



2802 S. Bus. Hwy 281
 Edinburg, Texas 78539
 Phone: (956) 318-2626
 www.co.hidalgo.tx.us/purchasing

MEMORANDUM

(Approval of Specifications)

To: Margarita Gonzalez, Hidalgo County
 WIC Program

From: Jaime Javier Rivas, Contract Specialist I
 Hidalgo County Purchasing Department

Date: March 16, 2021

Subject: Approval or Disapproval of Specifications for: Project No: 2021-395 Hidalgo County (all funding sources)
 WIC Program "Lease of Office Space for Lactation Center in McAllen."

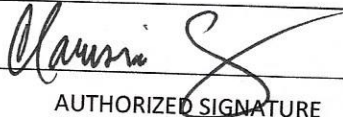
Please review the following **SPECIFICATIONS** and indicate if they meet all your requirements by selecting **APPROVE**, (or) **APPROVED WITH MODIFICATIONS** and signing below. If your answer is **DISAPPROVE**, please make any modifications necessary to the specifications and return the revised copy to the designated Buyer in the Purchasing Department. If you have any questions, please call me at (956) 318-2626 ext. #4875.

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

FUNDS AVAILABILITY: YES / NO / Other _____

(Specify Reason) _____

BUDGET ACCOUNT #: 1-1292-441-00-350-001-1-441

 AUTHORIZED SIGNATURE	Clarissa Ramirez PRINTED NAME	WIC DEPARTMENT	3/16/2021 DATE
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SUBMIT THIS FORM TO THE HIDALGO COUNTY PURCHASING DEPARTMENT, Attn: Jaime Rivas VIA E-MAIL: jaime.rivas@co.hidalgo.tx.us, by no later than Wednesday, March 17, 2020 @ 1:00 P.M., to possibly place on the next CC meeting.

Enclosures

EXHIBIT "A"
Specifications/Requirements ^{WIC}
Hidalgo County Wic Program
"Lease Office Space for Lactation Center-McAllen"
BID No. 2021-395-XX-XX

SCOPE

Hidalgo County WIC Program is seeking to contract with a qualified vendor(s) to furnish "*Lease of Office Space for Lactation Center in McAllen as a Lease of Real Property*" including, but not limited to, the following:

INSTRUCTIONS TO BIDDER:

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,

- 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.

REQUIREMENTS/SPECIFICATIONS, TERMS & CONDITIONS

The following are the minimum requirements and/or specifications that will be acceptable to the Hidalgo County Wic Program. These requirements and/or specifications may be equal or better. Any bid that does not meet the minimum requirements and/or specifications will be rejected. Building must be in good working condition to provide as follows:

- 1) Said office space shall have the designated rooms or areas for conducting the following functions: Reception Area, Prenatal /Lactation Education Room, Counseling Room , Conference Room , Lounge area ~~12~~ storage room and Lactation Office Said office space should be located in a major thoroughfare in the north side of the City of Mcallen, Texas. Location: North 23rd parameters [North 2nd Past Harvey Drive, to Trenton Rd.] also North Ware Rd. past Nolana up to 4 mile line, and on Nolana between North Ware Road vicinity to Bicentennial Ave. Must provide a min. of 2,000 square feet to a max.- of 3,000 square feet of available tile floor space to perform WIC services.
- 2) Must provide a min. of 2000 square feet t to a max of 3,000 square feet of available tile floor space to perm WIC Lactation Services.
- 3) The building will meet all ADA 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 separate bathroom facilities for employees.
- 5) You can include the rest specs from 5- 9 same as on the WIC Office.
- 6) Bid premises must have water, sewer, natural gas and electricity, central air and heating

- of the entire building, including garbage pick up.
- 7) Lessor will be responsible for electrical, air and cooling maintenance, also by ^{Keeping} keeping entire Building free of mold at all times.
 - 8) Building shall be safe from rodents & insects prior to occupancy by the WIC Program staff. Also be responsible and at Lessor's expense for pest control throughout term of this contract
 - 9) A minimum of 30 parking spaces for clients, 10 spaces for employees parking and should be available at least two (2) designated handicap parking spaces, with ramp access from such spaces to the building.

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's written notice prior to cancellation.

REQUIREMENTS

1. The awarded bidder shall adhere to the following insurance requirements:
2. All bidders are also required to furnish a certification or acknowledgment stating that the contractor or vendor is free from suspension or debarment pursuant to federal regulation 45CFR Part 76. Register at Sam's System for Award www.sam.gov.
3. 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.
4. 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;
5. The award of the bid will be evident by a written lease agreement in a form acceptable to Hidalgo County.
6. Bidder must charge by the square foot for the rental space;
7. Floors should have commercial or ceramic tile, no carpeting. Lessor is responsible for floor maintenance.
8. 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;
9. All repairs/ maintenance will need to addressed within five (5) business working days, with sanitation and leak issues to be prioritized and remedied with an immediate response,

by no longer than a 24 hr. period.

10. Proposed Property lawns, trees and gardens, will be maintained and kept neatly trimmed/cut, free of weeds, during the entire length of contract term.
11. 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;
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;
13. If the proposed building is existing, and renovations/remodeling are needed, the recommended Low bidder will be notified by the WIC Program Director, prior to the award of bid, for discussion of the remodeling and/or renovations that are needed, (at no cost to Hidalgo County). A written summary of this discussion, signed by both the ~~Le3ssor~~ ^{Lessor} and Lessee in agreement to these proposed remodeling, renovation plans will be needed. A copy of the proposed renovation floor plans must be included with the Summary. The WIC Director shall then provide this to Hidalgo County Purchasing Department, for presentation, as part of the contract, as Exhibit "A-2_ Remodeling Requirements, attached herein.
14. 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 Hidalgo County Appraisal District for proposed property being submitted for this project.
15. Prior to award, the WIC Director shall be notified of remodeling.

TERMS & CONDITIONS

1. Initial term will be for less than (1) year and will commence on: **November 9, 2020** and will terminate on, **September 30, 2021**. Thereafter, at Hidalgo County's sole discretion and option, renew and extend the term for an additional five (5) - one (1) year terms effective (October 1, and ending September 30), of each subsequent year) under the same rates, terms and conditions. Lease will have a sixty (60) day cancellation clause.
2. 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 to cancellation.
3. All costs and expenses associated with the preparation and submission of (bids, proposals and/or quotes) shall be the responsibility of the bidder and not reimbursements for such charges or expenses shall be passed onto Hidalgo County;
4. Hidalgo County reserves the right to hold bids for a period of ninety (90) days without taking any action;

5. 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;
6. 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;
7. Insurance Requirements: See Exhibit "C" attached. Plus also insure building for fire, accident and natural disaster

Additional Information:

All cost and expenses associated with the preparation and submission of all (bid, proposals, statements of qualifications (RFQ) and quotes), shall be responsibility of the bidder and no reimbursements for such charges or expenses shall be passed on to HIDALGO COUNTY.

Information regarding this project can be addressed in writing, to the Hidalgo County Purchasing Department. 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 INQUIRIES WILL BE ACCEPTED via e-mail to jaime.rivas@co.hidalgo.tx.us by no later than **Monday, April XX, 2021 by 5:00 p.m.** Responses to said inquiries will be sent to all applicants via email by no later than **Thursday April XX, 2021 by 5:00 p.m.**