



# Town of Simsbury

933 HOPMEADOW STREET

P.O. BOX 495

SIMSBURY, CONNECTICUT 06070

*Thomas J. Roy, PE - Director of Public Works*

## BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of submission:** Interlocal Agreement Houston Galveston Area Council (HGAC)
2. **Date of submission:** 7/12/13
3. **Date of Board Meeting:** 7/22/13
4. **Individual or Entity making the submission:** Thomas Roy
5. **Action requested of the Board of Selectmen:** (Acceptance of gift, creation of reserve, approval of contract, information only, etc. Be as specific as possible with respect to the desired action of the Board.)  
*The Individual or Entity making the submission requests that the Board of Selectmen:*

Approve the attached resolution allowing Simsbury to enter into an interlocal agreement with the Houston Galveston Area Council (HGAC) for the purpose of procuring goods from its bid list.

6. **Individual(s) responsible for submission:** (Please include complete contact information. The identified individual(s) should be prepared to present information to the Board of Selectmen at the Board Meeting.)

Thomas Roy, PE – Director of Public Works

7. **Summary of Submission:** (Include in your summary (i) relevant dates and timelines; (ii) parties involved; (iii) a description of financial terms and conditions specifically identifying the financial exposure/commitment of the Town of Simsbury; (iv) whether or not contracts, licenses and other legal documents have been reviewed by the Town's counsel; and (v) other information that will inform the Board of Selectmen's consideration of your submission. Include any additional information in an attached memorandum.)

Please see attached memo

8. **Description of documents included with submission:** (All documents must be in final form and signed by the appropriate party.)

*The following documents are included with this submission and attached hereto:*

Memo from Tom Roy dated 7-12-13

Proposed Resolution

Letter from Town Attorney dated 7/10/13



# Town of Simsbury

66 TOWN FOREST ROAD, P.O. BOX 495, SIMSBURY, CONNECTICUT 06070

~ Department of Public Works ~

## Memorandum: Houston Galveston Area Council (HGAC) for Procurement of Equipment

To: Board of Selectmen  
CC: Thomas Cooke, Richard Sawitzke  
From: Thomas J. Roy, Director of Public Works *TJR*  
Date: July 12, 2013

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The Public Works Department recently became aware that several Connecticut Towns and a number of our heavy equipment vendors are using the Huston Galveston Area Council (HGAC) for the procurement of their heavy equipment and other goods. The HGAC is a regional entity, similar to CRCOG that has gained national acceptance, due in part to the favorable pricing they offer.

Simsbury's purchasing ordinances allow for the use of regional and state agency bids and our Town Attorney has confirmed that the HGAC meets these requirements, provided Simsbury enters into an interlocal agreement with HGAC. Having the ability to use the HGAC's bid pricing to purchase goods will provide a significant cost savings to the Town on a number of items and will also minimize the effort required by Town staff in developing detailed bid specifications and processing bids. The equipment supplied through the HGAC process is purchased directly from local vendors who are responsible for the delivery and warranties associated with the equipment.

There is no membership fee associated with the HGAC for municipalities. All fees for the purchase of equipment are born by the supplier and are built into the bid price. Additionally, we are not bound to use the HGAC; it simply becomes an available resource to Town departments.

If you are in support of the Town utilizing the HGAC, please pass the resolution prepared by the Town Attorney.

### Towns currently using HGAC:

- Bolton (Board of Ed.)
- Danbury
- Groton
- East Hartford
- Enfield
- Glastonbury
- Hamden
- Plymouth
- Stratford
- West Hartford
- Weston
- Wethersfield
- Woodstock
- UConn
- State of CT DDS N. Region