

PUBLIC NOTICE:
CALLAHAN COUNTY, TEXAS -- REQUEST FOR SEALED BIDS REGARDING
LEASE OF OFFICE SPACE IN COUNTY-OWNED BUILDING

NOTICE IS GIVEN that Callahan County, Texas (“County”), by and through its Commissioners Court, has approved and issued its **Callahan County, Texas -- Request for Sealed Bids Regarding Lease of Office Space in County-Owned Building** (“Request”) stating County intent to lease certain office space in a county-owned building pursuant to a sealed bid procedure approved by the County. Public notice of the sealed bid procedure and the proposed lease is being given in the manner required by law, including section 263.007 of the Texas Local Government Code and other authority.

Pursuant to and as described in the Request, please note the following: the County owns a public office building located at 334 Market Street, Baird, Callahan County, Texas 79504 (“Building”); the County proposes to lease certain office space in the county-owned Building to an authorized land title insurance company for authorized purposes; the Request defines an “authorized land title insurance company” as a properly organized and operating land title insurance company authorized by the State of Texas, by and through the Texas Insurance Commission or other state administrative agency, to do business in Callahan County, Texas by providing land title insurance and related title and real property services to the public; the office space in the Building proposed for the lease (said space described as the “Leased Premises”) contains approximately 250 square feet, more or less; the Leased Premises (as well as the common areas, outside grounds, and the parking area of the Building) shall be authorized for use by the lease award tenant only as a business office for authorized operations; the term of the proposed lease is two (2) calendar years, with limited automatic lease renewals of three (3) additional calendar years to be exercised at the sole discretion of the lease award tenant; and other required provisions of the proposed lease, and the submission requirements for a sealed-bid Response to the Request, are more particularly described in the Request. The County will accept for review timely submitted sealed bid responses for the proposed lease award. The Commissioners Court may reject any and all bids submitted regarding the proposed lease of office space in the Building.

Copies of the Request may be obtained from the Hon. G. Scott Kniffen, County Judge, Callahan County, Texas, Callahan County Courthouse, 100 West 4th Street, Suite 200, Baird, Texas 79504, (325) 854-5805 (Telephone). The Request may be downloaded from the County’s internet website at www.co.callahan.tx.us.

Important response deadlines exist for the submission of a sealed bid response (“Response”) to the Request, including the following:

- (1) Each Response shall be: (a) sealed (i.e., constituting a sealed bid Response); (b) marked on the outside of the submission envelope with **“Response of (*Insert Name of Respondent*) to Callahan County, Texas -- Request for Sealed Bids Regarding Lease of Office Space in County-Owned Building (334 Market Street, Baird, Texas 79504);** and (c) addressed and timely delivered by mail, courier, or hand-delivery to the Hon. G. Scott Kniffen, County Judge, Callahan County, Texas, Callahan County Courthouse, 100

West 4th Street, Suite 200, Baird, Texas 79504, **on or before April 7, 2021 at 5:00 p.m.** County local time. Responses delivered after that deadline are subject to rejection.

- (2) Responses properly delivered to the County shall be opened and read aloud by the Commissioners Court at its **public meeting on April 8, 2021 at 9:30 a.m. County local time**, at the Callahan County Courthouse, District Courtroom, 100 West 4th Street, Suite 301, Baird, Texas 79504. Thereafter, and at the same or a subsequent public meeting as allowed by law, the Commissioners Court may conduct the evaluation of the Responses and award the proposed lease.

The County may reject any or all submitted Responses and may rely on all protections afforded the County within the competitive procurement procedure allowed by law.