



COGWORKS

ETCOG PURCHASING COOPERATIVE



*We are your
procurement partner*

ETCOG is providing regional solutions for East Texas jurisdictions and agencies seeking cost savings opportunities.



about us

COGWORKS Purchasing Cooperative is offered through the East Texas Council of Governments (ETCOG) to assist local governments in reducing costs through this multi-regional purchasing cooperative.



save money

There is no cost for ETCOG members to join and start saving.



how it works

Members may take advantage of cost savings through our formal competitively bid multi-award discount bids.



our promise

There are no minimum spending requirements, and you can stop participating at any time.



We've heard your feedback and are excited to provide a solution saving you time and money.



David Cleveland
Executive Director

Get Started

COGWORKS satisfies bid law requirements for formal competitive bid processes exceeding \$50,000 on behalf of participating members. Doing so enables members to meet purchasing needs from multi-award discount bids.

Contact Us

COGWORKS is a service of the
East Texas Council of Governments

ETCOG
3800 Stone Road
Kilgore, Texas 75662



www.cog-works.org



cog-works@etcog.org



903-218-6410

To become a COGWORKS member, complete and sign an Interlocal Agreement with ETCOG, and if applicable, a Board Resolution. Find out more and start saving at www.cog-works.org.



COGWORKS
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(MUST PRINT ON OFFICIAL LETTERHEAD)

Note: If Required by Requesting Entity Governance Policies

RESOLUTION

TO ETCOG Multi-Regional Purchasing Cooperative:

WHEREAS, the _____*, pursuant to the authority granted by the Texas Government Code, Chapter 791 and Local Govt. Code 271.101 desires to participate in described COGWORKS Purchasing Cooperative program.

WHEREAS, the _____* of the opinion that participation in these programs will be highly beneficial to taxpayers through the anticipated savings to be realized;

NOW, THEREFORE BE IT RESOLVED, that the _____* of _____ County does request COGWORKS to include its stated needs assessments for all categories bid by the COGWORKS competitive contracts; and that _____ is authorized and directed to sign and deliver all necessary requests and other documents in connection therewith for and on behalf of the _____*.

I certify the following is a true and correct copy of the resolution duly adopted by the _____* Board of Trustees of _____ County on the _____ day of _____, 20____, and that the same now appears of record in my office.

President, Board of Trustees

Executive Director/President/Official

In witness thereof, I have hereunto set my hand and affixed my official seal this

_____ day of _____, 20____.

BY: _____ Notary Public for the State of Texas

***whichever applies:** City, County, Municipality, Governmental Entity, Special District, Private Non-Profit or ISD.

**EAST TEXAS COUNCIL OF GOVERNMENT (ETCOG)
COGWORKS PURCHASING COOPERATIVE**

INTER-LOCAL AGREEMENT

This Agreement is entered into by and between the agencies shown below as Contracting Parties upon full execution of document by signature of authorized representatives of each consenting party. Authority for such services is granted by Local Government Code 271.101 and 271.102 and Government Code Chapter 791.

The main goal of the COGWORKS Purchasing Cooperative is to assist participating member governments of cities, counties, municipalities, special interests districts, ISDs and local governmental entities deemed appropriate, to secure quality goods/services in the best interest of the taxpayer dollars by stimulating competitive bidding. Bidding opportunities will provide all prospective non-local and local vendors equal opportunity to offer competitive pricing on the goods/services they provide.

Both parties are in agreement to commit to the Terms and Conditions of duties and responsibilities as set forth below in an effort to best meet the interests of all involved.

Participating membership shall:

- 1) Designate a contact with authority to obligate member in COGWORKS matters
- 2) Provide quantities and/or estimated expenditures as requested
- 3) Provide vendor listings to include both non-local and local vendors
- 4) Place orders for needed goods/services and make prompt payments directly to vendor(s)
- 5) Hold responsibility to ensure specifications of procured products/goods meet required performance regulations, such as, ADA requirements, and any provisions related to insurance or bonding deemed necessary by member
- 6) Be responsible for best value practices in the regard to member purchases
- 7) Report vendor non-compliance related to the quality of items and terms of delivery.

COGWORKS Purchasing Cooperative shall:

- 1) Comply with State and Local Government bid law and regulations
- 2) Provide administrative and organizational structure of the cooperative
- 3) Gather needs assessment of quantities and/or expenditures
- 3) Solicit vendor participation through participating members, legal advertisements, and vendor requests
- 4) Receive, open, evaluate, and award bids and distribute award results to members
- 5) Monitor vendor performance and act as liaison between member and vendor as warranted
- 6) Provide training and guidance on purchasing guidelines and practices as needed/requested

This contract will remain in effect until either party by sixty (60) days written notice chooses to withdraw from the contract.

Participating Entity

Authorized Contact Person/Title

CEO/President/Executive Director/Official

Date

ETCOG Executive Director

Date