

EXHIBIT "A"
HIDALGO COUNTY WIC PROGRAM
"LEASE OFFICE SPACE- MCALLEN CLINIC"
RFB NO.: 2019-175-xx-xx-TDL

Scope of Project:

Proposed building should be in good working condition and have office space for the designated rooms or areas for conducting the following functions:

- Reception area, Nutrition Education, Counseling room, Issuance of food cards via computers, lab and immunization area, lactation room, lounge area and two(2) storage rooms.

Specifications:

1. Proposed office space should be located at the following parameter:
Mainly the downtown Area, [Main Parameters: (South) Old Business 83, (North) Expressway 83 to (East), 10th Street to (West) Bicentennial Drive], La Paloma vicinity, South City of McAllen, Texas.
2. Building shall consist of a minimum of 2,000 square feet to a maximum of 3,700 square feet of available floor space to perform WIC services.
3. The building will meet all American Disability Act accessibility requirements and shall be fully handicap accessible from all parking facilities.
4. Building must have handicapped accessible toilet, facilities for both men and women and separate bathroom facilities for employees.
5. 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.
6. Bid premises must have water, sewer and electricity, including garbage pickup.
7. 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,
8. Floors should have commercial tile, no carpeting. The lessor shall be responsible for floor maintenance.
9. 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.
10. 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.

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Requirements:

1. 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 WIC Clinic 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
2. 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 90 days from the date awarded and execution of contract/lease or the award will become void/null.
3. An existing building must be ready for occupancy with all specifications completed and in compliance with the Americans with Disabilities Act, within ninety (90) days from the date of awarding bid or the award will become void/null.
4. If renovations or additions are made to an existing building, The Lessor must provide documented proof the building is free of asbestos.
5. Bidder must charge by the square foot for the rental space.
6. 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 up keep and maintenance under the contract.
7. Provide the **legal description** of the property along with your bid and include a proposed "**Floor Plan Layout**" of your facility.
8. 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.
9. 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 will commence on: October 01, 2019 and will terminate on September 30, 2020. Thereafter, at Hidalgo County's sole discretion and option, renew and extend the term for three (3)-one (1) 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.**

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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 term.
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. 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.
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 best and most valuable to Hidalgo County.
8. 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 thirty (30) day's written notice prior to cancellation.
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.**
10. 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 purpose.

Additional Information:

Hidalgo County is requesting that any or all questions, inquiries and clarifications regarding quotes, bids, proposals or statements of qualifications be addressed to: Martha L. Salazar, Purchasing Agent, at 2802 S. Business Hwy 281, Edinburg, Texas 78539. **TELEPHONE INQUIRIES WILL NOT BE ACCEPTED.**

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ALL WRITTEN INQUIRES WILL BE ACCEPTED VIA FACSIMILE to (956) 292-7612 or via e-mail to tanya.delira@co.hidalgo.tx.us, by no later than, **MONDAY, Month xx, 2019 by 5:00 P.M.** Responses to said inquires will be sent to all applicants via facsimile or via e-mail by no later than, **WEDNESDAY, Month xx, 2019, by 5:00 P.M.**