

EXHIBIT "A"
REQUIREMENTS

EXHIBIT "A"
REQUEST FOR PROPOSAL
"LICENSE FOR USE OF SPACE AT HIDALGO COUNTY PRECINCT 4 SAN CARLOS CRC BY A NON-PROFIT ORGANIZATION FOR FOOD DISTRIBUTION SERVICES IN THE PRECINCT 4 AREA"
RFP NO: 2019-253-12-18-MEG

The County of Hidalgo is offering a license for the use of space at Hidalgo County Precinct 4 San Carlos Community Resource Center (CRC) by a non-profit organization for food distribution services in the Precinct 4 area. License period will be effective once a month (preferably a Wednesday) between 9:00 a.m.-12:00 p.m. San Carlos CRC aka Endowment Center is located at 107 Sunflower Road Edinburg, Texas 78542. Non-profit organizations must qualify under section 501 (c) (3) Internal Revenue Code of 1986, as amended. Hidalgo County is requesting proposals for the provision of the distribution of food services to constituents of the Hidalgo County Precinct № 4 Area. The County of Hidalgo encourages organizations and/or programs of this nature to submit their proposals for the provision of "License for use of space at Hidalgo County Precinct 4 San Carlos CRC by a non-profit organization for food distribution services in the Precinct 4 area." as specified herein. Sealed proposals will be accepted until **9:30 A.M., Wednesday, December 18, 2019. ANY RFP RECEIVED AFTER THAT DATE AND TIME WILL NOT BE ACCEPTED AND WILL BE RETURNED UNOPENED.**

The following outlines the Request for Proposals (RFP) (*Please refer to Legal Notice to this RFP for additional requirements*):

SECTION I -GENERAL TERMS AND CONDITIONS

Respondent must complete and include in their response, all documentation requested in this RFP. Refer to the enclosed RFP Checklist form for documents to be included with your response.

Hidalgo County is requesting response to this RFP. Responses should be clearly marked and/or labeled with the company's name, RFP number, Project Title, and Opening Date and be delivered to Martha L. Salazar, CPPB, Purchasing Agent at:

Deliver Submittal to:
RFP Number: **2019-253-12-18-MEG**

"LICENSE FOR USE OF SPACE AT HIDALGO COUNTY PRECINCT 4 SAN CARLOS CRC BY A NON-PROFIT ORGANIZATION FOR FOOD DISTRIBUTION SERVICES IN THE PRECINCT 4 AREA"

US Postal Mail Address:
Martha L. Salazar, CPPB, Purchasing Agent
Hidalgo County Purchasing Department
Administration Building
2812 S. Business Hwy 281
Edinburg, Texas 78539

Physical Address:
Martha L. Salazar, CPPB, Purchasing Agent
Hidalgo County Purchasing Department
Administration Building
2802 S. Business Hwy. 281
Edinburg, Texas 78539

The Submittal Envelope Must Show The RFP Number, Name And Opening Date.

NUMBER OF COPIES TO BE SUBMITTED:

Hidalgo County requires the following total number of copies be submitted as part of your response to this RFP: **one (1) original, one paper (1) copy and one (1) electronic copy on (1) D/USB.** *(Please refer to Legal Notice section of this RFP for additional requirements).*

TERM OF CONTRACT: The initial term of the license shall be for **two (2) Years**, from the date the license is awarded. Hidalgo County Commissioner's Court at its sole discretion may extend the license for **two (2) additional year(s)** extension under same rates, terms and conditions. Either party may terminate this Agreement with or without cause upon thirty (30) days written notice to the other.

DISCLOSURE OF CONFLICT OF INTEREST: Effective January 1, 2006, Chapter 176 of the Texas Local Government Code requires that any vendor, person, consultant or contractor considering doing business with Hidalgo County ("the County") to disclose in the Conflict of Interest Questionnaire (the "CIQ") attached as **Exhibit D**, the vendor, person consultant or contractor's affiliation or business relationship that might cause a conflict of interest with the County. By law, the CIQ must be filed with the Hidalgo County Clerk's Office no later than the seventh business day after the date the person becomes aware of facts that require that statement to be filed. The disclosure requirement applies to a person or business who contract or seeks to contract with Hidalgo County for the sale or purchase of property, goods or service. Any purchase order or contract resulting from this process shall be considered null and void if the successful participant fails to comply with Texas Local Government Code Chapter 176. Vendors, consultants, contractors and others who desire to conduct business with Hidalgo County are encouraged to refer to Texas Local Government Code Chapter 176 for the details of this law. An offense under Texas Local Government Code Chapter 176 is a Class C Misdemeanor.

Please submit complete CIQ forms to the Hidalgo County Clerk's Office locate at 100 No. Clossner, Edinburg, Texas 78539-Hidalgo County Courthouse **COMPLETION AND SUBMISSION OF FORM CIO IS THE SOLE RESPONSIBILITY OF THE PROSPECTIVE BIDDER.**

PROPOSER'S AFFIDAVIT: Respondents to this RFP must submit a signed Proposer's Affidavit (attached herein in Exhibit "E" certifying that the submission is (1) not the result of Collusion as described in the Proposer's Affidavit; (2) that the Respondent does not have a Conflict of Interest as described in the Proposer's Affidavit; or (3) that the Respondent has not and will not attempt to lobby directly or indirectly as described in the Proposer's Affidavit.

NON-DISCRIMINATION: Submitters, during the performance of this contract, will not discriminate against any employee or applicant for employment because of race, religion, color, national origin, sex, age, disability or any other protected class under law. (Except as allowed in the case of bona fide occupational qualifications). By submitting a response to this Request, Submitter certifies that it will conform to the provisions of the federal Civil Rights Act of 1964, as amended and related state and federal law.

PROCESSING TIME FOR PAYMENT: Submitters are advised that a minimum of thirty (30) days is required to process invoices for payment.

ELECTRONIC TRANSMISSION OF PROPOSALS: Hidalgo County's Purchasing Department will not accept telegraphic or electronically transmitted submissions.

PROOF OF FINANCIAL AND BUSINESS CAPABILITY: Submitters must, upon request, furnish satisfactory evidence of their ability to furnish products or services in accordance with the terms and conditions of these requirements. Hidalgo County will make the final determination as to the submitter's ability.

SUBMITTER DEFAULT: Hidalgo County reserves the right, in case of submitter default, to procure the articles or services from other sources and hold the defaulting submitter responsible for any excess costs occasioned thereby.

RESTRICTIVE OR AMBIGUOUS REQUIREMENTS: It is the responsibility of the submitter to review the Request for Proposal (RFP) packet and to notify the Purchasing Department if the requirements are formulated in a manner that would unnecessarily restrict competition. Any such protest or question regarding the requirements or proposers procedures must be received in the Purchasing Department not less than seventy-two hours prior to the time set for the opening. These criteria also apply to requirements that are ambiguous.

HAND DELIVERED PROPOSALS: Hidalgo County requires submitters, when hand delivering proposals, to make sure that it is stamped with date and time by the County Purchasing Staff.

SIGNING OF PROPOSALS: In order to be considered all submittals **must** be signed. **Please sign the original in blue ink.**

WAIVING OF INFORMALITIES: Hidalgo County reserves the right to waive minor informalities or technicalities when it is in the best interest of Hidalgo County.

SUBCONTRACTING:
The successful submitter **may not** subcontract the award without the written consent of the Commissioners' Court of Hidalgo County.

DAVIS BACON ACT:
All selected and awarded firms are required to include the Davis-Bacon Act when advertising and developing specifications (**if applicable**).

SECTION II - RFP REQUIREMENTS

REQUEST FOR PROPOSALS: The required contents and limitations for the preparation of the RFP are described in this section. Failure to provide the requested information or adhere to any County limitations will result in disqualification of the submitted RFP.

Hidalgo County reserves the right to:

- continue this proposal for an additional sixty (60) day "Grace Period" at the end of the contract term for an unforeseen delay in award of new bid for next contract term and contingent upon terms and conditions remaining unchanged.
- award the cancelled contract to the next lowest bidder as it deems to be in the best interest of the County.
- utilize state contracts from its membership with their existing or new cooperatives whenever it is in the best interest to do so.
- reject any or all bids, to waive any or all formalities, or to accept the bid considered the lowest, best, and most advantageous to the County, including compliance to bid specifications
- hold the bids for a period of ninety (90) days without taking any action.
- award to one or more bidder(s) whichever is in the best interest of the County.

Insurance certificates as per “**Exhibit C**” must be submitted to the Purchasing Department prior to any services being performed by the awarded bidder.

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

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 services ordered, or (c) terminated by County with thirty (30) days written notice prior to cancellation.

After a bid is awarded and the low bidder(s) default(s) in meeting the general instructions to bidders and/or comply with the contract agreement, Hidalgo County reserves the right to seek services from the next lowest bidder. In such event, County shall charge the successful bidder the difference for any additional cost of such item(s).

The award may be made to one proposer, multiple proposers, primary or secondary vendor(s) whichever is in the best interest of the County.

PROJECT OVERVIEW: All proposers shall provide in their submissions information describing or acknowledging they will comply with the following scope of services. **If proposer/vendor does not or cannot meet any of the following services and/or responsibilities, Hidalgo County will not consider or evaluate the submitted proposal.**

The County of Hidalgo, by and through its Precinct 4, desires to license the use of space at the Precinct 4 San Carlos CRC in Edinburg, Texas to a qualifying non-profit organization providing “food distribution services” for constituents residing in the Precinct 4 area. **Map of San Carlos CRC attached hereto as Exhibit A-1.**

Subject to availability at the San Carlos CRC, food distribution will occur one day per month (preferably a Wednesday) between 9:00 a.m.-12:00 p.m. at the San Carlos CRC. The Service provider may utilize a meeting room in the San Carlos CRC as well as a pre-determined area of the San Carlos CRC parking lot for facilitation of services and food distribution and other areas of the San Carlos CRC as agreed upon by parties which may become necessary to effectuate food distribution during the allotted time period. The Service provider will coordinate the distribution schedule and reservation of the applicable areas at the San Carlos CRC with Precinct 4 Administration in advance of any distribution date. Parking lot area to be reserved should not impede egress and ingress of traffic. Access to the License Area may be limited or restricted by the County. County makes no representations or warranties regarding the License Area or any improvements thereon. The License Area shall be used in its “as is” condition without any warranties or representation of any kind by the County. Neither Party shall receive compensation from the other for providing and/or performing the terms of the license.

Additionally, requirements for awarded proposer, include, but are not limited to:

- a) Provide all necessary equipment, personnel and supplies for the operation of food distribution services and related services.
- b) Ensure that any use of the License Area granted by this Agreement does not create any threat to the safety of any third party or of the County, and any agents, elected officials, invitees, guests, contractors, subcontractors, licensees, employees and vendors of the County or its successors and assigns.
- c) Provide services in a professional manner and keep the premises safe, clean and in orderly condition

at all times.

- d) Perform services in accordance with all applicable federal, state and local laws, regulations and policies.
- e) Ensure employees are courteous, efficient and neat in appearance.
- f) Provide suitable covered receptacles for all garbage, trash and other refuse.
- g) Bear all costs of operating.
- h) Meet applicable Hidalgo County insurance requirements.
- i) Refrain from making any alterations, modifications or any type of changes to any space assigned.
- j) Maintenance of equipment to be utilized for services provided will be the responsibility of the awarded vendor.
- k) Shall not cause or allow to be caused any damage to any improvement(s) located within the License Area, including any improvement(s) installed after the date of this Agreement. In the event of damage to or destruction to the License Area or any of said improvements by Licensee or any of Licensee's employees, representatives, guests or invitees, all costs of repair or replacement incurred by the County in connection with the repair thereof shall be borne by Licensee and shall be paid by Licensee to the County within ten (10) days following receipt of an invoice therefore.

PROJECT REQUIREMENTS:

A. WHO MAY APPLY:

Any non-profit services providers/organizations qualified under section 501 (c) (3) Internal Revenue Code of 1986, as amended, that offer food distribution services and wish to provide food distribution services to Hidalgo County constituents in the Precinct № 4 area.

B. ALLOWABLE USE OF FACILITY:

Only non-profit provider/organizations qualified under section 501 (c) (3) Internal Revenue Code of 1986, and as amended that offer food distribution services are allowed to use the facility. The San Carlos CRC will remain the property of Hidalgo County, and the non-profit provider/organization shall no lawful right or claim (incidental or appurtenant) to the CRC property, facility or any other property owned by Hidalgo County. The non-profit provider/organization shall make no improvements (permanent or non-permanent) to the CRC. After each use, the non-profit provider/organization shall leave the CRC and all Hidalgo County property in the original state or condition as upon entry. Use of the facility by the non-profit provider/organization shall be at no expense to Precinct 4 of the County of Hidalgo. The License Area shall be non-exclusive, and the County may make, use or permit other parties to make use of the License Area for any other purpose in the County's sole discretion.

C. PROGRAM ABSTRACT (limited to one (1) page):

The organization must provide a brief summary or overview of the proposed services to be provided including;

- a) A statement of need;
- b) The number of staff to be involved in the project
- c) The organization description
- d) The major organization objectives and services in the project

D. PROGRAM NEEDS ASSESSMENT (limited to two (2) pages):

- a) The applicant must provide an explanation of need for use of the facility. Included must be a statement that identifies the geographic area of the county to be served, as serving at least 25% economically deprived families.
- b) Based on the results of a needs assessment on the targeted population, the organization must describe the needs of the population to be served. Substantiate the need with relevant data; and include demographic data

E. PROGRAM DESCRIPTION, NARRATIVE (limited to three (3) pages):

The organization must provide a narrative description of the services to be provided. The organization will clearly explain, in as much detail as possible, the program design and details for carrying out the requirements of the project requirements in order to be considered for use of the San Carlos CRC under license as described herein. This section will contain any/all licenses, registrations, permits and certifications required by the STATE OF TEXAS and/or HIDALGO COUNTY or other entity to provide the food distribution services as described herein.

ADDITIONAL INFORMATION: Hidalgo County is requesting that request for proposals are routed to Martha L. Salazar, CPPB, Purchasing Agent, at 2802 South Business Hwy 281, (New Administration Building), Edinburg, Texas 78539. All inquires must be directed to Hidalgo County Purchasing Agent, Martha L. Salazar. All responses will be distributed through Hidalgo County Purchasing Department. **WRITTEN QUESTIONS WILL BE ACCEPTED VIA FACSIMILE (956) 318-2629 or via email: elena.gomez@co.hidalgo.tx.us NO LATER THAN** Monday, December 09, 2019, at 5:00 p.m. at (956) 318-2629. Responses will be sent to all applicants via facsimile by Wednesday, December 12, 2019. **TELEPHONE INQUIRIES WILL NOT BE ACCEPTED.**

SECTION IV: SELECTION AND SCHEDULES

A. SELECTION/EVALUATION/RANKING OF PROPOSALS

The Hidalgo County Commissioners' Court and/or an Evaluation Committee (selected and/or designated by Commissioner's Court) will review, score and evaluate the RFP's received in response to this request for proposals. Thereafter, Hidalgo County Commissioners' Court will rank the respondents based upon their response to proposal and/or presentations to the Court.

The evaluation criteria will include, but not be limited to the following:

1. EXPERIENCE/BACKGROUND

35 POINTS

- a) Provides appropriate evidence of adequate staffing
- b) Adequacy of resources to perform these services
- c) Specific experience with public entity clients.

2. PROPOSER'S CAPABILITY TO PROVIDE THE SERVICE REQUESTED

30 POINTS

- a) The organizations design and details for carrying out the requirements of the project.
- b) The organizations evaluation design and goals and objectives of the project.
- c) The organizations description of the services to be provided.
- d) Provide the required services at a no cost to the County of Hidalgo.
- e) Possesses applicable certificates, licenses, permits, etc. included in response.

3. CAPACITY OF PERFORMANCE

35 POINTS

- a) Experience and knowledge necessary to provide the required service
- b) Provides sufficient description of relationship and/or partnership between organization and other federal, state, county, municipal or local agencies.
- c) Provides sufficient description of financial and/or non-financial interagency agreements with and federal, state, county, municipal or local agencies

EXHIBIT A-1

**Map of Precinct 4 San Carlos CRC
Facility and Grounds**

**HIDALGO COUNTY
REQUEST FOR PROPOSAL**

**“LICENSE FOR USE OF SPACE AT HIDALGO COUNTY PRECINCT 4 SAN
CARLOS CRC BY A NON-PROFIT ORGANIZATION FOR FOOD
DISTRIBUTION SERVICES IN THE PRECINCT 4 AREA”
RFP NO: 2019-253-12-18-MEG**

EXHIBIT "B"

Evaluation Criteria

A. SELECTION/EVALUATION/RANKING OF PROPOSALS

The Hidalgo County Commissioners' Court and/or an Evaluation Committee (selected and/or designated by Commissioner's Court) will review, score and evaluate the RFP's received in response to this request for proposals. Thereafter, Hidalgo County Commissioners' Court will rank the respondents based upon their response to proposal and/or presentations to the Court.

The evaluation criteria will include, but not be limited to the following:

1. EXPERIENCE/BACKGROUND

35 POINTS

- a) Provides appropriate evidence of adequate staffing
- b) Adequacy of resources to perform these services
- c) Specific experience with public entity clients.

2. PROPOSER'S CAPABILITY TO PROVIDE THE SERVICE REQUESTED

30 POINTS

- a) The organizations design and details for carrying out the requirements of the project.
- b) The organizations evaluation design and goals and objectives of the project.
- c) The organizations description of the services to be provided
- d) Provide the required services at a no cost to the County of Hidalgo.
- e) Possesses applicable certificates, licenses, permits, etc. included in response.

3. CAPACITY OF PERFORMANCE

35 POINTS

- a) Experience and knowledge necessary to provide the required service
- b) Provides sufficient description of relationship and/or partnership between organization and other federal, state, county, municipal or local agencies.
- c) Provides sufficient description of financial and/or non-financial interagency agreements with and federal, state, county, municipal or local agencies

Total 100 Points

Evaluation Criteria

| Selection Criteria | | Points | Score |
|--------------------|--|-----------|-------|
| 1 | EXPERIENCE/BACKGROUND Comments/Rationale for Points: <hr/> <hr/> <hr/> <hr/> | 35 points | |
| 2 | PROPOSER'S CAPABILITY TO PROVIDE THE SERVICE REQUESTED Comments/Rationale for Points: <hr/> <hr/> <hr/> <hr/> | 30 points | |
| 3 | CAPACITY OF PERFORMANCE Comments/Rationale for Points: <hr/> <hr/> <hr/> <hr/> | 35 points | |
| Total Score | | | |

Provider: _____

Evaluator: _____

Date: _____