

## NOTICE TO BIDDERS

Notice is hereby given that the County of Webb is accepting sealed proposals from interested parties wishing to lease the former Webb County Juvenile Detention Center building located at 4101 Juarez, Laredo, Texas Pursuant to: Texas Local Government Code, Section 263.007

Sealed Proposals must be submitted with one original and eight copies in one sealed envelope to the Office of the Webb County Clerk.

Sealed envelopes must be marked (Sealed-Proposals) with proposal number on the front lower left-hand corner of envelope.

### **RFP-2011-3      “Former Webb County Juvenile Detention Center Building Lease”**

**Description of Property:** Property is approximately 10,000 square feet of office space with off-street parking for users. It is located on a corner property at the intersection of Juarez and Chicago.

Proposals must be hand delivered or mailed to the following location:

Webb County Clerk  
Webb County Justice Center  
1110 Victoria St., Suite 201  
Laredo, Texas 78042-0029

Proposals must be delivered no later than **2:00 p.m. July 11, 2011**, at which time all proposals received will be opened and read to the public. Late proposals received after the time and date specified will have no consideration and be returned to respective proposer sealed and unopened.

Proposals will be held by the County of Webb for a period not to exceed sixty (60) days from the date of the proposal opening for the purpose of the committee reviewing the proposals and providing a recommendation to Commissioner’s Court. If any additional information is required please contact, the Webb County Purchasing Department, 1110 Washington, Ste. 101, (956) 523-4127.

The County of Webb reserves the right to reject any and all proposals, or to select the proposal that is in the best interest of Webb County.

  
Dr. Cecilia May Moreno  
Purchasing Agent

Publish Dates: June 25, 2011  
June 29, 2011

This form must be included with bid; please check off each item that applies

**“SEALED BID”**

- Invitation of Bid
- Submitted within bid notice is due date; name and address of bidder, date of bid opening; bid number and title on outside of sealed envelope
- Specification
  - Bid form requires pricing for each item specified
  - Form A
  - Form B
- Bid price included in furnished forms
- Bidder Information Form must be filled in and signed
- Proof of no delinquent Business or Property Taxes
- Conflict of interest questionnaire included

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Signature of persons  
Completing this form

## Section I – General

Webb County seeks to lease property located at 4101 Juarez Ave, Laredo, Texas formerly known as the Webb County Juvenile Center. The building is approximately 10,000 sq. ft.

## Section II – Statement of Work

Webb County is requesting sealed proposals for the lease of the former Juvenile Detention Center, an approximate 10,000 square feet building located at 4101 Juarez Ave. in Laredo, Texas.

## Section III- Proposal Information

**Property description:** The property is approximately 10,000 square feet of office space. It is recommended that the interested party measure the facility in order to determine the exact size. Off street parking is available for users of the facility.

**Lease Period:** A minimum lease period of five (5) years is preferred.

**Use of premise:** The vendor submitting a proposal must identify the proposed use of the building.

### Terms and Conditions:

1. Rent payment and security deposit will be due upon execution of the lease agreement.
2. This is a proposal and lessor expects to negotiate terms of this agreement including but not limited to:
  - Repairs and maintenance of the building
  - Assignment of utility fees such as water, sewer,, light, and trash collection
  - Improvements to property
  - Insurance requirements

### Procedures:

1. It is recommended that proposer visits the property before submitting an offer
2. Proposer must provide information requested in Form A and Form B
3. Based on information provided in this RFP, the court will rank the proposals and the negotiation phase will follow.

### Award of Contract: *(the following will be considered in the award of this contract)*

1. Rental fees, term of lease, and negotiated items stated in terms & conditions – 40% - (Form A)
2. Use of property -60 % (Form B)

**Form A**  
**Price Schedule Form**

Monthly Rental

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Security Deposit

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Terms of Lease

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**BIDDER INFORMATION:**

Name of Company: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Signature of Person Authorized to Sign Bid:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

Bidder to indicate status as to: "Partnership", "Corporation", "Sole Proprietorship", etc.

\_\_\_\_\_  
Date: \_\_\_\_\_

**IMPORTANT**

Bidder must complete this bid document in its entirety in order for it to be valid.

PROOF OF NO DELINQUENT TAXES OWED TO WEBB COUNTY

This is to certify that \_\_\_\_\_ owes no delinquent property taxes to Webb County.

\_\_\_\_\_ owes no property taxes as a business in Webb County.  
(Business Name)

\_\_\_\_\_ owes no property taxes as a resident of Webb County.  
(Business Owner)

\_\_\_\_\_  
Person who can attest to the above information

**\* SIGNED DOCUMENT AND PROOF OF NO DELINQUENT OR OWED TAXES TO WEBB COUNTY.**

# CONFLICT OF INTEREST QUESTIONNAIRE

# FORM CIQ

For vendor or other person doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 1491, 80th Leg., Regular Session. This questionnaire is being filed in accordance with Chapter 176, Local Government Code by a person who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the person meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code.

A person commits an offense if the person knowingly violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.

## OFFICE USE ONLY

Date Received

1 Name of person who has a business relationship with local governmental entity.

2  Check this box if you are filing an update to a previously filed questionnaire.

(The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)

3 Name of local government officer with whom filer has employment or business relationship.

\_\_\_\_\_  
Name of Officer

This section (Item 3 including subparts A, B, C & D) must be completed for each officer with whom the filer has an employment or other business relationship as defined by Section 176.001(1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the filer of the questionnaire?

Yes  No

B. Is the filer of the questionnaire receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity?

Yes  No

C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?

Yes  No

D. Describe each employment or business relationship with the local government officer named in this section.

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\_\_\_\_\_  
Signature of person doing business with the governmental entity

\_\_\_\_\_  
Date