

HOW TO PURCHASE THROUGH HGACBUY



1. Go to www.hgacbuy.org to download and print the Interlocal Contract form.

2. Complete the ILC, have an authorized person sign it and return it to HGACBuy for approval.



3. Once approved, log on to www.hgacbuy.org, and enter your password to locate a vendor for the product or service you need.



4. Contact the vendor directly by phone or e-mail to get a quote.



5. Fax a copy of your quote and P.O. to HGACBuy at 713-993-4548. Call us at 1-800-926-0234 with any questions or concerns.



HGACBUY'S SUPPORTING ROLE

Once you become a member and receive your password, you may review specific product offerings and vendor information on our website. You purchase from and pay the vendor directly. HGACBuy performs services such as:

- Conducting research and surveys
- Developing specifications for each product and service
- Soliciting vendor participation
- Issuing specifications documents
- Conducting pre-bid/pre-proposal conferences
- Opening and evaluating bid/proposal responses
- Issuing vendor contracts awarded by the H-GAC Board of Directors
- Certifying contractor validity
- Administering contracts

CONTACT INFORMATION

To learn more about HGACBuy and how it can help your government organization purchase more efficiently, call 1-800-926-0234, or visit our website at www.hgacbuy.org.

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HELPING
GOVERNMENTS
ACROSS THE
COUNTRY BUY

HGACBuy
THE SMART PURCHASING SOLUTION

**HGACBuy OFFERS THE
SIMPLEST AND BEST WAY TO BUY.**

**NOW YOU CAN BUY
WITHOUT THE COMPLICATIONS AND
PREPARATION OF AN RFP.**

**FOR A COMPLETE LIST OF THE
PRODUCTS AND SERVICES WE OFFER,
GO TO WWW.HGACBUY.ORG.**

WHO WE ARE AND WHAT WE DO

Founded in 1975 and boasting executives with more than 120 collective years of experience, HGACBuy is an award-winning government-to-government procurement service operating nationwide. HGACBuy is neither an association nor a nonprofit organization. Rather, it is a unit of local government whose sole purpose is to help other local governments purchase more efficiently by taking advantage of superior customer service and competitively bid contracts. Currently, HGACBuy is active in 44 states and provides more than 4,200 members 40 major categories of products and services from 530 highly qualified contractors. For eligible government entities, HGACBuy offers the simplest and best way to buy while satisfying statutory bidding requirements.



*NPI Achievement
of Excellence in
Procurement*

HGACBUY PARTNERS



HGACBUY PROFESSIONAL MEMBERSHIPS



HOW TO JOIN HGACBUY AND WHO IS ELIGIBLE

All units of local government, states, state agencies and nonprofits providing governmental services are eligible for HGACBuy membership if their states have statutes in place allowing participation in other states' co-ops. Texas Interlocal Cooperation Act (Title 7, Chapter 791) states that, "Any local government may contract or agree with one or more local governments under the terms of this Act." The Act was later amended to include "...a nonprofit corporation created and operated to provide one or more governmental functions and services." An interlocal contract can be executed at no cost to you. You can find the ILC on our website under "About Us." Secure signature by an individual with authority to contractually bind your entity. Return the ILC to HGACBuy for approval and to receive your password. Now you can buy without the complications and expense of an RFP.

HGACBUY HAS MEMBERS IN 44 STATES

If you work in a gold state, your government is eligible to become a member of HGACBuy.



GOVERNMENT ENTITIES ELIGIBLE FOR HGACBUY MEMBERSHIP

- Municipalities, Cities, Counties and State Agencies
- Councils of Government
- Schools, School Districts, Colleges, Universities
- Hospitals and Hospital Districts
- Emergency Medical Services and Services Districts
- Volunteer Fire Departments and Rural Fire Prevention Districts
- Special Law Enforcement Jurisdictions
- Judicial Courts and Districts
- Emergency Communications Districts
- Utility Districts (MUDs, WCIDs, Irrigation)
- Authorities (Airport, Port, River, Water, Toll Road)
- Not-for-Profit Corporations [501(c)(3)] providing government functions and services

