

**EXHIBIT “A”**  
**HIDALGO COUNTY-WIC OFFICE**  
**“LEASE OF OFFICE SPACE - CITY OF ALTON(West)”**  
**RFB NO.: 2019-169-00-00-ABV**

---

**SCOPE OF WORK:**

Hidalgo County is seeking bids to establish a contract for “**Lease of Office Space in the City of Alton**” The proposed building should be of new construction or newly constructed within the last five (5) years, in good habitable condition and shall consist of the following:

**SPECIFICATIONS:**

1. Proposed office will consist of new construction, or newly constructed within the last five (5) years, space and should be located within the following Parameter: **Five (5) Mile Line and within one (1) mile radius from La Homa Road in the City of Alton.**
2. Said office space shall have the designated rooms or areas for conducting WIC functions:
  - Waiting Area
  - Nutrition Education Classroom
  - Computer Area
  - Lab
  - File Room
  - Lactation Room
  - Reception Area
  - Counseling Room
  - Screening Room
  - Lounge Area
  - Storage Closets within Rooms
  -
3. The proposed office building shall consist of a **minimum of 2,800 square feet to a maximum of 4,000 square feet** of available tile floor space to perform WIC services.
4. Building must be well insulated with a minimum ERA rating of eleven (11).
5. **Bidder shall charge by the square foot for the rental of space on a monthly basis.** The bid should reflect the actual square feet of the building being proposed.
6. The proposed bid premises will comply with all federal, state and local laws, ordinances, and codes at the time of occupancy (examples: fire extinguisher, ADA).
7. The building must meet all the requirements of the Americans with Disabilities Act (ADA). (i.e. entrances, restrooms, for both men and women, and parking)
8. There must be a separate restroom facility for employees.
9. The parking lot for the public must consist of a minimum of thirty (30) parking spaces with at least two (2) parking spaces designated handicap, with ramp access available from such spaces. There must be an area of at least 12 parking spaces for the staff leading to the building.

10. Bid premises shall have electricity, water, sewer, garbage pickup, and central air cooling and heating.
11. Lessor will be responsible for electrical maintenance and repair, central air cooling and heating system maintenance and repairs, painting, and maintaining building free of mold at all times.
12. Building should have the minimum number of fire extinguishers required by the City Fire code under federal, state, local and building codes and regulations. Floor area exit doorways must comply with the City Fire Code under federal, state and local building codes and regulations.
13. Building shall be safe from rodents and insects prior to occupancy by Hidalgo County – WIC Program Staff. Lessor, at its sole expense, will be responsible for maintaining monthly pest control service throughout the term of this contract.
14. Lessor must provide documented proof that the building is asbestos free.
15. Newly constructed building must be ready for occupancy with all the specifications completed and in compliance with the Americans with Disabilities Act, ninety (90) days from the date of awarding of the bid.
16. The newly constructed building will have a floor plan constructed and designed according to the needs of facility with final approval by WIC Director. If present building needs renovations; the renovation work will be made by Lessor and the Lessor's cost and work must be completed ninety (90) days from the date of contract/lease award and execution of the contract/lease or the award will become void/null.
17. Any and all repairs will be done on a timely manner as prioritized by Hidalgo County.
18. The complete space will be inspected by WIC Program Director, before lease contract is in place.

**REQUIREMENTS:**

The awarded bidder shall adhere to the following insurance requirements.

1. Bidder shall maintain liability insurance on the proposed building. Bidder shall also maintain insurance against fire, accident and natural disaster. Bidder shall maintain liability insurance on the premises as described and listed in Insurance Requirements (Exhibit "C").
2. Property insurance policy shall provide that any proceeds for loss or damage to buildings or to improvements shall be payable solely to Lessor, which sum Lessor shall use for repair and restoration purpose.
3. Certificates of insurance shall be submitted to Hidalgo County Purchasing Department for approval prior to rental services being performed by Lessor hereunder.
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 least thirty (30) days written notice to the County prior to 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. Provide the **legal description** of the property along with your bid and include a proposed **"Floor Plan Layout"** of your facility.
6. 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 District for proposed property.
  - c) Proposed ***"Floor Plan Layout"***

### **TERM AND 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 one (1) additional 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 for next contract.
3. Construction of new building should have 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. All cost and expenses associated with the preparation and submission of bids proposals and/or quotes shall be the responsibility of the bidder and no reimbursement for such charges or expenses shall be passed onto Hidalgo County.
6. Hidalgo County reserves the right to hold bids for a period of ninety (90) days without taking any action.
7. 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 written notice prior to cancellation.
8. The successful bidder will indemnify and hold harmless the County, and its officers, officials, and employees, agents and attorneys for any and all claims and expenses

arising out of or related to the performance of the contract awarded pursuant hereto.

**ADDITIONAL INFORMATION:**

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

**ALL WRITTEN INQUIRIES WILL BE ACCEPTED VIA E-MAIL TO [alexandra.vela@co.hidalgo.tx.us](mailto:alexandra.vela@co.hidalgo.tx.us) BY NO LATER THAN Monday, Month 00, 2019.** Responses to said inquiries will be sent to applicants via facsimile by no later than, **Wednesday, Month 00, 2019.**

**\*PLEASE PROVIDE THE LEGAL DESCRIPTION OF THE PROPERTY ALONG WITH YOUR BID\***

DRAFT