities for employees;
6. Parking spaces for both regular and handicapped needs shall conform to local municipal ordinances and state law with ramp access available from such spaces to

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5. Bidder must charge by the square foot for the rental space;
6. Floors should have commercial or ceramic tile, no carpeting. Lessor is responsible for floor maintenance.
7. The awarded bidder of the contract/lease 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;
8. Building shall be in good working condition.
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. Provide the legal description of the property along with your bid and include a proposed A layout@ of your facility.
11. Hidalgo County is requesting all interested vendor(s) submitting bids, must provide the following: **property ID # and/or Geographic ID # and the Legal Description** as listed on your local Starr County Appraisal District for proposed property being submitted for this project.
12. Hidalgo County WIC Director reserve the right to visual inspect the proposed building for Lease prior to award of bid.

**TERMS & CONDITIONS**

1. The initial term of contract/lease shall be for a period of five (5) years with the County's option to renew contract for two (2) additional one (1) year terms under the same rates, terms and conditions. Make it for 2 years.
2. Any contract awarded to a successful bidder will be in effect until (a) the contract expires (b) performance of services and/or specifications ordered, or (c) terminated by County with sixty (60) days written notice prior to cancellation.
3. 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;
4. Hidalgo County reserves the right to hold bids for a period of sixty (60) days without taking any action;
5. 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;

Commented [SS2]: Is the 5 yr. term and with 2 additional -1 yr. terms, still okay?