



**COOPERATIVE PURCHASING PROGRAM**  
 Houston-Galveston Area Council of Governments  
 3555 Timmons, Suite 120, Houston, TX 77027  
 Phone: 800-926-0234 Fax: 713-993-4548  
[www.hgacbuy.org](http://www.hgacbuy.org)

INVITATION TO SUBMIT COMPETITIVE:	<input checked="" type="checkbox"/> <b>BIDS</b>	<input type="checkbox"/> <b>PROPOSALS</b>
INVITATION No.: <b>VE11-11</b>	ISSUE DATE: <b>July 6, 2011</b>	
CATEGORY: <b>Current Model Car and Light Trucks</b>		

**PURPOSE OF THIS INVITATION**

The Cooperative Purchasing Program (HGACBuy) of the Houston-Galveston Area Council of Governments is soliciting offerings for the furnishing of products/services as described herein. These products/services may be purchased by any of more than 5,400 member local governments, districts, agencies in 44 states across the nation.

Responses must be submitted in an original and one (1) copy, and shall be subject to the terms, conditions, requirements and specifications detailed in the documents comprising this Invitation. Responses are scheduled to be opened publicly at H-GAC offices on the date indicated. For Bid Invitations, responses will be available for public review until 4:00 p.m. CT that day, and on subsequent days by appointment only. Any Responses submitted later than 1:00 p.m. on the due date will be returned unopened to the bidder/proposer.

**PROCUREMENT SCHEDULE & DETAILS**

<b>DRAFT SPECIFICATION / INVITATION:</b>	Thursday April 21, 2011
<b>PRE-BID/PROPOSAL CONFERENCE:</b>	Thursday May 19, 2011 @ 9:00 a.m. CT; Conference Room B
<b>FINAL SPECIFICATION / INVITATION:</b>	Wednesday July 6, 2011
<b>BID/PROPOSAL RESPONSES DUE:</b>	<del>Thursday August 11, 2011 @ 1:00 p.m. CT: H-GAC Clock</del> Thursday August 18, 2011 @ 1:00 p.m. CT: H-GAC Clock
<b>PUBLIC RESPONSE OPENING:</b>	<del>Thursday August 11, 2011 @ 2:00 p.m. CT: Conf. Rm. B</del> Thursday August 18, 2011 @ 2:00 p.m. CT: Conf. Rm. B
<b>RECOMMENDATIONS TO BOARD:</b>	<del>Tuesday September 20, 2011</del> Tuesday October 18, 2011
<b>CONTRACT START DATE &amp; TERM:</b>	Tuesday November 1, 2011 thru October 31, 2013
The documents comprising this Invitation are available via web download at: <a href="https://www.hgacbuy.org/bids/">https://www.hgacbuy.org/bids/</a>	
For assistance regarding this Invitation, please contact:	
Name: <b>Dave Northrup</b>	Phone: <b>832.681.2515</b> E-mail: <b>dnorthrup@h-gac.com</b>

**CONTENTS OF THIS INVITATION**

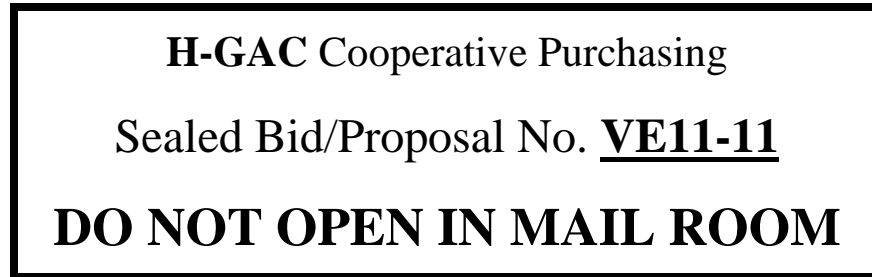
- SECTION A - General Terms & Conditions
- SECTION B - Product/Service Specific Requirements & Specifications (Final)
- SECTION C - **HGACBuy** FORMS (Final)
- SECTION D - Pro-Forma (Sample) Contract

**This procurement conforms to government requirements for Competitive Procurement.**

## LABELING OF SEALED RESPONSE PACKAGE

### **IMPORTANT:**

You must affix an identifying label to the outside of your Sealed Response Package to ensure proper identification and log-in at **HGACBuy** offices on receipt. **HGACBuy** is not responsible for any response that might be lost or misdirected due to improper or unclear labeling. Your label should look as follows and should be affixed conspicuously to the package.



**Responses by E-mail or FAX will not be acceptable. Hard copies, as described herein, plus appropriate electronic media are required.**

## NOTICE REGARDING NATIONWIDE SALES POTENTIAL

**HGACBuy** 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 not only in Texas, but throughout the country, we strongly urge you to participate in the process at the corporate level. If you do not sell direct, your dealer network may still service customers while you handle the administrative functions of providing quotes, accepting purchase orders, and collecting payments. If this is not feasible, we will work with you to subsequently assign your contract to your dealers as necessary to service customers.

Whatever approach you choose to take, there is considerable potential sales value because **HGACBuy** is being used not only in the State of Texas, but **NATIONWIDE**. This means that **HGACBuy** 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 the associated staff time and taxpayer dollars. We believe an **HGACBuy** contract would enhance your competitive position in the government marketplace, and are eager to work with you to promote the best interests of our participating local governments and qualifying non-profit organizations.

We look forward to your participation in our process. Please contact the **HGACBuy** staff member listed on the cover of this Invitation for additional information.