



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: Mrs. Clarissa Ramirez, WIC Director

ATTN: Margarita Gonzalez, Adm. Asst.

via [email:mague.gonzalez@wic.co.hidalgo.tx.us](mailto:mague.gonzalez@wic.co.hidalgo.tx.us)

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

DATE: February 7, 2020

RE: Approval of Specifications/Requirements for: Bid No.: 2020-031-00-00-MEG-HIDALGO
 COUNTY WIC PROGRAM-“Lease of Office Space-City of Roma”

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

FUNDS AVAILABILITY: YES / NO/ Other

(Specify) _____

BUDGET ACCOUNT #: 0-1292-441-00-350-001-0-441

<i>Clarissa Ramirez</i>	Clarissa Ramirez	WIC	2/19/2020
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 **February 28, 2020 @ 10:00 A.M.**

Enclosures



Elena Gomez <elena.gomez@co.hidalgo.tx.us>

Re: Approval of Specifications / With Modification for Roma WIC

1 message

Margarita Gonzalez <mague.gonzalez@wic.co.hidalgo.tx.us>
To: Elena Gomez <elena.gomez@co.hidalgo.tx.us>

Wed, Feb 19, 2020 at 2:38 PM

Sorry, it's on page 1 Exhibit "A" -Specifications 1) a. Replace issuance of **(food cards) to benefits**

On Wed, Feb 19, 2020 at 11:09 AM Elena Gomez <elena.gomez@co.hidalgo.tx.us> wrote:

Good Morning, Mague

I see you approved it with Modification, but I don't see any modification, can you please indicate what modifications need to be done on the specs?

Respectfully,



Purchasing Department
Contract Mgmt. Division

Elena Gomez Contract Specialist II
elena.gomez@co.hidalgo.tx.us
2812 S. Business Hwy 281 Main: 956-318-2626 ext. 4855
Edinburg, TX 78539 Fax: 956-292-7612

On Wed, Feb 19, 2020 at 10:05 AM Margarita Gonzalez <mague.gonzalez@wic.co.hidalgo.tx.us> wrote:
Please attachment.

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Margarita Gonzalez
Division Manager II
mague.gonzalez@wic.co.hidalgo.tx.us
(956)381-4646 ext.4042

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Margarita Gonzalez
Division Manager II
mague.gonzalez@wic.co.hidalgo.tx.us
(956)381-4646 ext.4042

EXHIBIT "A"
SPECIFICATIONS/REQUIREMENTS
HIDALGO COUNTY WIC PROGRAM
"Lease of Office Space-City of Roma"
Bid No: 2020-030-00-00-MEG

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, Invitations to Bid.

- 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.

SPECIFICATIONS

- 1) Said office space shall have the designated rooms or areas for conducting the following functions:
 - a. Reception area, Nutrition Education, Counseling room, Issuance of food cards via computers, lab and screening room, lactation room, 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 Roma, Texas.
- 3) Building shall consist of a minimum of 2,500 square feet to a maximum of 3,800 square feet of available floor space to perform WIC services;
- 4) 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 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) The public parking lot shall consist of at least twenty (20) parking spaces for clients, ten (10) spaces for employees with two (2) designated handicap parking spaces, with ramp access available from such spaces to the building. Building access must comply with American Disability Act Parking Requirements;
- 7) Bid premises must have water, sewer, natural gas and electricity, central air and heating of the entire building, including outside maintenance and garbage pick-up.
- 8) Building shall be free from rodents & insects prior to occupancy by the WIC Program staff. Lessor will be responsible and at Lessor's expense for pest control throughout term of this contract/lease.

- 9) The floor plans of the building will be constructed according to the Program Director. If present building needs renovation; the renovation work will be made by Lessor and at Lessor's cost and to be completed at least 45 days from the date of award;
- 10) Central air/heating will be provided for ample cooling/heating of the entire building. Lessor will be responsible for electrical, central air & heating maintenance, also by keeping entire Building free of mold at all times;
- 11) An existing building must be ready for occupancy with all specifications completed and in compliance with the Americans with Disabilities Act, ninety (90) days from the date of awarding bid and execution of contract or the award will become void/null;
- 12) 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;

REQUIREMENTS and/or TERMS & CONDITIONS

- 1) The awarded bidder shall adhere to the following insurance requirements:
 - a. 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.
 - b. Certificates of insurance shall be submitted to WIC Office for approval prior to rental services being performed by Lessor hereunder. Bidder shall maintain liability insurance on the building as described and listed in: **Insurance Requirements: See Exhibit "C" attached.** Plus also insure building for fire, accident and natural disaster;
 - c. The award of the bid will be evident by a written lease agreement in a form acceptable to Hidalgo County.
- 2) Bidder must charge by the square foot for the rental space;
- 3) Floors should have commercial or ceramic tile, no carpeting. Lessor is responsible for floor maintenance.
- 4) 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.
- 5) 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) day's written notice prior to cancellation.
- 6) Building shall be in good working condition and be handicap accessible to provide services to all clients.
- 7) After bid is awarded and successful awarded contractor defaults in meeting the general instructions to bidder(s) and/or in complying with the contract/lease 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.

- 8) 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;
- 9) Hidalgo County reserves the right to hold bids for a period of sixty (60) days without taking any action.
- 10) Bidder(s) must provide the legal description of the property along with your bid and include a proposed "*floor plan 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.

TERM OF CONTRACT:

- 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 an additional one (1) year term under the same rates, terms and conditions.
- 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.

ADDITIONAL INFORMATION:

- 1) All costs and expenses associated with the preparation and submission of all (bids, proposals, statements of qualifications (RFQ) and quotes) shall be the responsibility of the vendor and no reimbursements for such charges or expenses shall be passed on to Hidalgo County.
- 2) Hidalgo County is requesting that any and all questions, inquires and clarifications regarding quotes, bids, proposals or statements of qualifications be addressed to Martha L. Salazar, CPPB, Purchasing Agent, Attn: Elena Gomez, 2812 South Business Hwy. 281, Edinburg, Tx 78539.

TELEPHONE INQUIRIES WILL NOT BE ACCEPTED.

- 3) ALL WRITTEN INQUIRIES WILL BE ACCEPTED VIA FACSIMILE to (956) 292-7612 and/or e-mail to elena.gomez@co.hidalgo.tx.us by no later than Monday, 2020 by 5:00 p.m. Responses to said inquiries will be sent to all applicants via facsimile by no later than Wednesday, 2020 by 5:00 p.m.

EXHIBIT "B"

BID PAGE

HIDALGO COUNTY WIC PROGRAM

"Lease of Office Space-City of Roma"

BID No. 2020-030-00-00-MEG

Monthly charge for "Lease of Office Space-in the City of Roma" as requested, but not limited to, in the Specifications as listed Exhibit "A".

BID PRICE PER SQUARE FOOT: \$ _____

TOTAL MONTHLY BID PRICE: \$ _____

TOTAL SQUARE FEET ON PROPOSED OFFICE BUILDING: _____

PHYSICAL LOCATION OF PROPOSED BUILDING: _____

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

LEGAL DESCRIPTION OF PROPERTY: _____

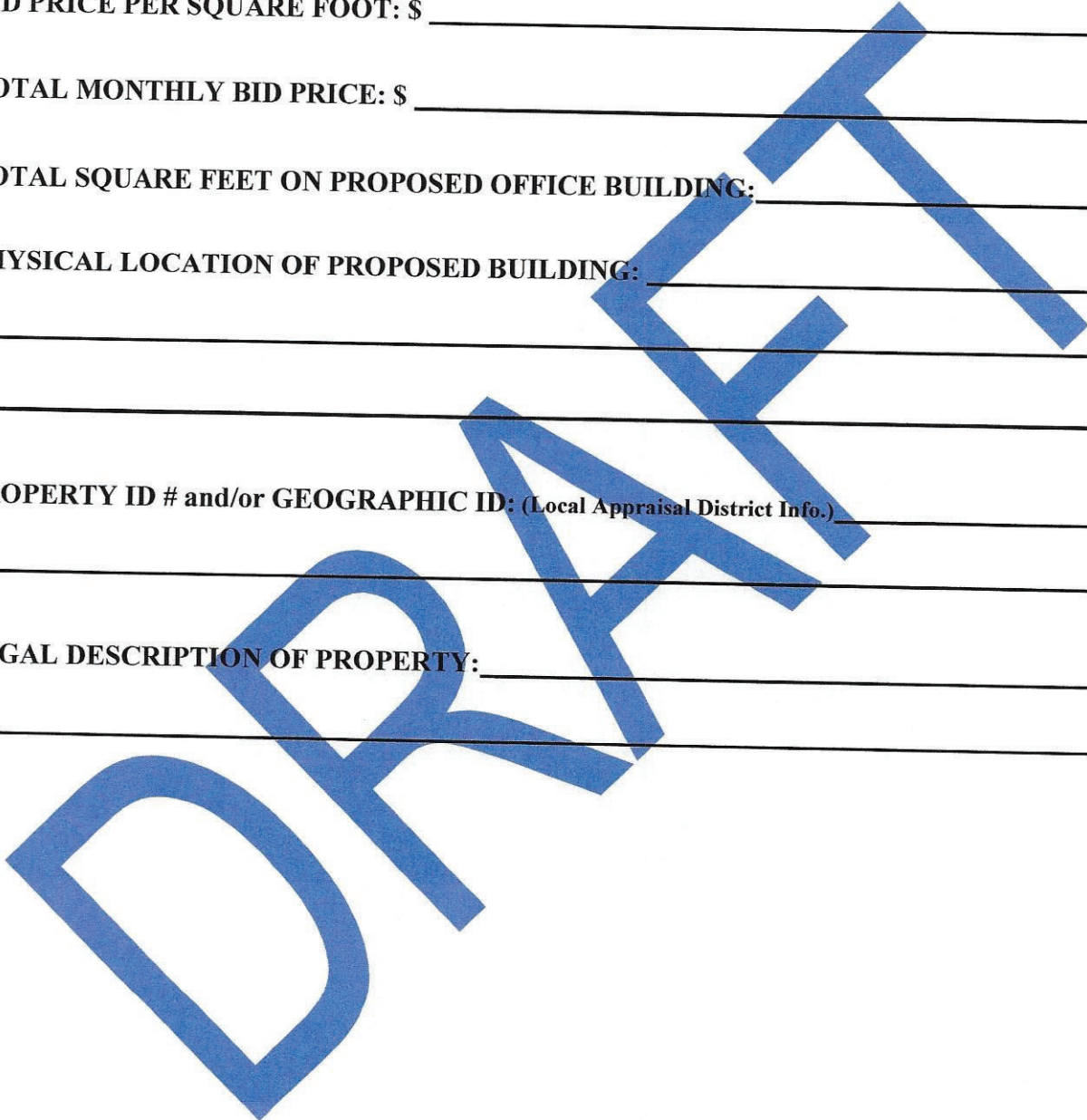


EXHIBIT "B"

BID PAGE

HIDALGO COUNTY WIC PROGRAM

"Lease of Office Space-City of Roma"

BID No. 2020-030-00-00-MEG

BIDDER'S INFORMATION:

I/We the undersigned hereby certify that I/We am/are a duly authorized official of the company and have the authority to sign on behalf of the company and assure that all statements made in the bid are true. I/We agree to furnish and deliver the specified items/services at the prices stated herein, and have read, understand, and agree to the terms and conditions contained herein and on all of the attachments.

BIDDER/COMPANY NAME:

ADDRESS:

CITY/STATE/ZIP CODE:

PHONE & FAX NO'S:

CELLULAR NO:

E-MAIL ADDRESS:

AUTHORIZED SIGNATURE:

PRINTED NAME:

TITLE