

**Q: What is H-GAC?**

A: The Houston-Galveston Area Council (H-GAC) is a regional council of governments operating under the laws of the State of Texas and governed by a board comprised of 36 elected officials from the 13 county region. The H-GAC Board awards all contracts, which can then be made available to local governments nationwide thru HGACBuy.

**Q: How does HGACBuy work?**

A: Government entities join by executing an Interlocal Contract to participate in HGACBuy. This document sets out the conditions, requirements and processes through which an entity's purchase orders are received, confirmed to contract and processed.

**Q: Can my entity purchase through HGACBuy?**

A: The Texas Interlocal Cooperation Act permits joint participation by local governments, states, state agencies, and certain non-profit corporations. Most states have interlocal cooperation authority or other joint power provisions that allow participation in cooperative activities.

**Q: I have to advertise for bids therefore I can't purchase thru HGACBuy.**

A: HGACBuy uses mass circulation, minority emphasis print media, and internet services to post legal notices and bid solicitations. Therefore, posting of public notices to solicit bids and the formal competitive bid process are satisfied thru HGACBuy procedures.

**Q: What other services are offered through the HGACBuy program?**

A: Researching products, writing specifications, holding pre-bid conferences, assisting with order placement, contacting vendor reps, helping to resolve order issues, and reviewing and certifying purchase orders to confirm compliance with any specific HGACBuy contract.

**Q: What is the difference between HGACBuy and some other cooperatives?**

A: HGACBuy is a unit of local government and a political subdivision of the State of Texas. The HGACBuy Program is over 30 years old and specializes in high ticket, capital intensive products and services that require technical, detailed specifications and extensive professional skills to evaluate bid responses. All products offered through HGACBuy have been awarded by virtue of a public competitive process. There are no annual membership dues required to purchase thru HGACBuy.

**Q: Where do I find information on products offered through HGACBuy?**

A: Access HGACBuy's web site at [www.hgacbuy.org](http://www.hgacbuy.org) for a complete listing of products with descriptions, prices, contractors and/or contacts.

**Q: What products are available thru HGACBuy?**

A: Primarily, products that are utilized in Public Safety, Public Works, and Communications, in addition to professional consulting, personnel and financing services. A wide variety of capital equipment is under contract, and thru a unique feature of HGACBuy it can be customized through the use of published and unpublished options to fit your specifications and requirements.

**Q: Can I purchase on-line?**

A: Because of the nature of most of the products and services we have under contract, we prefer that you speak with a contractor's representative and get a detailed price quote before placing an order. This is to insure that you get what you want, configured like you want it. Use the HGACBuy website to for basic information and to get the contractor's telephone and email address. After you receive your written quotation and have reviewed it, prepare your purchase order to the Contractor and fax a copy to HGACBuy.

**Q: What does it cost to join HGACBuy? How is HGACBuy funded?**

A: HGACBuy is a self-funded "Enterprise Fund" government agency, self-supported thru an administrative fee assessed to the contractor. An "Order Processing Charge" (Administrative Fee) will appear on quotation forms for purchases of motor vehicles in the State of Texas in accordance with State of Texas, Department of Transportation, Division of Motor Vehicles requirements.

**Q: What are the benefits of HGACBuy? I want to inform my elected officials and staff:**

A: We give you access to volume purchasing and discounts. • We put over 200 years of combined purchasing experience to work on your behalf. • We write technical specifications eliminate the need to hire consultants for that purpose. • We absorb the costs associated with publishing legal notices. • We offer you an expedited procurement process so you need not be delayed for months preparing specifications and satisfying all of the other requirements for competitive bids and proposals.

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**Q: Where to send my payments to H-GAC?**

**A: Sending Coop Payments to H-GAC:**

In order to avoid delays in the receipt and/or application of your remittance we recommend that you forward all **Coop payment** checks made payable to the Houston-Galveston Area Council and sent to our bank lock box **P.O. Box 301427**, Dallas TX 75303-1427. On all remittances please reference the H-GAC invoice number(s) you wish payment to be applied.

**Sending Energy Payments to H-GAC:**

In order to avoid delays in the receipt and/or application of your remittance we recommend that you forward all **Energy payment** checks made payable to the Houston-Galveston Area Council and sent to our bank lock box **P.O. Box 301497**, Dallas TX 75303-1427. On all remittances please reference the H-GAC invoice number(s) you wish payment to be applied.

Also feel free to contact the H-GAC Finance Department with questions regarding invoices, wiring instructions, or remittance advice.

**For more information, contact us:**

**HGACBuy**

3555 Timmons Lane; Suite 120  
Houston, TX 77027

Phone: (800) 926-0234

Fax: (713) 993-4548

Web: [www.hgacbuy.org](http://www.hgacbuy.org)