



COOPERATIVE PURCHASING PROGRAM
 Houston-Galveston Area Council of Governments
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CONFERENCE INVITATION:

PRE-BID

PRE-PROPOSAL

PROCUREMENT NO: **FL03-11**

ISSUE DATE: **August 4, 2010**

CATEGORY: **Fleet Services Equipment**

PURPOSE OF THE CONFERENCE

Prior to soliciting offerings for the supply of products and/or services described herein, the Houston-Galveston Area Council of Governments (H-GAC) will conduct a conference for interested parties. At the Conference, H-GAC staff will solicit comments related to the requirements and specifications contained in this DRAFT document. Attendees should be prepared to offer constructive suggestions regarding content and/or format. Information and comments received at the Conference will be considered by H-GAC staff when preparing the final *Invitation to Submit Competitive Responses*. The objective is a clearly written and competitive specification.

Please study the contents of this document before attending the Conference. Proceedings will move swiftly and there will be no time for an effective review while it is underway. Prior review is important even if you are a previous supplier participant because significant changes may have been made since the last specification for this product/service was issued.

Participants should contact H-GAC a day or two ahead of the scheduled Conference date to confirm that the published date and time is still in effect

More than 3000 local governments, districts, state agencies and authorities participating in the H-GAC Cooperative Purchasing Program purchase products and services through H-GAC contracts.

TENTATIVE PROCUREMENT SCHEDULE AND DETAILS

DRAFT SPECIFICATION / INVITATION:	August 6, 2010
PRE-BID/PROPOSAL CONFERENCE:	September 2, 2010 @ 9:00 a.m. CT; H-GAC offices, 2nd floor
FINAL SPECIFICATION / INVITATION:	October 6, 2010
CLOSE OF OPEN BID PERIOD:	November 4, 2010 @ 1:00 p.m. CT; H-GAC clock
PUBLIC RESPONSE OPENING:	November 4, 2010 @ 2:00 p.m. CT; H-GAC clock
RECOMMENDATIONS TO BOARD:	January 18, 2011
CONTRACT START DATE & TERM:	March 1, 2011 - February 28, 2013
The documents comprising this Invitation are available via (appropriate box(es) checked)	
<input checked="" type="checkbox"/> - E-mail <input checked="" type="checkbox"/> - Web Download @ www.hgacbuy.org	
For questions regarding this Invitation, please contact:	
Name: Neal Witty Phone: 713.499.6693 E-mail: neal.witty@h-gac.com	

CONTENTS OF THIS INVITATION

SECTION-A: General Terms & Conditions

SECTION-B: Product/Service Specific Requirements (Draft)

SECTION -C: H-GAC Forms (Draft)

SECTION- D: Pro-Forma (Sample) Contract

NOTICE TO MANUFACTURERS

H-GAC is conducting this procurement with the objective of establishing one or more blanket type contracts for use by our Members. Because our Members are located throughout the country, we strongly urge you to participate in the process at the manufacturer's level.

There is considerable potential sales value because the H-GAC Cooperative Purchasing Program is being used not only in Texas, but nationwide. This means that H-GAC contractors will have a special advantage available to them in promoting sales to government agencies throughout the country... the ability to sell products without the need for the buyer to duplicate the competitive bidding process and expend all the associated staff time and taxpayer dollars. We believe an H-GAC contract would enhance your competitive position in the government marketplace, and we are eager to work with you to promote the best interests of our participating local governments and qualifying non-profit organizations.



SECTION A
GENERAL TERMS & CONDITIONS
FOR BIDS AND PROPOSALS

INVITATION No. FL03-11
DESCRIPTION: Fleet Services Equipment

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1. INTRODUCTION

The Houston-Galveston Area Council (**H-GAC**) is a "Government-to-Government" procurement service for States, State Agencies, Local Governments, Districts, Authorities, and qualifying Not-for-Profit Corporations (**End Users**). End Users become **Members** of the **H-GAC** Cooperative Purchasing Program (**HGACBuy**) by executing an Interlocal Contract, which is free of cost and evergreen unless cancelled. **HGACBuy**, acting on behalf of **Members**, is soliciting competitive offerings for the furnishing of products and/or services, as described elsewhere, which MAY be purchased by **Members** during the contract term. **Members** using the Program issue purchase orders directly to **HGACBuy** contractors.

2. DEFINITIONS, ABBREVIATIONS & ACRONYMS

The following definitions, abbreviations and acronyms may be found in these specifications, and shall be interpreted herein as specified below.

Definitions and Abbreviations:

Acceptance. Acceptance takes place when the **End User** agrees with the **Contractor** that the terms and conditions of the contract have been met and verified. Acceptance is not the same as Receipt, and can only occur after intact shipping, inspection by **End User**, and any onsite testing that has been stipulated as part of the order

Aggregate/Single Occurrence. The term "*aggregate*" in insurance terms is the sum of all claims against a specific policy for a specific loss incident. The term "*single occurrence*" differentiates between multiple claims and single claims against a specific policy. The inherent value of a policy's aggregate value is less important to an **End User** than is the value of a single claim as stated under "*single occurrence*."

Approved. Acceptable to the "authority having jurisdiction."

ARO. "After Receipt of Order". Used in conjunction with a defined time period (usually days or weeks) to establish the delivery or lead time pursuant to any individual purchase transaction. In the case of orders for bodies which will be mounted on a customer furnished cab/chassis, the term ARO shall be construed to mean "After Receipt Of Cab/Chassis".

Authority Having Jurisdiction. The authority shall be either **H-GAC** or the relevant **End User** based on the requirements as stated in each specification item. Unless specifically stated, the authority shall be **H-GAC**.

Bidder. Any entity that submits a competitive bid to this Invitation. (See also "**Offeror**")

Change Order. Request by an **End User** for a change in the composition of an already submitted purchase order, for example to change quantity ordered, add or delete items, etc.

Contract. Specifically, a contract between **H-GAC** and a successful **Offeror** which is executed based on an award made pursuant this Invitation.

Contract Pricing Worksheet. The standard **H-GAC** form to be used by **Contractor** in preparing a quotation to an End User, upon which End User's purchase order will be based. **Contractor** may use another quotation form provided it contains required information, and only if approved by **H-GAC**.

Contractor. The contracted business entity responsible for fulfilling a contract executed pursuant to this Invitation.

Dealer/Distributor. A duly authorized and/or franchised business entity which sells and services a manufacturer's product in a specified marketing area.

Defect. A discontinuity in a part or a failure to function that interferes with the service or reliability for which the part was intended.

Electronic Media. As used herein, means computer based media such as 100mb Zip Disk, CDROM, e-mail, e-mail attachment, file downloaded from the web, etc.

End User. (See "**Participant**" and "**Member**")

Listed. Equipment or materials included in a list published by an organization, acceptable to the "Authority Having Jurisdiction" and concerned with product evaluation, that conducts periodic inspection of production of listed equipment or materials and whose listing states either that the equipment or materials meet appropriate standards or has been tested and found suitable for use in a specified manner. NOTE: The means for identifying listed equipment may vary for each organization concerned with product evaluation, some of which do not recognize equipment as listed unless it is also labeled. The "authority having jurisdiction" should utilize the system employed by the listing organization to identify a listed product.

Manufacturer. The person or persons, company firm, corporation, partnership, or other organization responsible for taking raw materials or components and making a finished product.

May. A term indicating a permissive use or an acceptable alternative to a specified requirement.

Member. An authorized Participant in the Program. (See "**Participant**" and "**End User**")

Motor Vehicle. The meaning of this term shall be based on the legal definition ascribed to it by the laws and/or regulations of the state in which any specific sale made pursuant to a Contract takes place.

Must. A term indicating a mandatory requirement.

Offer or Offering. Any product or service offered in reply to this Invitation.

Offeror. Any entity that submits a competitive bid or proposal in response to this Invitation. Bidder or Proposer.

Participant. Generally, any qualifying governmental or non-profit entity which has executed an Interlocal Contract for cooperative purchasing services with **H-GAC**.

Product Liability Insurance. Failure of Components and/or assembled equipment resulting in personal injury, disability or death and/or property damage is covered under the product liability insurance provisions.

Product or Product Item. Any of the specific goods, materials, equipment or service(s) specified in this Invitation. This term encompasses the base line item itself, and any and all accessories, options, modifications, ancillary services, assembly, testing, etc. that may be included in the delivered Product.

Proposer. Any entity that submits a competitive proposal in response to this Invitation. (See also "**Offeror**")

Purchaser. The **End User** having responsibility for the specification, requisition, ordering and acceptance of the Product or Service. (See also "**End User**")

Purchasing Authority. The agency that has sole responsibility and authority for negotiating, placing and, if necessary, modifying any solicitation, purchase order, or other award issued by a governing body [**H-GAC**].

Quotation. See "Contract Pricing Worksheet".

Receipt. Receipt takes place when a Product or Service is delivered to an **End User** and a document is executed that establishes that the Product is now in the possession of the **End User** or that the Service has been completed. Receipt DOES NOT connote or imply Acceptance.

Response. All or part of any offering submitted in response to this Invitation.

Shall. A term indicating a mandatory requirement or action.

Should. A term indicating a recommended or advised response to a specified requirement.

Vendor. A manufacturer's representative or dealer authorized to make sales and supply parts and service.

Acronyms:

ANSI = **A**merican **N**ational **S**tandards **I**nstitute

ASTM = **A**merican **S**ociety for **T**esting and **M**aterials

ASME = **A**merican **S**ociety of **M**echanical **E**ngineers

CFR = U.S. **C**ode of **F**ederal **R**egulations

DOJ = U.S. **D**epartment **O**f **J**ustice

DOT = U.S. **D**epartment **O**f **T**ransportation

EPA = U.S. Environmental Protection Agency
FAA = Federal Aviation Administration
FMVSS = U.S. Federal Motor Vehicle Safety Standards
H-GAC = Houston-Galveston Area Council of Governments
IEEE = Institute of Electrical and Electronics Engineers
MVD = Motor Vehicle Division of Texas Department of Transportation
NFPA = National Fire Protection Association
NHTSA = National Highway Traffic Safety Admistration
NIOSH = National Institute For Occupational Safety And Health
NIST = National Institute of Standards and Technology
NTEA = National Truck Equipment Association
OSHA = U.S. Occupational Safety and Health Admistration
RRC = Railroad Commission of Texas
SAE = Society of Automotive Engineers
TBPC = Texas Building and Procurement Commission (formerly GSC)
TxDOT = Texas Department Of Transportation
UL = Underwriter's Laboratories Inc.
VTCS = Vernon's Texas Civil Statutes

3. NON-BINDING ORAL COMMENTS

No oral comment, utterance or response made by any employee, member, or agent of **H-GAC** or any Member of the Cooperative Purchasing Program shall be considered factual or binding with regard to this Invitation, or any contract awarded as a result of this Invitation. Valid and binding terms, conditions, provisions, changes or clarifications, or requests thereof, shall ONLY be communicated written form.

4. STRUCTURE OF RESPONSE

Depending on the Product or Service, market structures and sales practices can differ substantially. For example, dealers may sell into any market or may be restricted to certain territories, manufacturers may sell direct or may be limited by law to selling thru independent dealerships, etc. **H-GAC**'s objective is to ensure that **End Users**, no matter where located, can buy contracted products/services and receive quality and timely service and support, while at the same time allowing for the most appropriate and effective response to this Invitation. Therefore, responses to this Invitation will be accepted in conformance with the following scenarios and requirements:

A. Single Respondent Acting Alone Or As "Lead" For A Group:

Offeror shall complete and sign a **Form A** and, if contracted, shall be solely responsible for all contractual requirements including administration, processing of purchase orders and handling of payments for transactions which may involve other dealers who actually deliver the products or services.

B. Multiple Respondents Acting Jointly:

A single Response shall be submitted, and each party to the Response shall complete and sign a separate **Form A** to be included in the single Response. If the Response is successful each party shall sign a separate contract with **H-GAC** and shall be responsible for compliance with all terms and conditions. Only those which have executed a written contract with **H-GAC** may process purchase orders and payments.

In any event, Offeror may be a party to one, and only one, response.

5. BASIC REQUIREMENTS & CONDITIONS

- a. The final requirements and specifications contained herein may be different, perhaps materially, from those in the "Invitation To Attend Pre-Bid / Pre-Proposal Conference", if any. It is **Offeror**'s sole responsibility to thoroughly examine and review all documentation associated with this Invitation, including any Addendums, and to insure that any response submitted complies in every respect with all requirements.
- b. Any Addendum to this Invitation which may be required prior to the Response due date will be delivered to those prospective Offerors of record who have previously obtained a copy of this Invitation from **H-GAC**. Prospective Offerors shall be responsible for obtaining all documents relating to submission of a Response.
- c. **Offeror** shall thoroughly examine any drawings, specifications, schedules, instructions and any other documents, supplied as a part of this Invitation, and is solely responsible for understanding and compliance.

- d. **H-GAC** shall not be liable for **Offeror's** incomplete documentation, or for any costs associated with preparation and submission of any Response hereto. Additionally, all components of any Response become the property of **H-GAC**, and shall be considered to be in the public domain.
- e. **Offeror** shall make all investigations necessary to become thoroughly informed regarding any plan and/or infrastructure that may be required to support delivery of any Product or Service covered by this Invitation. No plea of ignorance by **Offeror** stemming from failure to investigate conditions that may now or hereafter exist, shall be accepted as a basis for varying **H-GAC's** requirements, or **Offeror's/Contractor's** obligations or entitlements.
- f. Requests for changes to the requirements or specifications herein must be in writing (e-mail, fax, letter) and must be received by **H-GAC** no later than fifteen (15) calendar days prior to the Response Due Date. **H-GAC** will review such requests, but may or may not make changes at its sole discretion. Changes, if any, will only be made by written Addendum sent to addressees of record. In any event, it is **Offeror's** sole responsibility to insure that any and all Addendums which may have been issued have been received and addressed.
- g. By submission of a response, **Offeror** expressly understands and agrees that all terms and conditions herein will be part of any subsequent contract that is executed pursuant to this Invitation.
- h. **Offeror** is advised that all **H-GAC** contracts are subject to the legal requirements established in any applicable Local, State or Federal statute.
- i. **Offeror/Contractor** must be in compliance with all licensing, permitting, registration and other applicable legal or regulatory requirements imposed by any governmental authority having jurisdiction. It is **Offeror/Contractor's** responsibility to insure that this requirement is met, and to supply to **H-GAC** upon request, copies of any license, permit or other documentation bearing on such compliance.
- j. Unless otherwise established elsewhere in this Invitation, NO minimum purchase quantities or spending levels are provided or guaranteed by **H-GAC** or any **End User**.
- k. This Invitation is not meant to restrict competition, but rather is intended to allow for a wide range of responses.
- l. Responses which are 'qualified' with conditional clauses or alterations of or exceptions to any of the terms and conditions in this Invitation may be deemed non-compliant at **H-GAC's** sole discretion.
- m. The term '**Offeror**', or derivative thereof, shall become synonymous with '**Contractor**' for any successful **Offeror** recommended for a contract pursuant to this Invitation.
- n. **H-GAC** reserves the right to:
 - Reject any and all offers received in response to this Invitation.
 - Reject any part of an offer received in response to this Invitation.
 - Determine the correct price and/or terminology in the event of any discrepancies in any response.
 - Accept a response from, and enter into agreement with, other than the lowest price **Offeror**.
 - Accept responses and award contracts to as many or as few **Offerors** as **H-GAC** may select.
 - Amend, waive, modify, or withdraw (in part or in whole) this Invitation, or any requirements herein.
 - Hold discussions with **Offerors**, although award may be made without discussion.
 - Request an **Offeror** to give a presentation of the Response at a time and place scheduled by **H-GAC**.
 - Exercise any of these rights at any time without liability to any **Offeror**.
- o. **H-GAC** reserves the right to determine that conditions exist which prevent the public opening of responses on the date and at the time advertised, and to reschedule the public opening for a future date and time. Responses received by **H-GAC** by the original deadline will be secured unopened until the rescheduled opening date and time, and those having timely submitted such responses will be notified.

6. OFFEROR'S AUTHORIZED SIGNATORY

The signatory shall be authorized to sign and contractually bind **Offeror**, and shall sign any and all Response documentation requiring a signature.

7. SURETY FOR INSURANCE

Contractor shall be responsible for using a surety company properly licensed by any and all states in which Contractor will do business with Participants. The surety company shall not expose itself to any loss on any one risk in an amount exceeding ten percent (10%) of its surplus to policy holders, provided any risk or portion of any risk shall have been reinsured, and such reinsurance shall be deducted in determining the limitation of risk applicable to **H-GAC's** insurance requirements.

8. CONFIDENTIAL / PROPRIETARY MATERIALS

All documentation submitted as part of **Offeror's** response to this Invitation will be considered to be in the public domain and may be made available to Members and others, after contract award, upon properly submitted request. If **Offeror** submits documents marked "confidential" or "proprietary", the Response may be deemed non-compliant.

9. REFERENCES

- a. **Offeror** shall list the names of at least five government agencies within the continental United States which have purchased from **Offeror** products or services similar to those covered by this Invitation, within the last two years. **H-GAC** reserves the right to determine if such products or services are appropriately similar.
- b. **Offeror** may provide reference information in whatever format desired, but each should include the following specific information:
 - Agency name
 - Contact person name
 - Address
 - Phone & Fax numbers
 - Description of product(s) or service(s) and date sold
- c. Other information, including criticism however learned, may be used by **H-GAC** in evaluation of responses.

10. INSURANCE

- a. Unless otherwise stipulated in Section B, **Offeror/Contractor** must have the following insurance and coverage minimums:

General liability insurance with a Single Occurrence limit of at least \$1,000,000.00, and a General Aggregate limit of at least two times the Single Occurrence limit.

Product liability insurance with a Single Occurrence limit of at least \$1,000,000.00, and a General Aggregate limit of at least two times the Single Occurrence limit for all Products except Automotive Fire Apparatus. For Automotive Fire Apparatus, see Section B – Product Specific of this Invitation.

Property Damage or Destruction insurance is required for coverage of **End User** owned equipment while in **Contractor's** possession, custody or control. The minimum Single Occurrence limit is \$500,000.00 and the General Aggregate limit must be at least two times the Single Occurrence limit. This insurance may be carried in several ways, e.g. under an Inland Marine policy, as part of Automobile coverage, or under a Garage Keepers policy. In any event, this coverage must be specifically and clearly listed on insurance certificate(s) submitted to **H-GAC**.
- b. Insurance coverage shall be in effect for the length of any contract made pursuant to this Invitation, and for any extensions thereof, plus the number of days/months required to *deliver* any outstanding order after the close of the contract period.
- c. Original Insurance Certificates must be furnished to **H-GAC** on request, showing **Offeror/Contractor** as the insured and showing coverage and limits for the insurances listed above.
- d. If any Product(s) or Service(s) will be provided by parties other than **Offeror/Contractor**, all such parties are required to carry the minimum insurance coverages specified herein, and if requested by **H-GAC**, a separate insurance certificate must be submitted for each such party.
- e. **H-GAC** reserves the right to contact insurance underwriters to confirm policy and certificate issuance and document accuracy.

11. OFFEROR CERTIFICATIONS

Offeror, by submission of a Response hereto, makes the following certifications under penalty of perjury and possible contract termination if any of these certifications are found to be false.

Non-Collusive Response

- a. The prices in the Response have been arrived at independently without collusion, consultation, communication, or agreement for the purpose of restricting competition, as to any matter relating to such prices with any other **Offeror** or potential competitor.

- b. The prices which have been quoted in the Response (unless otherwise required by law), have not been knowingly disclosed by **Offeror** and will not be knowingly disclosed by **Offeror** prior to the public response opening, either directly or indirectly, to any other **Offeror** or competitor.
- c. No attempt has been made or will be made by **Offeror** to induce any other person, partnership or corporation to submit or not to submit a response for the purpose of restricting competition.

Non-Biased Specifications

This Invitation contains no requirements considered to be unduly biased in favor of **Offeror** or any other **Offerors** that may be competing for this procurement.

No Financial Interest or Other Conflict

- a. No **H-GAC** officer, employee, Board of Directors member or member of any **H-GAC** board or commission, nor family member of any such person, has a financial interest, direct or indirect, in **Offeror** or in any contract **Offeror** might enter into with **H-GAC**.
- b. No economic or employment opportunity, gift, loan, gratuity, special discount, trip, favor or service has been, or will be, offered or given to any officer, employee, Board of Directors member, or member of any **H-GAC** board or commission, nor to any family member of any such person.

Debarment and Suspension Status

- a. **Offeror** is not currently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any government agency, nor is **Offeror** an agent of any person or entity that is currently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transaction by any government agency.
- b. **Offeror** has not within a three year period preceding this Invitation been convicted of or had a civil suit judgement rendered against **Offeror** for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statement, or receiving stolen property.
- c. **Offeror** is not presently indicted for or otherwise criminally or civilly charged by a government entity (federal, state, or local) with commission of any of the offenses enumerated above.
- d. Offeror has not, within a three year period preceding this Invitation, had any government (federal, state, or local) transactions terminated for cause or default.

Insurance Coverages

Offeror has and will maintain insurance coverage in accordance with the requirements of this Invitation.

Licensing & Permits

Offeror(s) has (have) all licenses and/or permits, required by any and all governmental entities having jurisdiction, to legally sell the products/services offered.

12. HISTORICALLY UNDERUTILIZED BUSINESS (HUB) PARTICIPATION

- a. To satisfy Texas' statutory requirements [Government Code, Chapter 2161, Subchapter D], **H-GAC** requires all **Offerors** to supply information in any bid/proposal response listing (1) the total number of subcontracts and (2) the total number of HUB contracts applicable to the Products or Services offered in the response. Local governments often require this information for their own reporting requirements prior to placing orders through the **H-GAC** Cooperative Purchasing Program.
- b. **Offeror** must complete **Form B** and include subcontracts with HUB's that provide any materials or services related to sales that may be made thru **H-GAC's** Cooperative Purchasing Program.

13. NON-RESIDENT RECIPROCAL SALES ACT

As required by Texas Civil Statutes in the award of contracts, an offeror which is not a Texas resident business must determine if its state of residence prohibits award of government contracts to Texas resident offerors without penalty. If **Offeror's** resident state DOES penalize Texas offerors, **Offeror** must provide this information along with a copy of its applicable resident state's statute in the Response.

14. TEXAS MOTOR VEHICLE COMMISSION CODE & LICENSING

Sales of motor vehicles in the State of Texas are subject to the Texas Motor Vehicle Commission Code. If this Invitation includes any motor vehicle to be sold in the State of Texas, **Offeror** certifies by submission of a response hereto that all required Texas Motor Vehicle Commission licenses are in place and current, and that copies of all such licenses **have been submitted with the Response**. Further, it shall be **Contractor's** responsibility to keep current all required Texas Motor Vehicle Commission licensing during the term of the contract, and to furnish license copies at any time on request by **H-GAC**. If **Contractor** does not maintain current licensing, **H-GAC** reserves the right to immediately terminate the contract.

<p>NOTE: In accordance with the Texas Motor Vehicle Commission Code, contracts for motor vehicles to be sold within the state of Texas may be made ONLY with properly licensed Texas Motor Vehicle Dealers. Therefore, to be considered for a contract covering Texas End Users, the Response must include a Form A from a licensed Texas Motor Vehicle Dealer</p>

15. INTENT AND SCOPE OF SPECIFICATIONS

- a. The intent of the specifications herein is to provide **Offeror** with sufficient information concerning the Products/Services to be contracted such that **Offeror** can prepare and submit an acceptable Response.
- b. The specifications may be detailed or general in nature with regard to any particular Product/Service. Where not otherwise specified, details of construction, materials, or the way in which services will be provided, are left to the discretion of the **Offeror**, provided only that any offering shall conform, as a minimum, to best Industry standards and practices and to what is currently being sold in the marketplace.
- c. Responses shall be considered only from **Offerors** that have established good reputations in their markets, and who furnish satisfactory evidence of ability to supply the Products/Services specified herein.
- d. **Offeror** shall show proof of ability to provide to **End Users** prompt and competent service, including parts if applicable, for all Products/Services covered by this Invitation, by proper completion of a Service Organization Document as described elsewhere herein.

16. REQUIREMENTS APPLICABLE TO PHYSICAL GOODS

In the case of physical goods (e.g. equipment, material, supplies, as opposed to services), all Products offered must, unless otherwise stipulated in Section B:

- a. Be new, unused, and not refurbished.
- b. Not be a prototype insofar as the general design, operation and performance. This requirement is NOT meant to preclude **Offeror** from offering new models or configurations which incorporate improvements in a current design or add functionality, but which in such new model or configuration may be new to the marketplace.
- c. Include any and all accessories which may or may not be specifically mentioned herein, but which are normally furnished or which are necessary to make a delivered Product ready for its intended use. Such accessories shall be assembled, installed and adjusted such that the Product is ready for continuous operation at time of delivery.
- d. Have assemblies, sub-assemblies and component parts that are standard and interchangeable throughout the entire quantity of a particular Product as may be purchased simultaneously by any individual **End User**.
 - a. Be designed and constructed using current industry accepted engineering and safety practices, and materials.
 - b. Be available for inspection at any time prior to or after procurement.

17. PRODUCT CODES

Unless otherwise addressed in Section B of this Invitation, the following requirements shall apply:

- a. Each Product/Service offered shall be uniquely identified using an **H-GAC** Product Code, which shall be determined as described in Section B of this Invitation. **Offeror** shall offer **ONLY ONE** Product for any particular Product Code. For example, **Offeror** may wish to submit a bid for Product Code ABC and may have another offering that also meets the requirements for ABC. **Offeror** **MAY NOT** submit two offerings for ABC. The alternate offering that also meets the requirements for ABC must be offered as an option "upgrade/downgrade" to ABC on **Form E**.
- b. Pricing for optional upgrades or downgrades to base bid items should be quoted as an "adder" or "deduct" amount as appropriate, to be applied to the offered price of the base Product Item listed on **Form D**.
- c. Base bid items and their associated HGACBuy Product Codes are included in the Section B and/or on **Form D**.

- d. Selection of Product Codes for which to submit an offer is at **Offeror's** sole discretion.

18. SPECIFIC DESCRIPTIVE REFERENCES

Except for Base Product Items listed on **Form D**, any reference to a specific catalog, data sheet, form, brochure, model name or number, etc. used herein to describe an item such as an option or accessory is only descriptive and is not to be considered restrictive unless otherwise noted. Such references are normally used only to indicate a type, general description, level of quality and/or required performance standards.

19. MANUALS

Unless otherwise specified or superceded herein, each Product delivered under an **H-GAC** contract, and if applicable any options thereto, shall be supplied with at least one (1) copy of a safety and operating manual. The cost of any such manuals must be included in the base price for any Product Item offered hereunder. If more detailed and technically orientated parts and maintenance manuals are available for a Product or option, at a cost, they shall be offered as options on the *FORM* designated herein for such options, or elsewhere in the Response as may be directed herein.

20. STANDARD FEATURES & OPTIONS

The following requirements are applicable primarily to physical goods.

Standard Features

- a. The stated minimum requirements for all Products listed herein include what **H-GAC** considers to be "standard" features. Even though such features might normally be offered as options rather than as standard, they are nonetheless considered to be standard in this Invitation, and must be included in the base price for any Product offered. Such features **SHOULD NOT** be offered as options except as deducts for their omission from the base Product.
- b. If it is unclear in the Response that an **H-GAC** standard feature is included in the base price, it will be assumed that such is the case. If awarded a contract **Offeror** will be expected to sell the Product with all **H-GAC** specified standard features included in the base price.
- c. Any feature or accessory normally offered by manufacturer as "standard" shall be considered a standard feature and shall be included in the base price of any offering, even though not specifically listed as a requirement in **H-GAC's** specifications. Such features **SHOULD NOT** be offered as options except as deducts for their omission from the base Product.

Options - General

- a. Options are considered to be any features or accessories, other than **H-GAC's** and Manufacturer's "standard" features or accessories.
- b. Options should be offered on the *FORMS* designated for quoting options. Each option should be listed and described on a separate line, and should include any Manufacturer's/Dealer's code number. If no Manufacturer's/Dealer's code number exists, **Offeror** should create one.
- c. Prices for all offered options shall be assumed to include any installation or mounting required to make it a fully functional component of the Product, unless otherwise stated in **Offeror's** response.

Required Options

- a. Product specifications in this Invitation may include **H-GAC** "Required Options". If so, **Offeror** must quote a price for ALL such options, and, if there is an **H-GAC** Option Code provided in this Invitation for such options, it MUST be used as part of the description.
- b. For any specific "Required Option", **Offeror** may quote an equivalent so long as its design and performance are as good as, or better than, the specified option item. Responses which do not include pricing for Required Options may be considered non-compliant.

Other Options

- a. "Suggested" or "Other" options may be listed for any particular Product in this Invitation, and **Offeror** is encouraged to quote pricing for such options. The extent of offered options in any response may be taken into consideration as part of the award criteria, at **H-GAC's** sole discretion.

- b. **Offeror** is encouraged to include options for non-equipment items that may be applicable to a sale, such as: Extended Warranties, Maintenance Agreements, Buy-back or Trade-In Agreements, Out-of-state Delivery Charges, Quantity or Special Discounts, Extended Training Classes, etc.

Published & Unpublished Options

- a. H-GAC Cooperative Purchasing Program (Program) contracts are awarded through a public competitive bid or proposal (RFP) process. Further to that process, Program policy considers an 'option' listed and priced in a bid or RFP Response: (1) To be a "**Published Option**"; (2) To be part of any awarded contract; and (3) To be available for purchase by Program members separately and independently from associated base line items. However, since Published Options may have not been subjected to the same scrutiny as the associated base line items, it cannot be concluded they were directly competed. Therefore, pursuant to Local Government Code 252.021(a), purchase of a published option costing more than \$50,000 shall not be allowed. Furthermore, **H-GAC** reserves the right at its sole discretion to disallow purchase of any Published Option through the Program if deemed contrary to the intent of the law.
- b. Any option that has not been listed and priced in the Response is considered to be an "**Unpublished Option**". Unpublished Options may be sold, but only in connection with the sale of a base Product Item, and only insofar as the total cost of all Unpublished Options remains below twenty five percent (25%) of the total summed cost of the base Product(s) plus any Published Options.
- c. No Published or Unpublished Option may be sold which essentially converts a Product such that it competes with a Product Item awarded to another contractor.

21. WARRANTIES, SALES & SERVICE

Unless otherwise addressed in Section B, the following requirements shall apply:

- a. Offeror must be a properly franchised dealer authorized to sell and service, including warranty service, all products offered and sold in response to the bid invitation or under any **H-GAC** contract.
- b. **Offeror** shall provide detailed Parts and Labor Warranty information with the Response. If **Offeror** submits a warranty with the Response which does not meet the minimum requirements herein, **Offeror** agrees by submission of a Response that such warranty shall be considered to be amended to meet those minimums.
- c. Warranties shall be manufacturer's standard and shall be inclusive of any other warranty requirements which may be stipulated elsewhere herein.
- d. Any warranties offered by a dealer shall be in addition to the manufacturer's standard warranty, and shall not be a substitute for such. **Offeror's** base price for any Product shall be inclusive of the standard warranty.
- e. Complete warranty information will be supplied to **End User** with each Product sold.
- a. Warranties need not apply to normal maintenance service or adjustments, or to any product reasonably shown to have been repaired or altered in any way so as to affect its stability, or to any product which has been subject to misuse, negligence, or accident.
- f. **Offeror/Contractor** is encouraged to offer extended warranties as an option.
- g. Neither **H-GAC** nor **End User** assume any warranty or liability on **Contractor's** behalf unless made or assumed in writing, initiated by **Contractor**, and agreed to in writing by **H-GAC** or the **End User** respectively.
- h. **Contractor** shall be responsible for the execution and effectiveness of all product warranty, and shall be the sole source for solution to problems arising from warranty claims. **Contractor** agrees to respond directly to correct warranty claims and to ensure reconciliation of warranty claims that have been assigned to a third party.

22. H-GAC ORDER PROCESSING CHARGE

H-GAC will levy an Order Processing Charge on **Contractor** for each sale done thru the **H-GAC** contract, with the exception of orders for motor vehicles. Any bid pricing submitted will be considered to include the Charge. The amount of the applicable charge shall be per the most current **H-GAC** schedule. For motor vehicle orders, the Processing Charge shall be levied on and paid by the **End User**.

23. PRE-PAYMENTS AND DISCOUNTS

- a. Progress, pre-payment and special discounts of any kind may be offered and detailed in the Response. Such discounts shall be clearly explained, but shall not be a determining factor in awarding contracts except in the case of tie offerings.
- b. Quantity discounts applicable to similar Products sold to one or more **End User** Departments may be offered. Determination as to product similarity shall rest solely with **Contractor**.
- c. For specific purchases, any proposed quantity, pre-payment or special discounts shall be clearly shown on the Contract Pricing Worksheet.

24. INSPECTION / TESTING

All Products sold pursuant to this Invitation shall be subject to inspection/testing by or at the direction of **H-GAC** and/or the ordering **End User**, either at the delivery destination or the place of manufacture. In the event a Product fails to meet or exceed all requirements of this Invitation, and unless otherwise agreed in advance, the cost of any inspection and/or testing, shall be borne by the **Contractor**.

25. PRODUCT DELIVERY

Unless otherwise addressed in Section B, the following requirements shall apply:

- a. Title to goods, and responsibility and liability for loss and/or damage in shipping pass to **End User** at the delivery destination after receipt and acceptance have taken place. Cost of shipping/delivery shall be paid by **End User** unless otherwise agreed to by **Contractor**. If **Contractor** will be paying for shipping/delivery, shipping terms must be "F.O.B. Destination, Freight Prepaid". If **End User** will be paying for shipping/delivery, shipping terms must be "F.O.B. Destination – Freight Collect".
- b. The details for the application and calculation of shipping and delivery charges must be stated in the Response on **Form E**. Any freight, shipping or delivery charged to **End User** will be prepaid and added to the invoice, and will be clearly shown on any Contract Pricing Worksheet or other quote presented to the **End User**.
- c. The estimated delivery time after receipt of order (ARO), inclusive of Saturdays, Sundays and holidays, for all Products offered must be stated in the Response. Actual delivery for any particular order must be confirmed with **End User** at time of order placement, and must be stated clearly on the Contract Pricing Worksheet.
- d. **Contractor** shall be responsible for delivery and Acceptance according to the requirements of the Contract and the Purchase Order.
- e. Contractor shall advise **End User** prior to making any shipment/delivery, and shall make such shipment/delivery in accordance with **End User's** requirements, providing only that such arrangements do not contravene any requirement of the **H-GAC** contract unless agreed to by **Contractor**.
- f. The execution of all required tests, certifications and/or licensing, and costs thereof, shall be the responsibility of **Contractor**. Upon request by **End User** or **H-GAC**, **Contractor** shall provide any documentation or certification related to such tests, certifications or licensing.

26. OFFERED PRODUCT ITEM VARIANCES

Any variance in the specifications or performance of Products offered pursuant to this Invitation shall be acceptable to **H-GAC** only insofar as it MEETS or EXCEEDS the specifications and requirements of this Invitation.

27. REQUIREMENTS FOR SUBMISSION OF A RESPONSE

Unless otherwise addressed in Section B, the following requirements shall apply:

- a. Responses shall be submitted in two complete printed sets including an Original and one (1) Copy in separate "hard side" three-ring binders. The outer spine of each binder shall be labeled showing this Invitation No., **Offeror** Name, and either "Original" or "Copy", as applicable. The Original printed response will be considered to be the binding Response in case of any conflicts between printed copies and electronic copies. Except for required forms, **H-GAC** Invitation documents should not be included in the Response.
- b. The Original and the Copy shall be submitted complete, except that the Electronic Media should be submitted only with the Copy.
- c. All required **H-GAC FORMS** and documents shall be properly completed, without exception or **Offeror's** Response may be deemed non-compliant. **Offeror** may not modify the format of any **H-GAC FORM** in any way. **Offeror** may photocopy or print blank **FORMS** as needed. Information submitted on the printed copies of the **FORMS** may not be handwritten except for signatures and initials. It is **Offeror's** responsibility to insure that printed **FORMS** are clear and legible. Handwritten and illegible entries may be rejected. **Offeror's** printed, stamped or typed name shall appear on every **FORM** submitted in the Response.
- d. The entire response submission shall also be submitted on electronic media, including all required **H-GAC FORMS**. **Offeror** is strongly advised to make and work with copies of the original electronic **FORMS**. The originals can then be used to make additional electronic or printed copies of the blank **FORMS**. Signatures are not required on the electronic **FORMS**.
- e. The Response shall include ample written evidence, in the form of technical specifications, cut/tear sheets, brochures, pictures, drawings, etc., to demonstrate that all specifications herein have been met and/or exceeded.

- f. The Response shall include, in any format desired, an overview of the **Service Organization** which will support Products sold under any **H-GAC** contract. The overview must include facility locations, phone numbers and Service Manager names, as well as the following:
- The procedure to be used by an **End User** requiring repairs.
 - Typical turn-around time on repairs.
 - Service Department days and hours of operation.
 - Number of qualified / factory trained service personnel normally on hand.
 - Description of the parts inventory on hand.
 - Training services, facilities and personnel available.
- g. Responses shall be enclosed in a sealed package(s) addressed to the Houston-Galveston Area Council, Cooperative Purchasing. The following information shall be stated on the exterior of the package(s):
- Name and address of **Offeror**.
 - Date and hour of public response opening.
 - Bid/Proposal Invitation number.
 - The statement: "**SEALED BID/PROPOSAL, DO NOT OPEN IN MAIL ROOM**".
- H-GAC** shall not be responsible for any Response not properly labeled.
- h. Submission of a COMPLETE Response by telegraphic or electronic transmission is not acceptable. However, Responses may be modified by telegraphic or electronic notice if such notice is received prior to the deadline for submission.
- i. Samples, when required, shall be submitted within the time specified and at no expense to **H-GAC**. If not destroyed or consumed during testing, samples will be returned upon request at **Offeror's** expense.
- j. **Offeror** shall provide firm contract pricing for all Products and Options being offered.
- k. If applicable, responses shall include copies of all current licensing which may be required by the Texas Motor Vehicle Division for execution of sales pursuant to any contract with **H-GAC**.
- l. Due to the complexity of responses and to aid in evaluation, the Response should contain **ALL** required information in tabbed sections as detailed below. Omission of any required FORM or information will be sufficient grounds for H-GAC to consider your response to be non-compliant. **NOTE** – Items in the Fourth Section should be supplied **ONLY** in the Original.

First Section:

- **Form(s) A – Offeror Identification & Signatory:** Identifies the offering party(ies), and should be completed by each party to the Response. If awarded, a contract will be executed with each.
- **Form B – Historically Underutilized Business Enterprises:** Used to collect information about disadvantaged and minority suppliers and subcontractors, and to commit **Offeror** to working with Participants toward their program goals.
- **Form C – Response Checklist:** Certification, and also an aid, to insure that all required information has been included in your Response.
- References, formatted as described elsewhere herein.
- Service Organization Document, formatted as described elsewhere herein.

Second Section:

- **Form D – Offered Items Pricing:** For Bids, contains the list of the Product Items covered by this Invitation. Select the items offered and fill in the price for each. (For RFPs, follow the instructions in Section B as this **Form** may or may not be used.)
- **Form E – Published Options:** Used to list and price all offered options. List, each on a separate line, all upgrades, downgrades, optional equipment, features, accessories and services which you desire to sell thru the **H-GAC** contract, if awarded. Published catalogs/price sheets may be listed, along with the discount structure that will apply. (For RFPs, follow the instructions in Section B as this **Form** may or may not be used.)

Third Section:

- Technical Specifications, Product Brochures, Tear Sheets, Cut Sheets, Strippers, etc. which clearly list and show all the standard features and capabilities of each Product Item offered on Form D.
- Warranty Documentation, as described elsewhere herein, for all items offered.

Fourth Section:

- Copies of any applicable Texas MVD Licenses.
 - Electronic Media, containing the complete response including all required *FORMS*, stored in a pouch or an envelope such that it will not fall out of the binder. (Required in 'Copy' only, not in 'Original'.)
 - **Form CIQ – Conflict Of Interest Questionnaire:** Chapter 176 of the Texas Local Government Code requires vendors and consultants contracting or seeking to contract with **H-GAC** to file a Conflict of Interest Questionnaire (CIQ) if they have an employment or other business relationship with an **H-GAC** officer or an officer's close family member. The required questionnaire is located at the Texas Ethics Commission website: http://www.ethics.state.tx.us/whatsnew/conflict_forms.htm. It is Bidder's responsibility to download the form and furnish a completed copy with the Response, if it is applicable.
- m. By submittal of Response, **Offeror** certifies to the best of its knowledge that all information is true and correct.

28. CLARIFICATION TO SPECIFICATIONS & REQUIREMENTS

- a. If **Offeror** is in doubt as to the meaning of any item in this Invitation, a written request for clarification may be submitted to **H-GAC** up to fifteen (15) calendar days prior to the deadline for response submission. **H-GAC** shall not be responsible for late delivery. Requests may be transmitted by FAX or e-mail to the assigned Specification Specialist, and should clearly reference this Invitation number and the specific page and paragraph in question. If there are multiple questions, they should be stated separately and numbered.
- b. Any interpretation of Invitation documents, if made, will be by written Addendum duly issued. A copy of such Addendum will be mailed or delivered to each person officially on record as having been sent a copy of this Invitation. **H-GAC** will not be responsible for any other explanation or interpretation of the Invitation documents made or given prior to the award of the contract.
- c. Any objections to the Invitation documents must be filed in writing with **H-GAC** on or before fifteen (15) calendar days prior to the deadline for submission of responses.
- d. Prospective offerors are advised that, after a draft specification has been issued, the Pre-Bid/Proposal Conference is the primary forum through which comments and suggestions may be offered for consideration by **H-GAC** prior to issuance of the final invitation and specifications.
- e. All best efforts have been made to insure that the product/service descriptions and associated specification information in Sections B & C are correct, and adequate time has been given to prospective Offerors to point out mistakes. However, if an error remains and is caught by Offeror before the scheduled bid/proposal opening, Offeror shall make note of the required correction in the Response, and shall also notify **H-GAC** prior to the opening of responses.

29. INCONSISTENT INFORMATION

H-GAC review of responses supplied on **H-GAC FORMS** is a significant part of the evaluation process. **Offeror** shall state clearly all information required on the *FORMS*. **Offeror's** information supplied on the *FORMS* shall take precedence in the event any standard "boilerplate" type language included in **Offeror's** response is inconsistent with the information supplied by **Offeror** on the **H-GAC FORMS**. In all cases, information on **H-GAC's** printed *FORMS* supplied as part of **Offeror's** response shall take precedence over information supplied on electronic media.

30. REJECTION OF RESPONSES

- a. **H-GAC** may reject a response if:
 - **Offeror** misstates or conceals any material fact in the Response, or if,
 - **Offeror** does not strictly conform to law or the requirements of this Invitation.
- b. **H-GAC** may reject any and all responses, and may reject any part of a response.
- c. **H-GAC, at its sole discretion,** may also waive any formalities or irregularities in any response, or ask for corrected information except for pricing.

31. WITHDRAWAL OR MODIFICATION OF RESPONSES

Once received by **H-GAC**, responses may be modified or withdrawn prior to the submission deadline only if the request to do so is in writing submitted by **Offeror's** authorized representative. Responses and requests for modification received after the submission deadline will not be accepted. Requests for response withdrawal

received after the submission deadline will be accepted if the request to do so is in writing submitted by **Offeror's** authorized representative.

32. RESPONSE EVALUATION

For Bid Responses:

- a. Section B will state whether the contract will be awarded to the lowest responsible bidder or to the bidder who provides goods or services at the best value for **H-GAC** and its participants.
- b. If the contract will be awarded based on best value, Section B will state any relevant criteria which **H-GAC** will consider.
- c. For each offered Product Item, **H-GAC** may use the offered price, prices for Required Options, and the prices of selected common Published Options to determine the lowest responsible offer.
- d. Failure of **Offeror** to submit pricing for frequently purchased options and any **H-GAC** required options may cause response to be considered non-compliant at **H-GAC's** sole discretion.

For Proposal Responses:

- e. **H-GAC** will evaluate proposals as detailed in Section B.
- f. By submission of a Response Offeror indicates acceptance of the evaluation technique, and recognizes and accepts that **H-GAC** may at its sole discretion make subjective judgments during the evaluation process.

33. ORDER OF PRECEDENCE PRIOR TO CONTRACT AWARD

In the event of conflict between this document and any references or documents cited herein, this document shall take precedence prior to contract award.

34. AWARD OF CONTRACT

- a. **H-GAC** reserves the right to accept or reject any Product Item or option offered. Additionally, all options included in Offeror's response and accepted by **H-GAC** are understood to be included in any contract.
- b. **H-GAC** shall award contract(s) for line items or groups of line items, at its sole discretion.
- c. With authority granted by the **H-GAC** Board of Directors, a written contract shall be presented to the successful **Offeror(s)** and shall be subject to acceptance by the successful **Offeror(s)** within thirty (30) calendar days after presentation by **H-GAC**. If a contract is not executed within thirty (30) calendar days, **H-GAC** may rescind the contract offer and award a contract to the next **Offeror** in order of rank as determined by **H-GAC**.
- d. Delivery time and prompt payment discounts, including time allowed for payment, may be considered in tie-breaking of offers which are judged by **H-GAC** to be equal in all other criteria.
- e. The contract shall include the following documents in the stated order of precedence:
 - 1st The contract document signed by **H-GAC** and **Offeror**.
 - 2nd This Invitation and all specifications referenced herein.
 - 3rd **Offeror's** response to this Invitation.

35. PRO-FORMA CONTRACT

This Invitation includes a Pro-Forma (sample) Contract which successful offerors will be expected to sign. The actual final contract will be the same or nearly the same as the Pro-Forma. NOTE: Successful Offerors MAY NOT process any purchase orders until the contract documents have been executed and returned to **H-GAC**.

36. CONTRACT TERM

The contract shall be in effect throughout the period stated elsewhere in the contract documents, and thereafter until such time as any outstanding orders against the contract have been fulfilled. The contract may be extended if deemed by **H-GAC** to be in the best interests of the Program, and subject to mutual agreement of the parties.

37. PERFORMANCE & PAYMENT BOND

H-GAC's contractual requirements DO NOT include a Performance & Payment Bond (PPB), and offered pricing should reflect this cost saving. However, **Contractor** must be prepared to offer a PPB to cover any specific order if so requested by **End User**. **Contractor** shall quote a price to **End User** for provision of any requested PPB, and agrees to furnish the PPB within ten business (10) days of receipt of **End User's** purchase order.

38. CHANGE ORDERS

End Users shall have the right to make additions by addenda for the purpose of clarification or inclusion of additional specifications, qualifications, conditions, etc. Any such addenda shall be made in writing and agreed upon by **Contractor** and the **End User** agency prior to issuance of any Change Order. A copy of any such Change Order shall be furnished by **Contractor** to **H-GAC**.

39. DUPLICATION OF TERMS OR STATEMENTS

Where statements or terms are duplicated or are extremely similar, **H-GAC** and the **End User** reserve the right to use the statement or term most favorable to **H-GAC** and/or the **End User**.

40. PUBLICITY

H-GAC encourages contractors to "market" the Program, and can provide some information and artwork to be used in published promotional materials. However, any publicity or published material released by **Contractor** referencing the contract, whether in the form of a press release, brochure, photographic coverage, or verbal announcement, shall be issued only with prior review and approval by **H-GAC**.

41. TAXES

HGAC and **End User** participants are either units of government or qualified non-profit agencies, and are generally exempt from Federal and State sales, excise or use taxes. **Offeror** shall not include any such taxes in the Response. Further, it shall be the responsibility of **Contractor** to determine the applicability of any taxes to a particular order and act accordingly. Exemption certificates will be provided upon request.

42. DRUG FREE WORKPLACE

Contractor shall provide notice to its employees and sub-contractors, as required under the Drug-Free Workplace Act of 1988. A copy of **Contractor's** Drug-Free Workplace policy shall, on request, be furnished to any **End User**.

43. PRODUCT NOTICES & MAILINGS

H-GAC is **NOT** the owner of Products sold pursuant to this Invitation, but acts only in the capacity of purchasing agent. In that regard, **Contractor** accepts sole responsibility for insuring that notices and mailings, such as Safety Alerts, Safety Recall Notices and Customer Surveys, are sent directly to the **End User** of record.

44. HANDLING OF ORDERS & PAYMENTS

In general, orders and payments will be handled as described below. More specific instructions and information regarding handling of purchase orders and the Order Processing Charge may be provided after contract award. Established procedures may be changed at any time by **H-GAC** as may be dictated by efficient business practice. The particulars of any sale, e.g. specific products, pricing, delivery, warranty, etc., will be in strict accordance with the terms and conditions of this Invitation and the specific contract awarded to **Contractor**. Beyond that:

- a. For any particular procurement to be made under the provisions of an **H-GAC** contract, **End User** and **Contractor** will discuss requirements and agree as to what will be provided.
- b. **Contractor** will prepare a Contract Pricing Worksheet and provide it to **End User**. The Worksheet will list everything being purchased including the base bid item(s), all published and unpublished options and the delivery date. All pricing shall be per the current contract.
- c. **End User** will send a purchase document to **Contractor**, which **Contractor** will fax **H-GAC** together with the Contract Pricing Worksheet. **NOTE: Contractor** agrees not to offer, agree to or accept from **End User** any terms or conditions that conflict with or contravene those in **Contractor's** **H-GAC** contract, except for pricing discounts.
- d. **H-GAC** will prepare an "Order Confirmation" and transmit it to **End User** and to **Contractor**. The Order Confirmation verifies that **Contractor** has a valid **H-GAC** contract and that the order is in compliance with the requirements of the **H-GAC** Cooperative Purchasing Program. **Contractor** will not ship any goods before receipt of both **End User's** purchase document and **H-GAC's** Order Confirmation.
- e. On notification that **Contractor** has received an order, **H-GAC** will invoice **Contractor** for the applicable Order Processing Charge. **NOTE: The Order Processing Charge is charged to Contractor, EXCEPT in the**

case of motor vehicles. For all sales of motor vehicles the Order Processing Charge is levied on the **End User**, collected by **Contractor**, and remitted to **H-GAC** by Contractor.

- f. **Contractor** will deliver products/services ordered, and will invoice **End User** for products/services accepted by **End User**. (See other Sub-Section herein dealing with Product Delivery.) **Contractor** will not invoice before shipment has been made.
- g. **End User** will pay **Contractor** for those products and/or services ordered which have been received and accepted. Under no circumstances shall any check be made payable to a representative or agent. Should a representative or agent submit an invoice to **End User** for any cost related to a purchase order issued to **Contractor** for products/services covered by an **H-GAC** contract, such invoice shall be forwarded to **Contractor** and **Contractor** will take action to correct the error.
- h. Upon delivery of any product/service by **Contractor** and acceptance by **End User**, **Contractor** shall remit to **H-GAC** the full amount of the applicable Order Processing Charge in accordance with the payment terms established in the **H-GAC** contract. Note, the Order Processing Charge is due whether or not **Contractor** has ever received an invoice from **H-GAC**. Sales executed based on the particulars of **Contractor's H-GAC** contract, without payment of the Order Processing Charge, may constitute fraud.

45. PRICE CHANGES

- a. Any permanent increase or decrease in offered pricing for a base contract item or published option is considered to be a price change. Temporary increases in pricing by whatever name (e.g. 'surcharge', 'adjustment', 'equalization charge', 'compliance charge', 'recovery charge', etc.), are also considered to be price changes.
- b. Except in the case of contracted published catalogs and price sheets, prices for Base Bid Items and Published Options are expected to be held firm for a minimum of 90 days from the date an awarded Offeror signs the H-GAC contract. Thereafter, changes will be considered if accompanied by justifying documentation satisfactory to H-GAC. For published catalogs and price sheets which are on an H-GAC contract, requests to amend the contract to reflect any new published catalog or price sheet may be submitted whenever the manufacturer publishes the new document. Any such request must include the new catalog or price sheet.
- c. If **Contractor** routinely offers discounted contract pricing, **H-GAC** may request **Contractor** to accept amended contract pricing equivalent to the routinely discounted pricing.
- d. No price change will be allowed unless it has been reviewed and approved by **H-GAC** in writing. **Contractor** must have received **H-GAC's** written approval of any change prior to charging the new price or using it in any quotation prepared for an End User.
- e. Price change requests must be submitted to **H-GAC** in writing and must be received by **H-GAC** at least thirty (30) calendar days prior to the requested effective date of the change, and must state the time period for which the requested pricing will remain firm.
- f. Price change requests shall include **H-GAC Forms D** and **E**, or whatever documentation was used to submit pricing in the original Response hereto, showing all affected items with current contract price, requested price, and percentage change shown clearly for each. This documentation should be submitted in MSExcel format to facilitate analysis and updating of the website.
- g. Price change requests **MUST** be supported with substantive documentation (e.g. manufacturer's price increase notices, copies of invoices from suppliers, etc.) showing that **Contractor's actual costs** have increased. The Producer Price Index (PPI) may be used as partial justification, subject to approval by **H-GAC**, but no price increase based solely on an increase in the PPI will be allowed.
- h. All Products shall, at time of sale, be equipped as may be required under any then current applicable local, state, and federal government requirements. If, during the course of any contract, changes are made to such government requirements which cause a manufacturer's costs of production to increase, **Contractor** may increase Product pricing to the extent of **Contractor's** actual cost increase. The increase must be substantiated with support documentation acceptable to **H-GAC** prior to taking effect. Modifications to a Product required to comply with such requirements which become effective after the date of any sale shall be the responsibility of the **End-User**.
- i. In cases involving contract extensions exceeding sixty-one (61) days beyond the stated expiration date of the contract, **Contractor** may request a price change based on the same conditions as stated above. However the thirty (30) day prior notice is waived and **H-GAC** will consider the request immediately on receipt.
- j. **H-GAC** reserves the right to accept or reject any price change request. Acceptance, if granted, will be in writing and the approved changes will become part of the contract.

46. CONTRACT ITEM CHANGES

- a. If a manufacturer discontinues a contracted item, that item will automatically be considered to be deleted from the contract with no penalty to Contractor. However, **H-GAC** may at its sole discretion elect to make a contract award to the next low offeror for the item, or take any other action deemed by **H-GAC** to be in the best interests of **End Users**, at its sole discretion.
- b. If a manufacturer makes any change in a contracted item which does not affect the contract price, Contractor shall advise **H-GAC** of the details. If the 'new' item is equal to or better than the originally contracted item, the 'new' item shall be approved as a replacement. Otherwise **H-GAC** may allow or reject the change, or take any other action deemed by **H-GAC** to be in the best interests of **End Users**, at its sole discretion. If the change is rejected there will be no penalty to Contractor.
- c. If a manufacturer makes any kind of change in a contracted item which affects the contract price, Contractor shall advise **H-GAC** of the details. **H-GAC** may allow or reject the change at its sole discretion. If the change is rejected there will be no penalty to Contractor. However, **H-GAC** may elect to make a contract award to the next low offeror for the item, or take any other action deemed by **H-GAC** to be in the best interests of **End Users**, at its sole discretion.
- d. In the case of specifically identified catalogs or price sheets which have been contracted as base bid items or as published options, routine published changes to products and pricing shall be automatically incorporated into the contract. However, **Contractor** must still provide thirty (30) calendar days written notice and an explanation of the changes to products and pricing. **H-GAC** will respond with written approval.

47. FORCE MAJEURE

If either party shall be wholly or partially prevented from the performance of any contractual obligation or duty by reason of or through strikes, stoppage of labor, riot, fire, flood, acts of war, insurrection, accident., order of any court, act of God, or specific cause reasonably beyond the party's control and not attributable to its neglect or nonfeasance, in such event, the time for the performance of such obligation or duty shall be suspended until such disability to perform is removed. Determination of Force Majeure shall rest solely with **H-GAC**.

48. PERFORMANCE UNDER CONTRACT

H-GAC is committed to insuring that **Contractor** provides effective and efficient service to all Participants in the Cooperative Purchasing Program, and expects that certain Performance Conditions must be met. Failure to meet these conditions may result in contract termination. In that regard, **Contractor shall:**

- a. Appoint a dedicated representative to be the contact person and focal point for all matters relating to End User quotations and orders. The representative shall have: A toll free phone number with voice mail; A fax number; A working e-mail address; and A postal address.
- b. Insure that the representative timely monitors all communication modes listed above, and promptly responds to communications from **End Users** and **H-GAC** in any of these modes. Phone calls will be promptly returned, in any event not later than the next business day. Acceptable failure will be due only to Force Majeure.
- c. Maintain sufficient qualified staff to promptly process all communications from **H-GAC** or **End Users**, and to efficiently, effectively and accurately service all requirements of the contract.
- d. As may be requested by **H-GAC**, replace any staff members who are not providing the service and expertise deemed necessary by **H-GAC** for acceptable support of **End Users**.
- e. Properly prepare and provide to **End User** a Contract Pricing Worksheet, or a quotation in other format as approved by **H-GAC**, for each and every order that is to be executed.
- f. Furnish, on request of **H-GAC**, reasonable data, forms and graphic material to be used in brochures or other print media, or on **H-GAC**'s website.
- g. Allow access to **H-GAC** authorized personnel for inspection of operating facilities, and auditing of purchase orders during the contract period, and for a period extending thru the completion of any outstanding orders. Site inspection may be arranged not less than ten (10) calendar days prior, shall include the names of all participants, and shall be at no expense to **Contractor**.
- h. **Reporting Requirements:**
 - **Contractor** agrees to submit written quarterly reports to **H-GAC** detailing all transactions during the previous three month period. Such reports shall include, but are not limited to the following:
 - **End User** name
 - Product/Service purchased, including Product Code if applicable

- End User Purchase Order Number
- Purchase Order Date
- Product/Service dollar amount
- **HGACBuy** Order Processing Charge amount
- Reports must be provided to **H-GAC** in MSEXcel or other acceptable electronic format, and are due by the 30th day of the month following the applicable quarter being reported.

i. Should **Contractor** default in providing Products or Services as required by this Invitation and the contract, recourse may be exercised thru cancellation of the contract and other legal remedies as may be appropriate.

49. IMPLEMENTATION OF INTERNET BASED E-COMMERCE

H-GAC Cooperative Purchasing has adopted E-Commerce as part of its business model and maintains an internet website at www.HGACBuy.org. At any point in time, various information and process functions may be implemented and made operational thru the website, including but not limited to items such as:

Information Items

- | | |
|--|--|
| • Contract information | • Product and option item catalog listings |
| • Procurement schedules | • End User & Contractor information |
| • Response requirements & specifications | |

Functions

- | | |
|--|-----------------------------|
| • End User product inquiries | • Shipping/Delivery notices |
| • Product configuration and price quotes | • Invoice generation |
| • Purchase Orders and Confirmations | • Payment remittances, etc. |

All **H-GAC Contractors**, as a condition of contract, will be required to work with **H-GAC** and it's E-Commerce provider(s) to maximize use of E-Commerce within the context of **H-GAC** Cooperative Purchasing business. **Offeror** is encouraged to refer to **H-GAC's** Cooperative Purchasing web site where additional information can be found. If you have any questions, please contact **H-GAC** for assistance.

50. CONTRACTOR ORIENTATION/TRAINING

H-GAC believes that **Contractor's** familiarity with the operational policies and requirements of the Cooperative Purchasing Program is a key factor in achieving **End User** satisfaction. In that regard, the Contact Person listed on **Form A**, or an alternate, shall be required to participate in an **H-GAC** vendor orientation/training as soon as possible after contract award. In addition, any other of **Contractor's** staff who will be involved in any way with the HGACBuy Program should participate in orientation. The orientation may be presented as a teleconference or webinar, or may be held in **H-GAC's** offices as may be determined by **H-GAC** and **Contractor** to be the most efficient and effective form of delivery.

51. LEGAL & CONTRACTUAL REMEDIES

RESOLUTION OF PROTESTED SOLICITATIONS AND AWARDS

Procedure

Any actual or prospective **Offeror** or **Contractor** who is aggrieved in connection with a purchase transaction may file a grievance. The grievance may be filed at any phase of the procurement. In order for an above mentioned party to enter the grievance process, a written complaint must be sent to the Office Services Manger of **H-GAC** by certified mail which identifies the following:

1. Name, mailing address and business phone number of the complainant.
2. Appropriate identification of the procurement being questioned.
3. A precise statement of reasons for the protest.
4. Supporting exhibits evidence or documents to substantiate any claims.

The grievance must be based on an alleged violation of **H-GAC's** Procurement Procedures, a violation of State or Federal law (if applicable), or a violation of applicable grant or contract agreements to which **H-GAC** is a party. Failure to receive a procurement award from **H-GAC** in and of itself does not constitute valid grievance. Upon receipt of grievance, the Office Services Manager will initiate the informal resolution process.

Expedited Resolution

The Procurement Officer or Departmental Manager responsible for the solicitation shall contact the complainant and all interested parties and attempt to resolve the allegations informally within ten (10) working

days from date of complaint. If the allegations are successfully resolved by mutual agreement, documentation will be forwarded to the Office Service Manager of the resolution with specifics on each point addressed in the original complaint.

If the Procurement Officer or Departmental Manager is not successful in resolving the allegations, the complaint along with the comments will be forwarded to the Office Service Manager immediately. The Office Service Manager will review all documentation. All interested parties will be given written notice of the date, time, and place of the hearing and an opportunity to present evidence. A written decision will be issued within five (5) working days after the hearing along with notice of appeal rights.

Appeals

The complainant may appeal the Office Service Manager's decision by submitting a written appeal, within five (5) working days, to the Executive Director of **H-GAC**. The Executive Director, upon receipt of a written notice of appeal, shall contact the complainant and schedule a hearing within ten (10) working days. The Executive Director of **H-GAC** has the option of appointing a Hearing Officer to preside over the hearing. If appointed, the Hearing Officer shall conduct a hearing and forward a summary and recommended resolution to the Executive Director.

The decision reached by the Executive Director or his designee shall be final and conclusive. This decision will be forwarded to the complainant in writing within thirty (30) working days.

The **Contractor** may, if it elects to do so, appeal the final and conclusive decision of the Executive Director to a Court of competent jurisdiction.

RESOLUTION OF CONTRACT DISPUTES

Upon breach or default, **H-GAC** shall give the **Contractor** written notice of default. If the default is not remedied, within a reasonable specified time from date of notification, to the satisfaction and approval of **H-GAC**, default will be declared.

Upon breach of contract or default, **H-GAC** may exercise any and all of its rights afforded by law, including but not limited to those referenced in the General Contract Provisions.

SOLICITATIONS OR AWARDS IN VIOLATION OF THE LAW

Contracts awarded in violation of the competitive process or otherwise in violation of the law are voidable by **H-GAC**.

52. NATIONWIDE SALES OPPORTUNITIES

HGACBuy provides purchasing services to local governments qualifying non-profits throughout the nation, and desires to make established contracts available to them wherever and whenever practicable. Therefore, once a contract is awarded, **Contractor** is expected to expand the scope of its marketing effort to include sales to **End Users** in all areas of the United States, and/or to assign any **H-GAC** contract to another contractor(s) as deemed appropriate by **H-GAC** in the interest of its End Users.

- **Contractor** may sell through **HGACBuy** anywhere subject to compliance with applicable laws and regulations. If the market structure in which **Contractor** operates requires a contract assignment for any particular sale, **H-GAC** will expect **Contractor** to assign the contract to a Manufacturer or to another Dealer(s). Such assignment must be approved by **H-GAC**.
- **Contractor**'s differential costs (e.g. transportation & delivery charges) and allowances (e.g. manufacturer's sales incentives) related to any sale may be charged to buyer.

End of Section A
GENERAL TERMS & CONDITIONS

**SECTION B: PRODUCT SPECIFIC REQUIREMENTS
for
Fleet Services Equipment**

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1.0 INTRODUCTION AND SCOPE

This is an Invitation to submit competitive bids for a variety of fleet services equipment, to be made available for sale to Members of H-GAC’s Cooperative Purchasing Program. This Invitation seeks to establish “blanket” type contracts, from which our Members may voluntarily purchase goods and services. H-GAC’s Cooperative Purchasing program is available to governments and qualified non-profit entities throughout Texas and in most other states. This section details specific minimum requirements on the equipment being offered for bid in this Invitation. All products bid pursuant to this Invitation must meet or exceed the requirements and specifications listed or referenced herein. The categories of equipment covered by this specification are as follows (with their corresponding product code alpha characters):

- A: Vehicle Lift and Support Equipment
- B: Tire and Wheel Equipment
- C: Exhaust Extraction Equipment
- D: Vehicle Wash Systems
- E: Lubrication and Fluid Management Equipment
- F: GPS Fleet Tracking Systems
- G: Miscellaneous Fleet Service/Maintenance Equipment

2.0 DEFINITIONS AND ACRONYMS

ALI: Automotive List Institute (P.O. Box 85, Cortland, NY 13045; <http://autolift.org>).

ALI-ETL (certification): Third party (ETL) accreditation on vehicle lifts. Lifts are tested in accordance with the Program Procedural Guide and in accordance with the performance requirements of the American National Standards Institute ANSI/ALI ALCTV "Automotive Lifts - Safety Requirements for Construction, Testing, and Validation" standard (current edition).

Catalog: In general, an official pricing document from the manufacturer or dealer; more specifically, a formal/published manufacturer’s catalog, with models and accessories listed and indexed by model numbers/codes, with associated retail/list pricing; or, an internal manufacturer list price document or dealer price book, listing models and accessories and inclusive of available manufacture item numbers/codes and list prices.

Contractor: Manufacturer and/or manufacturer’s dealer who submits a bid response (“Offeror”) and subsequently contracts with HGAC to supply equipment to HGAC Members for the bid prices.

End Users: Ref. “Members”

ETL (Intertek Testing Services NA, Inc): Independent, third-party testing laboratory; an OSHA Nationally Recognized Testing Laboratory (NRTL) (3033 Madison Ave., Grand Rapids, MI 49548; <http://www.intertek-etlsemko.com>); reference 'ALI-ETL (certification)' above.

GPRS: General Packet Radio Service: wireless communications standard, running at speeds up to 115 kilobits/sec (contrast to GSM (Global System for Mobile Communications) systems' 9.6 kilobits/sec).

H-GAC: The Houston-Galveston Area Council (Refer to 'Program') (<http://www.h-gac.com>)

Invitation: The *Invitation to Submit Formal Bids* associated with the final version of this specification.

Line Item: Distinctive, preformatted Form-D model, system or catalog listing for which Offeror may submit pricing.

Members: local government participants in H-GAC's Cooperative Purchasing Program, who purchase, at will, from the program's equipment and service contracts.

NIST: National Institute of Standards and Technology (100 Bureau Drive, Stop 1070, Gaithersburg, MD 20899-1070; <http://www.nist.gov>).

Offeror: manufacturer and/or manufacturer's dealer(s) who submits a pricing response to this bid Invitation.

OSHA: Occupational Safety and Health Administration, US Department of Labor (200 Constitution Avenue, NW, Washington, DC 20210; <http://www.osha.gov>).

Program: H-GAC's Cooperative Purchasing Program ("HGACBuy"), a government-to-government program of competitively bid equipment and services contracts, with 2000 local government Members (<http://www.hgacbuy.org>).

3.0 GENERAL REQUIREMENTS

All line items bid and sold pursuant to this Invitation must:

- 3.1. Be manufacturer's normal equipment offering, inclusive of all standard features and functions, ready for operation upon delivery/installation.
- 3.2. Carry manufacturer's standard warranty and, at a minimum, be guaranteed for a minimum of one year against defects in materials, workmanship and performance. Offeror shall include warranty documents with bid response.
- 3.3. Include both printed and electronic media copies of all all bid documents (including catalogs and price books). PDF format is not acceptable on HGAC forms.
- 3.4. Comply with applicable state and federal laws and regulations with respect to safety, health and the environment. As required, equipment shall be inspected in accordance with all applicable laws, and the applicable inspection certificate shall be supplied with the unit at time of delivery. Such inspections will be H-GAC contractors' responsibility.
- 3.5. Conform in strength, quality and workmanship to the accepted standards of the industry.
- 3.6. Be accompanied by a minimal level of product instruction by a manufacturer representative to afford each H-GAC Member adequate knowledge as to safely and proper operation of equipment. At a minimum, this shall include an owner's manual, the cost of which shall be included in the base unit (i.e. Form-D price). Beyond that, normally offered on-site training, et cetera, shall be included on Form-E.

4.0 MINIMUM DESIGN AND PERFORMANCE REQUIREMENTS

In addition to any other requirements detailed within this Invitation, the following minimum design and performance minimums are applicable.

- 4.1 Vehicle lifting equipment: At the time of bid submittal, for all applicable lifts bid, the associated equipment manufacturers shall (1) be members of the Automotive Lift Institute (ALI) at the time of bid submittal (as such, at least 75% of all lift models and options sold shall be ALI-ETL certified); **or**, (2) 75% of manufacturer's lifts should be ALI-ETL certified. Offeror shall present evidence, in its bid response, of current ALI membership and which specific models are certified at the time of bid submittal. Offeror shall also include, in its bid response, the status of any pending ALI-ETL model certification(s) and the anticipated approval date.
- 4.2 Exhaust extraction equipment: This equipment shall be compliant with applicable OSHA and EPA requirements.

5.0 PRICING

- 5.1 Offeror's pricing shall be equal to or better than the Offeror's pricing discounts normally extended to local governments.
- 5.2 All pricing shall be exclusive of freight, which will be added as a separate PO item at the time of each purchase, specific to the individual H-GAC Member's location.
- 5.3 For purposes of this Invitation and any subsequent contract, all items offered shall be identified by a three (3) character alpha-numeric Product Code, as preformatted on Form-D. The first character represents the general equipment category (Ref. Sub-Section 1). The second and third characters (numeric) characters represent the specific brand and system designation, or brand and catalog.
- 5.4 Please note: Form-D is the desired format for specific, preapproved brands and models. Form-E is intended for the pricing of options that are directly related to Form-D line items. If a dealer responds to this Invitation with pricing on a particular brand of equipment (i.e. Form-D items), then dealer should not price any additional, different brands on Form-E for the same type of equipment, as this does allow for competitive bidding on from other potential dealers (for example: if Offeror prices brand "A" lifts on Form-D, then a different brand, "B", should not also be listed on Form-E).
- 5.5 As described in Section-A, for each purchase order under an awarded contract, H-GAC will invoice contractors directly for the 1.5% H-GAC purchase order processing charge. It is each Bidder's responsibility to take this into consideration when preparing Form-D and Form-E bid pricing, building this fee into Base Unit and options bid pricing accordingly.

5.6 Form-D: Catalog Line Items

- 5.6.1 For each catalog priced under this Invitation, Offeror shall supply a comprehensive, percentage-off-list discount price for the entire catalog, on Form-D. Catalog line items submitted without any listed discounts (i.e. zero-percent) **will be deemed non-compliant**. If Offeror maintains that a single, comprehensive discount is not feasible for a given catalog bid (i.e. averaged discounts a problem due to very different margins across categories), then Offeror may submit multiple percentage discounts for the catalog, by category; however, in such as scenario, Offeror should limit the discount percentages to the broad equipment categories found in a given catalog.
- 5.6.2 Catalogs and their associated pricing shall be those official documents that are in effect at the time of the bid submittal (i.e. October 2010). If, during the open bid period, a manufacturer updates a catalog listed in this Invitation, Offeror shall submit that updated catalog and its associated price list/book.

During the course of this eventual contract, if an awarded catalog is updated by the manufacturer during the contract, vendor shall submit the new version to H-GAC to formally replace the initially contracted catalog.

5.6.3 **Bidder shall include with bid package, for every Form-D listed catalog bid under this Invitation, a copy of :**

- **The applicable manufacturer's catalog, and**
- **If a separate document, the associated list price book/sheet**

For catalogs bid that do not include list pricing as integral to the catalog, a separate price book/list must be included. Failure to include this will result in Offerors' bid for this specific catalog being deemed non-compliant.

5.7 **Form-D: Specific System Line Items**

On vehicle wash systems and GPS tracking systems, Offeror **shall** include a copy of the manufacturer detailed specifications/cut sheets (showing all components) with bid package.

5.8 **Form-E Options Pricing:**

5.8.1 **Catalog line items:** Offeror **shall** use Form-E to price all common options and services that relate to the base items bid on Form-D. Form-E pricing for catalogs include those related value-added services and accessories that fall outside the catalog, such as extended warranties or installation services / custom equipment design services.

5.9 **Form-E: Specific Model / System Line Items (e.g. wash systems)**

5.9.1 Offeror shall include a comprehensive list of options and model upgrades related to the Form-D line item. Failure to submit such a comprehensive list of options for a given line item may result in the line item being deemed non-compliant.

5.9.2 For any complete, separate system upgrades included on Form-E, Offeror shall price it as the differential amount between the base model/system and upgrade option item price (e.g. Form-D base unit wash system line item is \$50000, with and optional, complete, separate model configuration upgrade version for \$60000: Offeror shall price upgrade on Form-E at \$10000, along with a description).

5.10 **Form-E, Overall**

RE: hydraulic vehicle lifts and wash systems (and any other products in this invitation that typically or potentially require unique, location-specific installation costs: Offeror shall include the following on Form-E:

At a minimum, pricing on any common "intangibles", which include:

- **planning / engineering**
- **site preparation**
- **standard system erection**
- **additional installation, such as with plumbing, electrical, and concrete work, such as is required to achieve local ordinance and/or normal safety compliance (in-house and/or subcontracted labor)**
- **existing site demolition**

Ideally, Offeror shall show above as a "cost-plus" basis (which better accommodates installation jobs across HGAC members' differing geographic regions), or as needed, through a standardized pricing list for such services. Offeror is encouraged to also include a general "catch-all" here to accommodate any unforeseen intangibles, such as "Miscellaneous labor intangibles: X% off cost")

6.0 AWARDS

The goal of the pending Invitation is a multiple award scenario, with H-GAC recognizing awards for as many of the pre-established (Form-D) brands and models as possible, allowing for bids from manufacturers and dealers. Offeror may bid on any line item desired. Catalog awards will go to those bids with the lowest percentage-off-list discount. In the event of a tie (i.e. between dealers), H-GAC reserves the right to utilize other factors in determining the recommended awardee. These include: dealer's history in selling to local governments; dealer's history with H-GAC; dealer's ability to serve our Members and to sell nationwide.

7.0 MANUFACTURES

As covered in Section-A, H-GAC encourages manufactures to participate in this bid process. At a minimum, this would mean encouraging its dealers to participate in this bid invitation, or to bid directly. Manufacturer that bid directly and are awarded a contract will provide HGAC Member assistance, PO processing, product delivery, fee

remittal, and quarterly sales reporting to HGAC. However, manufacturer may use any of its dealers for sales quotations, delivery, and installation.

***** End of Section-B *****



SECTION-C: H-GAC FORMS

For Use In Responding To Competitive Bid And Proposal Invitations

Invitation No.: FL03-11

Title: Fleet Services Equipment

This Section contains the following H-GAC Forms.

FORM	DESCRIPTION
Form A:	Offeror Identification and Authorized Signatory
Form B:	Historically Underutilized Business Enterprises
Form C:	Response Checklist
Form D:	Offered Items Pricing
Form E:	Published Options

These forms are hereby made available in electronic format. They should be copied to Offeror's computer for completion and/or printout as required. The forms **may not** be changed or altered in any way, except as may be specified on the form.

All completed forms must also be submitted electronically on CD-ROM, excepting of course for signatures. The printed "Original" of the response will be considered as the official copy in case of any discrepancy between the electronic version and the printed Original.

FORM-A: OFFEROR IDENTIFICATION & AUTHORIZED SIGNATORY**(DO NOT handwrite on this form. Information must be typed)**

Invitation No.: FL03-11

Invitation Title: Fleet Services Equipment

Offeror Company: _____

(Legal name of business which will appear on contract, if awarded)

Offeror Status: Manufacturer Dealer/Distributor OtherResponse Type(1): Single Offeror Acting Alone Or As Lead Multiple Offerors Acting Jointly

Contract Signatory(2): _____

Title: _____

Mailing Address(3): _____

Street/PO Box

City

State & Zip

Physical Address: _____

Street

City

State & Zip

Phone: _____

Fax: _____

Email Address: _____

Federal Tax ID No.: _____

Web Page URL: _____

- (1) If Joint Offering, all parties must submit a signed Form A. A contract will be offered to each.
(2) Name of person who will sign final contract documents if an award is made.
(3) Address to which final contract documents would be sent for signature.

Member Contact Information

Contact Person(4): _____

Title: _____

Mailing Address: _____

Street/PO Box

City

State & Zip

Physical Address: _____

Street

City

State & Zip

Toll Free Phone: _____

Fax: _____

Email Address: _____

- (4) Web site contact: person whom end users will contact for product information and to get pricing quotes.

The Signatory below, on behalf of Offeror:

- Acknowledges having thoroughly reviewed the Invitation;
- Attests to having the authority to sign this response and commit Offeror to honor all requirements;
- Makes, under penalty of perjury, all required Offeror Certifications as detailed in General Terms;
- Certifies that all information provided in this Response is true and correct.

Signature: _____

Title: _____

Printed Name: _____

Date: _____

Title: Fleet Services Equipment**Offeror:** _____

Most, if not all, of the Members of HGACBuy are subject to various requirements relative to purchasing goods and services from Historically Underutilized Business Enterprises (HUBs)(See Note 1). These requirements are promulgated by federal and state governmental authorities, and include measureable criteria such as 'percentage of total dollars spent directed to HUBs', 'number of HUB contractors used', 'HUB subcontractors employed by primary contractors', etc. These requirements are generally formalized in goal oriented programs.

HGACBuy is comitted to promoting full and equal business opportunities for HUB contractors, and to assisting Cooperative Purchasing Program (COOP) Members in meeting mandated HUB goals. In that regard, Contractor shall make a good faith effort to use the services of Certified/Listed (See Note 2) HUBs whenever possible.

As part of a good faith effort, Contractor agrees to work with and assist HGACBuy Members in meeting HUB targets and goals, as may be required by any rules, processes or programs they might have in place. Such assistance may include such things as compliance with reporting requirements, provision of documentation, consideration of 'Certified/Listed' subcontractors, provision of documented evidence that an active participatory role for a HUB entity was considered in a procurement transaction, etc.

Note 1: There are many designations other than "HUB" used across the country within various jurisdictions. Examples include terms such as Disadvantaged Business Enterprise (DBE), Minority Owned Business Enterprise (MBE), Woman Owned Business Enterprise (WBE), Small Disadvantaged Business (SDB), Small, Woman or Minority-owned Business (SWAM), etc. Regardless of the formal designation, the overall objective of the relavant programs is basically the same, i.e. to insure that disadvantaged and underutilized members of the business community receive a fair share of public spending. The term HUB as used herein shall be understood to encompass all such programs/business enterprises, no matter what terminology is used by the Member.

Note 2: The terms "Certified" and "Listed" as used in conjunction with HUB programs relate to the process of HUB qualification review. Jurisdictions usually require that companies claiming HUB status be reviewed and confirmed as meeting certain minimum requirements to claim that status, and that the review and confirmation process be carried out by certain designated entities. They are then "Certified" or "Listed" by having their name included on an official listing published by the Certifying or Listing Authority.

Accepted and Agreed By:

Title:		Date:	
---------------	--	--------------	--

HUB Status Of Offeror Offeror is a HUB, as detailed below. Offeror is not a HUB.**Designation(s):** HUB DBE MBE WBE Other**Certifying/Listing Authority(s):****Subcontracts**

On a separate sheet, list any subcontractors that would be employed in providing products or services related to this procurement. Include subcontractor name, designation (HUB, DBE, etc.) and certifying/listing authority.

 Subcontractor List attached. No Subcontractors will be used.

FORM-C: RESPONSE CHECKLISTInvitation No.: FL03-11Title: Fleet Services Equipment

Offeror: _____

This form is provided to help insure that all required Response elements have been completed and included, or certified as being available upon request. **Responses that do not comply with all requirements may be considered non-compliant.** Offeror's signatory must review each item below, and certify by initialing in the space to the right.

This Response Includes:		Initials
1	An "Original" complete copy of all required forms and documents, plus one "Copy", each in a separate hard-sided 3-ring binder.	
2	A copy of the complete submission, including all required H-GAC forms, in electronic format (e.g. CD, DVD, flash drive) (Per Section-A, subsection 27.d)	
3	A comprehensive list of priced options on Form-E	
4	Printed and electronic media copies of all catalogs bid, and if a separate item, the associated list price sheets/books.	
5	An originally signed Form-A from all entities who are party to this submission and who should be offered a contract if this submission is successful.	
6	The required list of References .	
7	Details of " Service Organization ", including locations, hours, personnel and parts/service availability. (Applies to hard goods only.)	
8	Complete Warranty Documentation for all Products offered.	
9	The manufacturer's latest Specification Documents detailing standard features, operating characteristics, etc., for all products offered.	
10	Form CIQ , if required by law, completed and signed. (The Form, and instructions for its use, can be found at: http://www.ethics.state.tx.us/whatsnew/conflict_forms.htm) If Form CIQ does not apply, put "N/A" in the box to the right.	
11	If the Non-Resident Reciprocal Bid Act applies, a copy of your state statute and a determination of the status of Texas bidders/proposers in your home state. If not applicable, indicate "N/A"	

FORM-D: PRODUCT ITEM BASE OFFERING PRICES		Invitation. No.:	FL03-11
Offeror Name:			
<p>NOTE: Per Section-B, Offeror shall show discounts off list pricing on this form. Where a given manufacturer's catalog (referenced below) is not inclusive of pricing, Offeror shall also include a copy of the official manufacturer list price book/sheet with bid reponse (printed and electronic formats). Line items below that are submitted by Offeror with a zero-percent discount will be deemed as non-compliant. Pricing on this form shall be in one of two forms: (1) for catalog / price book line items, price as a % discount off list; (2) for non-catalog line items (i.e. specific models/systems), price as a specific H-GAC price (\$X).</p>			
H-GAC Product Code	Manufacturer and Description	Price or % Discount	
Vehicle Lift and Support Equipment			
A01	Ammco (Hennessy Industries): most current, complete catalog and associated "Suggested Dealer Net" price list (covering 2-post, 4-post, scissor post lifts; plus accessories)		
A02	ARI-Hetra: most current, complete catalog and associated "Dealer Price List" and "Replacement Parts Price List" (covering mobile lifts, scissor lifts, jacks, stands; plus accessories)		
A03	BendPak: most current, complete "2010 BendPak Lifts" catalog and associated price list, covering lifts for cars, trucks, and grounds maintenance equipment, in 2-post, 4-post, scissor lifts, floor lifts, transmission lifts, and other configurations		
A04	Challenger Lifts: most current, complete catalog and "2010 Challenger Lifts Price List"(covering 2-post, 4-post, cassette, scissor lifts; plus accessories)		
A05	ESCO: most current, complete catalog and associated "Customer Price List (covering hydraulic and air-hydraulic jacks, presses, cranes, trolleys, et cetera)		
A06	Hunter: most current, complete catalog and associated list price book (covering 4-post, parallelogram, and scissor lifts, et cetera; plus accessories)		
A07	Mohawk: most current, complete catalog and associated list price book (covering 2-post, 4-post, mobile, scissor, parallelogram, in-ground, specialty lift styles; plus accessories)		
A08	Norco: most current, complete "Professional Lifting Equipment" catalog and associated "User Price" book (covering jacks, cranes, dollies, shop presses; plus accessories)		
A09	Rotary Lift: most current, complete "Professional Automotive Service" catalog and associated "2010 U.S. Light Duty Price List" (covering low rise pad lifts, 2-Post asymmetrical and symmetrical lifts, 4-post alignment lifts, 4-post general service lifts, and single/twin post SmartLiftr in-ground lifts; plus accessories)		
A10	Rotary Lift: most current, complete Truck and Transit catalog and associated "2010 U.S. Heavy Duty Product Price List" (covering inground, parallelogram, hydraulic portable, two-post, four-post, and floor running/ suspended pit lifts; plus accessories)		
A11	Snap-On Industrial: to be determined		
A12	Stertil-Koni: most current, complete catalog and associated 2010 "Price List" (covering 2-post, 4-post, mobile, scissors, parallelogram, in-ground lifts, transmission jacks, axle stands, et cetera; plus accessories)		
Tire and Wheel Equipment			
B01	Ammco (Hennessy Industries): most current, complete catalog and associated "Suggested Dealer Net" price list (covering brake lathe equipment; plus accessories)		
B02	ARI-Hetra: most current, complete catalog and associated "Dealer Price List" and "Replacement Parts Price List" (covering tire changers, wheel balancers; plus accessories)		
B03	Coats (Hennessy Industries): most current, complete catalog and associated "Disributor Price List "(covering balancing and tire changing equipment; plus accessories)		
B04	Hunter: most current, complete catalogs and associated list price book (covering balancers, lathes, tire changers, heavy duty alignment, balancing and pit racks, diagnostic equipment; plus accessories)		

FORM-D: PRODUCT ITEM BASE OFFERING PRICES		Invitation. No.:	FL03-11
Offeror Name:			
<p>NOTE: Per Section-B, Offeror shall show discounts off list pricing on this form. Where a given manufacturer's catalog (referenced below) is not inclusive of pricing, Offeror shall also include a copy of the official manufacturer list price book/sheet with bid reponse (printed and electronic formats). Line items below that are submitted by Offeror with a zero-percent discount will be deemed as non-compliant. Pricing on this form shall be in one of two forms: (1) for catalog / price book line items, price as a % discount off list; (2) for non-catalog line items (i.e. specific models/systems), price as a specific H-GAC price (\$X).</p>			
H-GAC Product Code	Manufacturer and Description	Price or % Discount	
B05	PureN2Gen, LLC / PurigeN98 : most current, complete catalog and associated list price sheet (covering nitrogen generating/ filling equipment, including models P-1200, P-600, P-300, P-100); plus accessories.		
B06	Ranger (BendPak): most current, "Ranger 2010 Tire/Wheel Servicing" catalog and associated list pricing, covering specialty tire changers, wheel balancers, alignment equipment, brake lathes, and other tire servicing equipment.		
B07	Tire Service Equipment Mfg. Co (TSI/SSG): most current, complete tire recycling catalog and associated "End User Price Schedule" (covering tire bead breakers and sealers, tire changers, tire cutters, tread traction sippers and regroovers, wheel and filter crushers, recycling balers, truck frame hoists, jacks; plus accessories)		
Exhaust Extraction Equipment			
C01	ARI-Hetra: most current, complete catalog and associated "Dealer Price List"and "Replacement Parts Price List" (covering trucks, buses, car, and light truck exhaust extraction applications; plus accessories)		
C02	Harvey Industries: most current, complete catalog and associated list price book (covering underfloor and overhead systems, 2-bay systems, welding exhaust systems; plus accessories)		
C03	PlymoVent: most current, complete catalog and associated list price book (covering vehicle and fire house exhaust extraction systems; plus accessories)		
Vehicle Wash Systems			
<p>These base unit configurations shall be priced as complete, functional systems, priced with all necessary manufacturer wash equipment components for basic operation; however, this price shall be exclusive of erection/installation, demolition, additional plumbing and electrical work, delivery, et cetera - which Offeror shall price separately on Form-E (Reference language in this Invitation's Section-B, subsections 5.8 - 5.10).</p>			
D01	Belanger: Insta-Kleen car wash system: soft-cloth car wash system, drive-through guide rail configuration; applications: medium to high volume, car and light truck; complete system, with rails, operator controls, pumps, tanks, rinse/wax arch, Gyro Wash-Around Wraps, Overhead Quad Wave Mitter brush, photo-eye activation (Bidder shall include with Form-E options: installation pricing, as well as all upgrade component pricing, including conveyerized version, water reclamation system, spot free rinse, heater, Air Cannon dryer, multipurpose arch, manual prep wash, over-under conveyor, Titan VPS lower vehicle jets, et cetera)		
D02	Belanger: Vector car wash system: over-head moving gantry, in-bay automatic, rail-free, touch-free wash system; applications: car and light truck; complete system, with virtual positioning, operator controls, CAT pumps, tanks, Rocker Blaster undercarriage wash (Bidder shall include with Form-E options: installation pricing, as well as all upgrade component pricing, including water reclamation system, spot free rinse, heater, Rocker Spin Clean lower vehicle jet, Air Cannon dryer, door controls, et cetera)		

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H-GAC Product Code	Manufacturer and Description	Price or % Discount	
D03	Belanger: V-Max automatic, touch-free wash system: LVW-45125 configuration; applications: transit bus, school bus, motorcoach, (12'-6" H x 45' L max); complete system with over-head gantry, operator controls, twin CAT pumps, twin chemical pumps, Rocker Blaster undercarriage wash, rails, and heater (Bidder shall include with Form-E options: installation pricing, as well as all upgrade component pricing, including water reclamation system, dual rocker upgrade, door controls, spot free rinse, Rocker Spin Clean lower vehicle jet, Air Cannon dryer, manual prep wash, et cetera)		
D04	Belanger: "V-Max" automatic, touch-free wash system: LVW-75140 configuration; applications: tractor trailers, tanker trucks, construction equipment, heavy truck tractors (14' H x 75' L max); complete system with overhead gantry, operator controls, twin CAT pumps, twin chemical pumps, Rocker Blaster undercarriage wash, rails, and heater (Bidder shall include with Form-E options: installation pricing, as well as all upgrade component pricing, including water reclamation system, dual rocker upgrade, door controls, spot free rinse, Rocker Spin Clean lower vehicle jet, Air Cannon dryer, manual prep wash, et cetera)		
D05	Belanger: V-Max automatic, touch-free wash system: LVW-45140 configuration; applications: dump trucks, garbage trucks, buses, construction equipment, heavy truck tractors (14' H x 45' L max); complete system with overhead gantry, operator controls, twin CAT pumps, twin chemical pumps, Rocker Blaster undercarriage wash, rails, and heater (Bidder shall include with Form-E options: installation pricing, as well as all upgrade component pricing, including water reclamation system, dual rocker upgrade, door controls, spot free rinse, Rocker Spin Clean lower vehicle jet, Air Cannon dryer, manual prep wash, et cetera)		
D06	Interclean: to be determined		
D07	Istobal: "PJ3-2" system: moving gantry, 3-brush automatic design wash system; applications: general use - cars, light to heavy trucks, school buses, transit buses, et cetera; complete system, with amp sensing brushes, guide rail, onboard control box, remote emergency stop, water tank (Bidder shall include with Form-E options: installation pricing, as well as all upgrade component pricing, including water reclamation system, undercarriage rinse, heater, vacuum, et cetera)		
D08	Istobal: PJ3-2H system: high pressure, moving gantry, 3-brush automatic design wash system; applications: general use -- cars, light to heavy duty trucks, school buses, transit buses, et cetera; complete system, with high pressure contouring arch, amp sensing brushes, touch-free operation components, guide rail, onboard control box, remote emergency stop, water tank (Bidder shall include with Form-E options: installation pricing, as well as all upgrade component pricing, including water reclamation system, undercarriage rinse, heater, vacuum, et cetera)		
D09	LED: Apollo system: manual wash system; applications: general use -- cars, trailers, light to heavy duty trucks, school buses, transit buses, et cetera; complete system with clutch control, heater, exhaust draft diverter, 50-ft high pressure hose-wand (Bidder shall include with Form-E options: installation pricing, as well as all upgrade component pricing, including water reclamation system, dual gun, remote operation, air pressure detailer, ozone generator, vacuum, et cetera)		

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H-GAC Product Code	Manufacturer and Description	Price or % Discount	
D10	NS Wash: 5-Touch F/R system: automatic drive-thru wash system (90" vehicle clearance); application: car and light truck; complete system, with 4-leg support structure, pair of wrap-around washers, pair of soft fiber rocker panel washers, oscillating front-to-rear mitter system, machine/soap air hose activation, safety guide rail, motor control station PLC, electric motors (Bidder shall include with Form-E options: installation pricing, as well as all upgrade component pricing, including economy reverse osmosis system, air drying system, water reclamation system)		
D11	NS Wash: HPW-414B system: touchless, high-pressure, drive-thru wash system (15' vehicle clearance); applications: car and light truck, heavy truck, transit/school bus; complete system, with 10 spinner, high pressure arch, 4-inch curb rail system, 7" stainless skid plates entry guides, chemical saving applicator arch, undercarriage sprays (entrance and exit), 60' steel rail motor control system, electric motors (Bidder shall include with Form-E options: economy reverse osmosis system, air drying system, water reclamation system)		
D12	NS Wash: SYS-3100 system: drive-thru wash system (12' clearance); applications: school and paratransit mini-buses; complete system, with polyethylene fiber-filled brush pelts, dual oscillating side-to-side top mitter curtains, 6-legged frame, soap injection system, auto activation air retraction system, electric motors and control system (Bidder shall include with Form-E options: installation pricing, as well as all upgrade component pricing, including 15' alternative truck clearance configuration, economy reverse osmosis system, air drying system, water reclamation system)		
D13	NS Wash: 5M-420 system: heavy-duty, drive-thru brush wash system. (12' vehicle clearance); applications: transit buses; complete system, with dual-column frame, two pairs of sectional wrap-around brushes, pair of side brushes, overhead oscillating scrubber, electric motors and control panel, soap injection system (Bidder shall include with Form-E options: installation pricing, as well as all upgrade component pricing, including guide rails, skid plates, water/soap arches, chemical tire applicator, wheel washer, economy reverse osmosis system, air drying system, water reclamation system)		
D14	NS Wash: Nautica 4M system: 3-brush rollover gantry, floor-track type wash system; applications: tractor-trailers, transit/school buses, heavy trucks; complete system, with electric motors and gantry-mounted controls (PLC, vehicle counter and main disconnect; manual override, joystick control), top follower brush (targeting front/top/rear), set of side brushes (windows/sides/rocker panel), galvanized steel frame (Bidder shall include with Form-E options: installation pricing, as well as all upgrade component pricing, including 14' alternative clearance configuration, economy reverse osmosis system, air drying system, water reclamation system)		
D15	PDQ: Tandem system: passenger vehicle, automatic touch-free wash system; vehicle sensor-treadle design; applications: general use cars and light duty trucks, vans, SUVs; complete system, with foam side and top brushes, lube system, wax delivery (Bidder shall include with Form-E options: installation pricing, as well as all upgrade component pricing, including water reclamation system, air pressure detailer, wheel scrubbers, dryer, high pressure top washer, ozone generator, vacuum, et cetera)		

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H-GAC Product Code	Manufacturer and Description	Price or % Discount	
D16	PDQ: M5 system: automatic touch-free wash system; general use: cars, light-duty trucks, vans, SUVs; complete system, with open-bay, non-guardrail, vehicle sensor treadle design, soap-conditioner-rinse delivery, stand-alone air dryer, 25-Hp pump (1100 psi), LaserWash M5 software (Bidder shall include with Form-E options: installation pricing, as well as all upgrade component pricing, including water reclamation system, wheel scrubbers, ozone generator, vacuum, et cetera)		
D17	PDQ: G5 system: automatic touch-free wash system, lower operating cost configuration; applications: general use, cars, light-duty trucks, vans, SUVs; complete system, with onboard wash bridge air column dryer, open-bay, non-guardrail vehicle sensor treadle design, single pass bridge-mounted foam/protectant/rinse application, separate high-low pressure manifolds soap-conditioner-rinse delivery, 15-Hp pump (1250 psi), LaserWash G5 software (Bidder shall include with Form-E options: installation pricing, as well as all upgrade component pricing, including water reclamation system, wheel scrubbers, ozone generator, vacuum, CAT pump drive, et cetera)		
D18	Tammermatic (InterClean): to be determined		
D19	Whiting Systems: The SmartWash Supra system: automatic three-brush roll-over type system (traveling gantry over standing vehicle on surface mounted tracks); selectable programs: front, roof, rear and sides; applications: cars, trucks, buses, tractor-trailers, trucks; two side brushes, one top brush, and eleven rotating motor driven spinners; pre-soak, final rinse arch; photo eye activation/de-activation; clearance: 13'6"		
D20	Whiting Systems: The SmartWash Storm system: automatic touch-free roll-over blaster system; applications: standard and irregular shaped cars and trucks; side and top mounted high pressure nozzles; floor mounted gantry tracks; clearance: 13'6"		
D21	Whiting Systems: Sprite Drive-Thru Fleet Washer - Two-Step system (wash step, rinse step): fully automatic, with manual override; front, side, and rear washing; applications: heavy duty cleaning on large trucks and trailers and similarly dimensioned equipment; infrared fiber optic beams, starters, and overloads; clearance: 13'6"		
D22	Whiting Systems: Sprite Drive-Thru Fleet Washer - Single-Step system (single wash-rinse design): fully automatic, with manual override; front, side, and rear washing. applications: heavy duty cleaning on large trucks and trailers and similarly dimensioned equipment; infrared fiber optic beams, starters, and overloads; clearance: 13'6"		
D23	Whiting Systems: The SmartWash Super Scout system: fully automatic three-brush roll-over type system (traveling gantry over standing vehicle on surface mounted tracks); selectable programs: front, roof, rear and both sides; applications: cars and small trucks, buses, tractor-trailers, large trucks; two side brushes, one top brush; pre-soak, final rinse arch; photo eye activation/de-activation; clearance: 13'6"		
D24	Whiting Systems: The SmartWash Scout system: all-electric 3-brush roll-over system applications: standard size cars and light trucks, including buses, and larger trucks; floor mounted tracks; two step wash-rinse design; his three brush gantry roll-over is available both in clearance: 12' (Offeror shall include with bid options: pricing on 14' clearance option upgrade); clearance: 13'6"		
Lubrication and Fluid Management Equipment			

Offeror Name:	
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H-GAC Product Code	Manufacturer and Description	Price or % Discount
E01	Duro Manufacturing: most current, complete catalog and associated list price book (covering commercial/industrial grade hose reels and accessories for air/water/oil/electric applications)	
E02	Lincoln Industrial Corp.: most current, complete catalog and associated list price book (covering lubrication pumps, hose reels, control valves, filters, et cetera; plus accessories)	
E03	Motorvac: most current, complete catalog and associated "Distributor Price List" (covering fuel and lubrication service equipment; plus accessories)	
E04	RTI: most current, complete catalog and associated "RTI Technologies 2010 Price List"(covering A/C, oil/coolant fluid exchange, diagnostic, exhaust ventilation system, brake service, and wheel alignment equipment; plus accessories)	
E05	Run-Rite (C.A.T. Products, Inc.): most current, complete catalog and associated price book (covering transmission, coolant, power steering, brake, and fuel system fluid exchange and cleaning equipment; plus accessories)	
E06	Samson Corporation: most current, complete catalog and associated price books (covering ReelMaster hose reel series, PumpMaster fluid pump equipment series, ControlMaster fluid management PC series, FloMaster electric pump series, LubeMasterPro portable air-operated container equipment series, WorkMaster shop equipment series; plus accessories)	
E07	Unilube Systems: most current, complete catalog and associated list price book (covering modular lube station components and accessories)	

GPS Fleet Tracking Systems

Incorporating global positioning satellite (GPS) technology, these systems enable the tracking of fleet vehicles through a combination of in-vehicle transponders, proprietary software, proprietary and outsourced hardware and, in some cases, web-based monitoring services (plus various other real-time and historical fleet management features). In general, configurations fall within two types: passive systems (PC software based, where vehicle component possesses internal memory for recording vehicle locations, et cetera, necessitating a periodic manual hard link or manual/automatic short range wireless data upload); and real time systems (PC software or Web based systems, with wireless data link from vehicles). The following packages are turn-key systems, **less any applicable intangibles, such as installation, onsite training, initial activation fees, and monthly monitoring fees, which Offeror shall price separately on Form-E.** The FastFleet system is geared toward creating efficiencies in fleet sharing systems in government fleets. For all these line items, Offeror shall include, at a minimum, an equipment training manual, which shall be included in Offeror's Form-D price. Offeror shall price all additional training and options costs on Form-E.

F01	<p>Field Technologies: FieldLogix tracking-fleet management software: applications: real time, GSM/GPRS wireless systems; features: application software interfacing, multiple GPS device/wireless service integration capabilities; tracking and reporting: closest vehicle to landmark/address, detailed route/directions, maintenance module, landmark boundaries, restricted zones, vehicle grouping, vehicle paths, speed/boundary/et cetera, alerts, idle time, mileage, stop history, landmarks, engine hours, jobsite entry/exit/timesheet verification (Offeror shall include with Form-E pricing: vehicle GPS hardware and related systems equipment and monthly service fees for single and multiple vehicle scenarios)</p>	
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H-GAC Product Code	Manufacturer and Description	Price or % Discount	
F02	Networkfleet: standard real time wireless web-hosted software tracking system; complete system, with management software and hardware, and antenna (for one vehicle); features: automatic cellular phone network data download; tracking and diagnostic reporting: begin/end, stop/speed history, odometer, idle time, bread crumb mapping, real time vehicle location, maximum speed, MPG (Offeror shall include with Form-E pricing: monthly service fees, J1708/OBDII 6-pin/9-pin diagnostics hardware, and pricing upgrades on equipment for 2+ vehicles)		
F03	FastFleet (Zipcar, Inc): vehicle sharing solution for government fleets: in-vehicle GSM-GPRS communication platform; real-time hardware and hosted software solution for driver-self-service reservations; keyless, wireless vehicle access design; hardware: in-vehicle transmission hardware, access card reader, cellular antennae, GPS antenna, wiring harness; software: hosted web-wireless driver reservation system and web fleet administration system to operate the shared pools of vehicles; cellular service to be included; features: real-time vehicle locating, geo-fencing with exception reporting, inter-departmental vehicle sharing and access tracking, mileage tracking, reservation history (Offeror shall include with Form-E pricing: option pricing for specialized consulting, on-site training, access cards, initial web host implementation, monthly service fees)		
Miscellaneous			
G01	Aaladin Cleaning Systems: most current, complete catalog and associated list price book (covering portable and stationary, cold and hot water pressure washers, in gas, oil/diesel, electric, natural gas, and LP; plus recovery systems; part washers; water heaters; plus accessories)		
G02	Alkota Cleaning Systems: most current, complete catalog and associated list price book (covering portable and stationary cold water pressure washers (in gas and electric configurations) and hot water pressure washers (electric, oil, and gas-fired configurations); plus mobile wash trailer series, parts washers series, wastewater treatment evaporator/filter series, water heater series, and space heater series; plus accessories)		
G03	All American Cleaning Systems (Alkota Cleaning Systems): most current, complete catalog and associated list price book (covering mobile wash systems and pressure washers; plus accessories)		
G04	Better Engineering: most current, complete "Purifier" series catalog and associated list price book (covering industrial jet parts washers, in both front and top loading configurations; plus accessories)		
G05	Better Engineering: most current, complete "Clean Express" series catalog and associated list price book (covering, (at a minimum) "CE" series automatic, digitally controlled industrial parts washers and turntable/roll-in door style water-jet washers series; plus accessories)		
G06	Champion (Gardner-Denver): most current, complete reciprocating air compressor catalog and associated list price book (covering vacuum compressors (lubricated rotary vane and oil-free claw styles); lubricated compressors (A, R, Advantage, PL, Centurion II, Value Plus, and Command Air series); and oil-less compressors (MTO-II, V&W, and Medical series; plus accessories)		

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H-GAC Product Code	Manufacturer and Description	Price or % Discount	
G07	Delco Cleaning Systems (Rahsco Manufacturing Company, Inc.): most current, complete catalog and associated list pricing (covering the complete line of portable and stationary cold and hot water pressure washers; plus accessories)		
G08	Energy Logic: most current, complete catalog and associated list price book (covering used oil reclamation heaters and boilers; plus accessories)		
G09	Landa Cleaning Systems: most current, complete catalog and associated "2010 Price List" (covering portable and stationary cold and hot water pressure washers, in gas, oil/diesel, electric, natural gas, and LP, plus parts washers, water heaters, waste oil heaters; plus accessories)		
G10	Movincool: most current, complete catalog and associated list price book (covering 10000-60000 Btu/hr "Classic" series portable-spot cool A/C equipment; plus accessories)		
G11	Oceanaire: most current, complete catalog and associated price sheet book (covering 10000-60000 Btu/hr air cooled and water cooled portable A/C-heating equipment; plus accessories)		
G12	Ritchie: most current "Yellowjacket Automotive A/C Tools" catalog and associated list price book (covering refrigerant management systems, pumps, gauges, et cetera.)		
G13	Saylor-Beall: most current catalog and associated "Master Compressor List" (covering all compressors, plus accessories)		
G14	Shure Manufacturing: most current, complete catalogs and associated list price book (covering workbench storage systems, hybrid workstations, reel cabinets, TC3 storage sytemes; plus accessories)		
G15	Sioux Corp.: most current, complete catalog and associated list price book (covering portable and stationary cold and hot water pressure washers, and electric and fuel-fired steam cleaners; plus accessories)		
G16	Steel Eagle: most current, complete catalog and associated current "Distributor Price List"(covering both portable and stationary all-in-one cleaning/recovery systems and industrial reels, in gas, oil/diesel, electric, natural gas, and LP; plus accessories)		
G17	Water Maze: most current, complete catalog and associated "2010 Price List"(covering water treatment systems, including automatic recycle/discharge systems, evaporators, ozone generators, portable wash pads, bioremediation management systems, in electric, gas, oil/diesel, LP, natural gas; plus accessories)		

This is a sample of the contract that will be sent to you for execution IF you are recommended for a contract award. Do NOT complete and return with your Response.

A CONTRACT BETWEEN HOUSTON-GALVESTON AREA COUNCIL, Houston, Texas AND _____

This Contract is made and entered into by the **Houston-Galveston Area Council of Governments**, hereinafter referred to as **H-GAC**, having its principal place of business at 3555 Timmons Lane, Suite 120, Houston, Texas 77027, AND, _____ hereinafter referred to as the **CONTRACTOR**, having its principal place of business at _____.

ARTICLE 1: SCOPE OF SERVICES

The parties have entered into a _____ Contract to become effective as of _____, and to continue through _____ (the "**Contract**"), subject to extension upon mutual agreement of the **CONTRACTOR** and **H-GAC**. **H-GAC** enters into the Contract as Agent for participating governmental agencies, each hereinafter referred to as **END USER**, for the purchase of _____ offered by the **CONTRACTOR**. The **CONTRACTOR** agrees to sell _____ through the **H-GAC** Contract to **END USERS**.

ARTICLE 2: THE COMPLETE AGREEMENT

The Contract shall consist of the documents identified below in order of precedence:

1. The text of this Contract form, including but not limited to, Attachment A
2. General Terms and Conditions
3. Bid Specifications No: _____, including any relevant suffixes
4. **CONTRACTOR's** Response to Bid No: _____, including but not limited to, prices and options offered

All of which are either attached hereto or incorporated by reference and hereby made a part of this Contract, and shall constitute the complete agreement between the parties hereto. This Contract supersedes any and all oral or written agreements between the parties relating to matters herein. Except as otherwise provided herein, this Contract cannot be modified without the written consent of both parties.

ARTICLE 3: LEGAL AUTHORITY

CONTRACTOR and **H-GAC** warrant and represent to each other that they have adequate legal counsel and authority to enter into this Contract. The governing bodies, where applicable, have authorized the signatory officials to enter into this Contract and bind the parties to the terms of this Contract and any subsequent amendments thereto.

ARTICLE 4: APPLICABLE LAWS

The parties agree to conduct all activities under this Contract in accordance with all applicable rules, regulations, directives, issuances, ordinances, and laws in effect or promulgated during the term of this Contract.

ARTICLE 5: INDEPENDENT CONTRACTOR

The execution of this Contract and the rendering of services prescribed by this Contract do not change the independent status of **H-GAC** or **CONTRACTOR**. No provision of this Contract or act of **H-GAC** in performance of this Contract shall be construed as making **CONTRACTOR** the agent, servant or employee of **H-GAC**, the State of Texas or the United States Government. Employees of **CONTRACTOR** are subject to the exclusive control and supervision of **CONTRACTOR**. **CONTRACTOR** is solely responsible for employee payrolls and claims arising therefrom.

ARTICLE 6: END USER AGREEMENTS

H-GAC acknowledges that the **END USER** may choose to enter into an End User Agreement with the **CONTRACTOR** through this Contract and that the term of said Agreement may exceed the term of the **H-GAC** Contract. However this acknowledgement is not to be construed as **H-GAC's** endorsement or approval of the End User Agreement terms and conditions. **CONTRACTOR** agrees not to offer to, agree to or accept from **END USER** any terms or conditions that conflict with or contravene those in **CONTRACTOR's** **H-GAC** contract. Further, termination of this Contract for any reason shall not result in the termination of the underlying End User Agreements entered into between **CONTRACTOR** and any **END USER** which shall, in each instance, continue pursuant to their stated terms and duration. The only effect of termination of this Contract is that **CONTRACTOR** will no longer be able to enter into any new End User Agreements with **END USERS** pursuant to this Contract. Applicable **H-GAC** order processing charges will be due and payable to **H-GAC** on

any End User Agreements surviving termination of this Contract between **H-GAC** and **CONTRACTOR** .

ARTICLE 7: SUBCONTRACTS & ASSIGNMENTS

CONTRACTOR agrees not to subcontract, assign, transfer, convey, sublet or otherwise dispose of this Contract or any right, title, obligation or interest it may have therein to any third party without prior written notice to **H-GAC**. **H-GAC** reserves the right to accept or reject any such change. **CONTRACTOR** shall continue to remain responsible for all performance under this Contract regardless of any subcontract or assignment. **H-GAC** shall be liable solely to **CONTRACTOR** and not to any of its Subcontractors or Assignees.

ARTICLE 8: EXAMINATION AND RETENTION OF CONTRACTOR'S RECORDS

CONTRACTOR shall maintain during the course of its work, complete and accurate records of items that are chargeable to **END USER** under this Contract. **H-GAC**, through its staff or its designated public accounting firm, the State of Texas, or the United States Government shall have the right at any reasonable time to inspect copy and audit those records on or off the premises of **CONTRACTOR**. Failure to provide access to records may be cause for termination of this Contract. **CONTRACTOR** shall maintain all records pertinent to this Contract for a period of not less than five (5) calendar years from the date of acceptance of the final contract closeout and until any outstanding litigation, audit or claim has been resolved. The right of access to records is not limited to the required retention period, but shall last as long as the records are retained. **CONTRACTOR** further agrees to include in all subcontracts under this Contract, a provision to the effect that the subcontractor agrees that **H-GAC'S** duly authorized representatives, shall, until the expiration of five (5) calendar years after final payment under the subcontract or until all audit findings have been resolved, have access to, and the right to examine and copy any directly pertinent books, documents, papers, invoices and records of such subcontractor involving any transaction relating to the subcontract.

ARTICLE 9: REPORTING REQUIREMENTS

CONTRACTOR agrees to submit reports or other documentation in accordance with the General Terms and Conditions of the Bid Specifications. If **CONTRACTOR** fails to submit to **H-GAC** in a timely and satisfactory manner any such report or documentation, or otherwise fails to satisfactorily render performance hereunder, such failure may be considered cause for termination of this Contract.

ARTICLE 10: MOST FAVORED CUSTOMER CLAUSE

If **CONTRACTOR**, at any time during this Contract , routinely enters into agreements with other governmental customers within the State of Texas, and offers the same or substantially the same products/services offered to **H-GAC** on a basis that provides prices, warranties, benefits, and or terms more favorable than those provided to **H-GAC**, **CONTRACTOR** shall notify **H-GAC** within ten (10) business days thereafter of that offering and this Contract shall be deemed to be automatically amended effective retroactively to the effective date of the most favorable contract, wherein **CONTRACTOR** shall provide the same prices, warranties, benefits, or terms to **H-GAC** and its **END USER**. **H-GAC** shall have the right and option at any time to decline to accept any such change, in which case the amendment shall be deemed null and void. If **CONTRACTOR** is of the opinion that any apparently more favorable price, warranty, benefit, or term charged and/or offered a customer during the term of this Contract is not in fact most favored treatment, **CONTRACTOR** shall within ten (10) business days notify **H-GAC** in writing, setting forth the detailed reasons **CONTRACTOR** believes aforesaid offer which has been deemed to be a most favored treatment, is not in fact most favored treatment. **H-GAC**, after due consideration of such written explanation, may decline to accept such explanation and thereupon this Contract between **H-GAC** and **CONTRACTOR** shall be automatically amended, effective retroactively, to the effective date of the most favored agreement, to provide the same prices, warranties, benefits, or terms to **H-GAC**.

The Parties accept the following definition of routine: A prescribed, detailed course of action to be followed regularly; a standard procedure. *EXCEPTION: This clause shall not be applicable to prices and price adjustments offered by a bidder, or contractor, which are not within bidder's control [example; a manufacturer's bid concession], or to any prices offered to the Federal Government and its agencies.*

ARTICLE 11: SEVERABILITY

All parties agree that should any provision of this Contract be determined to be invalid or unenforceable, such determination shall not affect any other term of this Contract, which shall continue in full force and effect.

ARTICLE 12: DISPUTES

Any and all disputes concerning questions of fact or of law arising under this Contract, which are not disposed of by agreement, shall be decided by the Executive Director of **H-GAC** or his designee, who shall reduce his decision to writing and provide notice thereof to **CONTRACTOR**. The decision of the Executive Director or his designee shall be final and conclusive unless,

within thirty (30) days from the date of receipt of such notice, **CONTRACTOR** requests a rehearing from the Executive Director of **H-GAC**. In connection with any rehearing under this Article, **CONTRACTOR** shall be afforded an opportunity to be heard and offer evidence in support of its position. The decision of the Executive Director after any such rehearing shall be final and conclusive. **CONTRACTOR** may, if it elects to do so, appeal the final and conclusive decision of the Executive Director to a court of competent jurisdiction. Pending final decision of a dispute hereunder, **CONTRACTOR** shall proceed diligently with the performance of this Contract and in accordance with **H-GAC'S** final decision.

ARTICLE 13: LIMITATION OF CONTRACTOR'S LIABILITY

Except as specified in any separate writing between the **CONTRACTOR** and an **END USER**, **CONTRACTOR'S** total liability under this Contract, whether for breach of contract, warranty, negligence, strict liability, in tort or otherwise, but excluding its obligation to indemnify **H-GAC** described in Article 14, is limited to the price of the particular products/services sold hereunder, and **CONTRACTOR** agrees either to refund the purchase price or to repair or replace product(s) that are not as warranted. In no event will **CONTRACTOR** be liable for any loss of use, loss of time, inconvenience, commercial loss, lost profits or savings or other incidental, special or consequential damages to the full extent such use may be disclaimed by law. **CONTRACTOR** understands and agrees that it shall be liable to repay and shall repay upon demand to **END USER** any amounts determined by **H-GAC**, its independent auditors, or any agency of State or Federal government to have been paid in violation of the terms of this Contract.

ARTICLE 14: LIMIT OF H-GAC'S LIABILITY AND INDEMNIFICATION OF H-GAC

H-GAC'S liability under this Contract, whether for breach of contract, warranty, negligence, strict liability, in tort or otherwise, is limited to its order processing charge. In no event will **H-GAC** be liable for any loss of use, loss of time, inconvenience, commercial loss, lost profits or savings or other incidental, special or consequential damages to the full extent such use may be disclaimed by law. Contractor agrees, to the extent permitted by law, to defend and hold harmless **H-GAC**, its board members, officers, agents, officials, employees, and indemnities from any and all claims, costs, expenses (including reasonable attorney fees), actions, causes of action, judgments, and liens arising as a result of **CONTRACTOR'S** negligent act or omission under this Contract. **CONTRACTOR** shall notify **H-GAC** of the threat of lawsuit or of any actual suit filed against **CONTRACTOR** relating to this Contract.

ARTICLE 15: TERMINATION FOR CAUSE

H-GAC may terminate this Contract for cause based upon the failure of **CONTRACTOR** to comply with the terms and/or conditions of the Contract; provided that **H-GAC** shall give **CONTRACTOR** written notice specifying **CONTRACTOR'S** failure. If within thirty (30) days after receipt of such notice, **CONTRACTOR** shall not have either corrected such failure, or thereafter proceeded diligently to complete such correction, then **H-GAC** may, at its option, place **CONTRACTOR** in default and the Contract shall terminate on the date specified in such notice. **CONTRACTOR** shall pay to **H-GAC** any order processing charges due from **CONTRACTOR** on that portion of the Contract actually performed by **CONTRACTOR** and for which compensation was received by **CONTRACTOR**.

ARTICLE 16: TERMINATION FOR CONVENIENCE

Either **H-GAC** or **CONTRACTOR** may cancel or terminate this Contract at any time by giving thirty (30) days written notice to the other. **CONTRACTOR** may be entitled to payment from **END USER** for services actually performed; to the extent said services are satisfactory to **END USER**. **CONTRACTOR** shall pay to **H-GAC** any order processing charges due from **CONTRACTOR** on that portion of the Contract actually performed by **CONTRACTOR** and for which compensation is received by **CONTRACTOR**.

ARTICLE 17: CIVIL AND CRIMINAL PROVISIONS AND SANCTIONS

CONTRACTOR agrees that it will perform under this Contract in conformance with safeguards against fraud and abuse as set forth by **H-GAC**, the State of Texas, and the acts and regulations of any funding entity. **CONTRACTOR** agrees to notify **H-GAC** of any suspected fraud, abuse or other criminal activity related to this Contract through filing of a written report promptly after it becomes aware of such activity.

ARTICLE 18: GOVERNING LAW & VENUE

This Contract shall be governed by the laws of the State of Texas. Venue and jurisdiction of any suit or cause of action arising under or in connection with this Contract shall lie exclusively in Harris County, Texas. Disputes between **END USER** and **CONTRACTOR** are to be resolved in accord with the law and venue rules of the state of purchase. **CONTRACTOR** shall immediately notify **H-GAC** of such disputes.

ARTICLE 19: PAYMENT OF H-GAC ORDER PROCESSING CHARGE

CONTRACTOR agrees to sell its products to **END USERS** based on the pricing and other terms of this Contract, including, but not limited to, the payment of the applicable **H-GAC** order processing charge. On notification from an **END USER** that an order has been placed with **CONTRACTOR**, **H-GAC** will invoice **CONTRACTOR** for the applicable order processing charge. Upon delivery of any product/service by **CONTRACTOR** and acceptance by **END USER**, **CONTRACTOR** shall, within thirty (30) calendar days or ten (10) business days after receipt of payment, whichever is less, pay **H-GAC** the full amount of the applicable order processing charge, whether or not **CONTRACTOR** has received an invoice from **H-GAC**. For sales made by **CONTRACTOR** based on this contract, including sales to entities without Interlocal Contracts, **CONTRACTOR** shall pay the applicable order processing charges to **H-GAC**. Further, **CONTRACTOR** agrees to encourage entities who are not members of **H-GAC's** Cooperative Purchasing Program to execute an **H-GAC** Interlocal Contract. **H-GAC** reserves the right to take appropriate actions including, but not limited to, contract termination if **CONTRACTOR** fails to promptly remit **H-GAC's** order processing charge. In no event shall **H-GAC** have any liability to **CONTRACTOR** for any goods or services an **END USER** procures from **CONTRACTOR**.

ARTICLE 20: LIQUIDATED DAMAGES

Any liquidated damages terms will be determined between **CONTRACTOR** and **END USER** at the time **END USER's** purchase order is placed.

ARTICLE 21: PERFORMANCE BONDS FOR INDIVIDUAL ORDERS

Except as described below for fire apparatus, **CONTRACTOR** agrees to provide a Performance Bond at the request of **END USER** within ten (10) days of receipt of **END USER's** purchase order.

It shall be standard procedure for every order received for fire apparatus that a Performance Bond in the amount of the order be provided to the **END USER**. Failure of **CONTRACTOR** to provide such performance bond within ten (10) days of receipt of **END USER's** order may constitute a total breach of contract and shall be cause for cancellation of the order at **END USER's** sole discretion. **END USER** may choose to delete the requirement for a Performance Bond at **END USER's** sole discretion. If the bond requirement is waived, **END USER** shall be entitled to a price reduction commensurate with the cost that would have been incurred by **CONTRACTOR** for the bond.

ARTICLE 22: CHANGE OF CONTRACTOR STATUS

CONTRACTOR shall immediately notify **H-GAC**, in writing, of ANY change in ownership, control, dealership/franchisee status, Motor Vehicle license status, or name, and shall also advise whether or not this Contract shall be affected in any way by such change. **H-GAC** shall have the right to determine whether or not such change is acceptable, and to determine what action shall be warranted, up to and including cancellation of Contract.

ARTICLE 23: LICENSING REQUIRED BY TEXAS MOTOR VEHICLE BOARD [IF APPLICABLE]

CONTRACTOR will for the duration of this Contract maintain current licenses that are required by the Texas Motor Vehicle Commission Code. If at any time during this Contract period, any **CONTRACTOR'S** license is not renewed, or is denied or revoked, **CONTRACTOR shall** be deemed to be in default of this Contract unless the Motor Vehicle Board issues a stay or waiver. Contractor shall promptly provide copies of all current applicable Texas Motor Vehicle Board documentation to **H-GAC** upon request.

IN WITNESS WHEREOF, the parties have caused this Contract to be executed by their duly authorized representatives.

Signed for **Houston-Galveston Area Council**, Houston, Texas: _____
Jack Steele, Executive Director

Attest for **Houston-Galveston Area Council**, Houston, Texas: _____
Deidre Vick, Director of Public Services
Date: _____, 20__

Signed for _____

Printed Name & Title: _____ Date: _____, 20__

Attest for _____

Printed Name & Title: _____ Date: _____, 20__