
PROCUREMENT OVERVIEW

THE RESPONDENT IS RESPONSIBLE FOR READING AND UNDERSTANDING ALL DOCUMENTS, FORMS, SPECIFICATIONS, AND INSTRUCTIONS WITHIN THIS ENTIRE DOCUMENT. Follow all instructions. Respondent is responsible for obtaining any information needed in order to respond to this RFB. Further, the Respondent is responsible for providing any and all relevant information necessary to submit a bid. Failure to do so will be at the Respondent's risk and may result in rejection of the bid as non-conforming.

General Requirements apply to all advertised solicitations; however, these may be superseded, whole or in part, by OTHER DATA CONTAINED HEREIN. Review the Table of Contents. Be sure your bid package is complete.

INTRODUCTION

Hidalgo County (hereinafter referred to as "COUNTY") is seeking Sealed Bids for **Hidalgo County** (including all funding sources, programs, and entities) for the "**LEASE OF OFFICE SPACE FOR STARR COUNTY WIC IN RIO GRANDE CITY**" for the Hidalgo County WIC Department, in accordance with the requirements attached hereto as **Appendix "A"**. The Bid should address all requirements. Respondent may suggest substitutions of features that they feel would be in the best interest of COUNTY; however, a strong rationale must be presented for any deviation from the requirements through Appendix "L" – Deficiencies and Deviations Form. COUNTY reserves the right to reject the deviation and its effect on the overall bid.

AWARD

No award can be made until approved by Hidalgo County Commissioners Court. This RFB does not obligate Hidalgo County to the eventual purchase/lease of any product, property, and/or service described, implied or which may be proposed. Progress toward this end is solely at the discretion of Hidalgo County and may be terminated at any time prior to execution of an agreement.

TERM OF AGREEMENT

It is intended that the initial contract term will be for three (3) years with the County's option to renew/extend for an additional Two (2) - One (1) year terms, under the same rates, terms, and conditions. Lease will have a thirty (30) day cancellation clause.

GENERAL REQUIREMENTS

One (1) original and two (2) USBs in original PDF format. Further instructions are listed below under **SUBMISSION INSTRUCTIONS**. For convenience, the Bidder may utilize the Shipping Label provided in **Appendix "N"**.

SUBMISSION DEADLINE AND BID OPENING

All submissions must be received on or before Wednesday, November 10, 2021, at 9:30 a.m. **Any bid received after this deadline will not be accepted and will be returned unopened to the sender, at the senders expense.**

BID OPENING STREAMING

Due to the ongoing pandemic, and in order to abide with social distancing protocols and/or any applicable order(s), the Hidalgo County Purchasing Department is limiting the number of participants allowed in our office during bid openings to authorized personnel only; however, this is a public bid opening and it can be accessed via a live stream or by calling in the day of the event.

Live stream:

<https://hidalgocounty.zoom.us/j/96464676754?pwd=K1hiY3YxN0xPem5pd2xZazYzWHF4UT09>

Meeting ID: 964 6467 6754

Passcode: 545411

Dial by your location: +1 346 248 7799 US (Houston)

To find your local number: <https://hidalgocounty.zoom.us/j/96464676754>

Join by SIP: 96464676754@zoomcrc.com

HAND DELIVERED BID

When hand delivering bid, Hidalgo County requires the bidder to make sure that the submitted package is stamped with the date and time by the Hidalgo County Purchasing staff.

ELECTRONIC TRANSMISSION OF SUBMISSION

Hidalgo County Purchasing Department will not accept telegraphic or electronically transmitted bids.

DELIVER TO:

US Postal Mail Address:

Martha L. Salazar, CPPB, Purchasing Director
ATTN: Jorge A. Garza
Hidalgo County Purchasing Department
Administration Building
2812 S. Business Hwy 281
Edinburg, Texas 78539

Physical Address:

Martha L. Salazar, CPPB, Purchasing Director
ATTN: Jorge A. Garza
Hidalgo County Purchasing Department
Administration Building
2802 S. Business Hwy. 281
Edinburg, Texas 78539

SIGNING OF SUBMISSION

In order to be considered, all submittals **must** be signed by an authorized representative of the firm. **Please sign the original in blue ink and ensure the copy is clearly labeled.**

QUESTIONS AND ANSWERS

Questions must be submitted via email to Jorge.Garza@co.hidalgo.tx.us by **Wednesday, November 03, 2021, at 5:00 P.M.** Responses to submitted questions will be emailed to all participants who obtained their procurement packet directly from Hidalgo County Purchasing Department by **Friday, November 05, 2021.** Telephone inquiries will not be accepted.

RESTRICTIVE OR AMBIGUOUS REQUIREMENTS

It is the responsibility of the bidder to review the procurement packet and to notify the Hidalgo County Purchasing Department if the requirements are formulated in a manner that would unnecessarily restrict competition or clarification on any requirements that are ambiguous. Any such protest or question regarding the requirements or bidders procedures must be received in writing via email by the deadline stated for Questions and Answers.

COST OF SUBMISSION

Hidalgo County will not be liable for any costs incurred by the vendor in preparing a response to this procurement packet. Each Bidder acknowledges it is submitting a response at their own risk and expense. Further, no reimbursement for such charges or expenses shall be passed onto Hidalgo County. Hidalgo County makes no guarantee that any products, real property, or services will be purchased/leased as a result of this solicitation and reserves the right to reject any and all submissions received. All responses and

accompanying documentation will become the property of Hidalgo County.

WAIVING OF INFORMALITIES

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

NOTICE OF COMMUNICATION

All communications by a vendor to the county, its officials, and department heads regarding this procurement shall be done through the Hidalgo County Purchasing Department. No vendor, its representative, agent, or employee shall engage in private communication with a member of the Hidalgo County Commissioners Court or county department heads regarding any procurement of goods, real property, or services by the County from the date that this procurement packet is released. No private communication regarding the purchase shall be permitted until the procurement process is complete and a purchase order is granted or a contract is entered into. "Private Communication" means communication with any vendor outside of a posted meeting of the governing body, a regular meeting of a standing or appointed committee, or negotiation with a vendor which has been specifically authorized by the governing body.

SUBMISSION INSTRUCTIONS

Responses to this procurement packet shall be formatted and organized in the following order for consistency and uniformity while being reviewed:

- All submissions must be typed, single spaced, and printed single-sided on 8 ½" by 11" paper.
- One (1) original, **clearly marked "ORIGINAL"** and two (2) USBs in PDF format.
- Original document must be submitted in a three-ring, loose-leaf binder with a Cover Page containing the specified information.
 - The Bidder must be in the order listed in the Submission Outline/Checklist below.
 - Each selection of the Offeror's response should start on a new page. A tabbed divider should be used to separate each section.
 - Two (2) USBs containing the complete response in its original format (i.e. PDF, Word, and/or Excel) must be included.
 - If any of the documents have password restrictions, the passwords must be typed and included inside the binder.
 - The USB copies shall include copies of all signed documents.
 - The USB shall be properly labeled.
 - A self-adhesive packet may be used to secure the USB.
- The complete response must be sealed in an appropriately sized envelope or box for delivery to the Hidalgo County Purchasing Department, per instructions contained within this procurement packet.
- All documents must be labeled with the offeror's name and the procurement packet number as expressed on the shipping label on (appendix "N"). Any response received by the Hidalgo County Purchasing Department that is not identified on the outside with the RFB number will be at risk for rejection.

REMAINDER OF THIS PAGE LEFT INTENTIONALLY BLANK.