



Hidalgo County Purchasing Department
2812 S. Business Highway 281
New Administration Building
Edinburg, Texas 78539
(956) 318-2626/ Fax: (956) 318-2629

MEMORANDUM

(Departments Approval of Specifications)

TO: Clarissa Ramirez, WIC Director

ATTN: Margarita Gonzalez, Adm. Asst.

via email: mague.gonzalez@wic.co.hidalgo.tx.us

FROM: Elena Gomez, Contract Specialist II
Hidalgo County Purchasing Department

DATE: June 14, 2019

RE: Approval of Specifications/Requirements for: Bid No.: **2019-172-00-00-MEG-HIDALGO COUNTY WIC PROGRAM**-“Lease Office Space-City of Mercedes”

Please review the current SPECIFICATIONS/REQUIREMENTS 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. # 4855.

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

FUNDS AVAILABILITY: X YES / _____ NO/ _____ Other

(Specify) _____

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

<i>Clarissa Ramirez</i>	Clarissa Ramirez	WIC	7/29/19
AUTHORIZED SIGNATURE	PRINT NAME	DEPARTMENT	DATE

SUBMIT THIS FORM TO THE HIDALGO COUNTY PURCHASING DEPARTMENT, VIA FAX TO (956) 292-7612 or e-mail: elena.gomez@co.hidalgo.tx.us by no later than **June 28, 2019 @ 10:00 A.M.**

Enclosures

EXHIBIT-"A"

Specifications/Requirements

Hidalgo County WIC Program "Lease Office Space-City of Mercedes" RFB No. 2019-172-00-00-MEG

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 a storage room.

SPECIFICATIONS:

- 1) Proposed office space should be located at the following parameter in the City of Mercedes, Texas: **Within a two (2) mile radius from City Hall in order for services to be easily accessible.**
- 2) Building shall consist of a minimum of 2,500 square feet to a maximum of 5,500 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 all electrical, central air/heating system maintenance and keeping the entire building mold free at all times,
- 8) 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.
- 9) 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.

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 award 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) Bidder must 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:

The Contract term shall remain firm for an initial one (1) year with Hidalgo County's sole discretion to extend the contract for an additional two (2) one (1) year terms under the same rates, terms and conditions. Hidalgo County reserves the right to continue this bid for an additional sixty (60) day grace period at the at the end of the contract term for unforeseen delay in the award of the new bid and contingent upon the cost remaining unchanged.

- 1) Initial term is (Short Term) shall commence on **October 1, 2019** and shall terminate on **September 30, 2020.** Thereafter; with Hidalgo County's sole option to renew and extend the term of this Lease for a three (3) one (1) year terms under the same rates, terms and conditions. Lease will have a sixty (60) day cancellation clause.

- 2) Hidalgo County reserves the right to hold bids for a period of ninety (90) days without taking any action.
- 3) 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 cancellation.
- 4) 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.
- 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 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) 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.**

ALL WRITTEN INQUIRES WILL BE ACCEPTED VIA e-mail to elena.gomez@co.hidalgo.tx.us by no later than, **MONDAY, by 5:00 P.M. Reponses to said inquires will be sent to all applicants via facsimile or via e-mail by no later than, **Wednesday, by 5:00 P.M.****

All cost and expenses associated with the preparation and submission of (bids, proposals, and statements of qualifications) and quotes shall be the responsibility of the bidder and no reimbursements for such charges or expenses shall be passed onto Hidalgo County.

EXHIBIT-"B"

Bid Page

Hidalgo County WIC Program
"Lease Office Space-City of Mercedes"

RFB NO.: 2019-172-00-00-MEG

Charge for *"Lease Office Space-Mercedes"* as requested , but not limited to, in the Specifications as herein listed on Exhibit "A" and thereafter, at Hidalgo County's sole discretion and option renew and extend the term for two (2) one (1) year terms [effective October 1, and ending September 30 of each subsequent year] under the same rates, terms and conditions.

PRICE \$ _____ per square foot.

Sq. ft of proposed office building _____

TOTAL MONTHLY COST \$ _____

Proposed (address) Location: _____

PROPERTY ID # and/or GEOGRAPHIC ID: (Local Appraisal District Info.) _____

LEGAL DESCRIPTION OF PROPERTY: _____