



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

INVITATION TO SUBMIT COMPETITIVE:

BIDS

PROPOSALS

INVITATION NO.: **HP07-16**

ISSUE DATE: **February 12, 2016**

CATEGORY: **All Hazards Preparedness, Planning, Consulting & Recovery Services**

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 6,000 member local governments, districts, agencies in 50 states across the nation.

Responses must be submitted in an original, one (1) copy and one (1) electronic 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

DRAFT SPECIFICATION / INVITATION:	December 8, 2015
PRE-BID/PROPOSAL CONFERENCE:	January 20, 2016 @ 9:00 a.m. CT; Conference Room B
FINAL SPECIFICATION / INVITATION:	February 12, 2016
BID/PROPOSAL RESPONSES DUE:	March 10, 2016 @ 1:00 p.m. CT; H-GAC Clock
PUBLIC RESPONSE OPENING:	March 10, 2016 @ 2:00 p.m. CT; H-GAC Conference Room B
RECOMMENDATIONS TO BOARD:	May 17, 2016
CONTRACT START DATE & TERM:	June 1, 2016 through May 31, 2019 (3 years)
The documents comprising this Invitation are available via web download at: https://www.hgacbuy.org/bids/	
For assistance regarding this Invitation, please contact: Name: Aundre Petty Phone: 713-993-2453 E-mail: Aundre.Petty@h-gac.com	

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.