

Appendix “A” Specifications/Requirements

SCOPE OF PROJECT:

Hidalgo County is seeking qualified and in good standing offerors to submit sealed bids for the Lease of office space Starr County WIC in Rio Grande City, the office space must be located within the parameters of Rio Grande City, TX including, but not limited to, the following:

- 1) Bidder must charge by the square foot for the rental space;
- 2) Must provide a min. of 3,500 square feet to a max. Of 5,000 square feet of available tile floor space to perform WIC Services. Building be well insulated with an ERA rating of minimum of eleven (11) and should be large enough to house a waiting area, reception area, (1) Nutrition Education, (1) Computer Room, (3) Counseling Rooms, (1) Lab, (3) screening rooms, (1) Lactation Room, (1) Lounge area, and (2) storage rooms.
- 3) Appropriate number of parking spaces should be made available with at least two (2) designated handicap parking spaces that are in compliance with any local, state, and or federal building codes. Parking spaces for both regular and handicapped needs shall conform to local municipal ordinances and state law with ramp access available from such spaces to the building. Building access must comply with American Disability Act Parking Requirements;
- 4) Proposed property lawns, trees and gardens, will be maintained and kept neatly trimmed/cut, free of weeds, during the entire length of the Lease agreement. In the event that the lessor fails to upkeep the property grounds, the department will hire a third party to carry out the work, the cost incurred will be deducted from the Lease payment to the Lessor.
- 5) All Floors should have commercial or ceramic tile, no carpeting. Lessor is responsible for all floor maintenance, failure to comply with will follow same process as previous requirement.
- 6) All repairs/maintenance will need to be addressed within Five (5) business days, with sanitation and leak issues to be marked as top priority and remedied with an immediate response no longer than a 25 hr. period.
- 7) Lessor must provide documented proof that the building is asbestos free and mold free with the most recent inspection not less than one year old. The report should be included with your submission attached to **Appendix B** and will be required for any and all submissions in order to be accepted.
- 8) Building premises shall have public handicapped accessible restroom facilities for both men and women. Separate restroom facilities for employees;
- 9) 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 Lease of the building and will provide all upkeep and maintenance under the Lease agreement;
- 10) Bid premises must have water, sewer, natural gas and electricity, central air and heating of the entire building, including garbage pickup.
- 11) Building should be equipped with fire extinguishers for each department 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;
- 12) 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 and floor maintenance throughout term of this contract.
- 13) The complete space will be inspected by WIC Program Director, and or Designee before lease contract is in place, in order to verify status and kind of business activity within the building.

- 14) 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 90 days from the date of award;
- 15) Provide the legal description of the property along with your bid and include a proposed layout of your facility.
- 16) 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 County Appraisal District for proposed property being submitted for this project.
- 17) 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;
- 18) 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;
- 19) If a new building is proposed in this project, Hidalgo County may consider accepting as main option, or whichever is in the best interest of Hidalgo County.
- 20) Please review this document in its entirety. Be sure your bid is complete, and double check your bid for accuracy. Incomplete sections may be considered for probable cause for disqualification.
- 21) **SITE VISIT:** Hidalgo County Purchasing Department, and WIC Program have the option to conduct a walk-thru before the lease agreement is awarded, in order to verify status and kind of business activity within the building if necessary.

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TERMS & CONDITIONS

- 1) 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 (30) day's written notice prior to cancellation.
- 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) 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;
- 4) Bidder will maintain liability insurance on the building plus insure building for fire, accident and natural disaster, Also, bidder shall maintain liability insurance on the premises, as described and listed in: **Insurance Requirements: See Appendix "C" attached**, Plus also insure building for fire, accident and natural disaster;
- 5) 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.