

# MEMO



## FLORIDA SHERIFFS ASSOCIATION

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WEB SITE: [www.flsheriffs.org](http://www.flsheriffs.org)

DATE: May 19, 2010

TO: **ALL PROSPECTIVE DEALERS**

FROM: Lynn Meek, Cooperative Bid Coordinator

RE: **FLORIDA SHERIFFS & LOCAL GOVERNMENTAL AGENCIES  
VEHICLE CONTRACT**

The Florida Sheriffs Association is in the process of gearing up for the Statewide Competitive Bid Contract for **2011 PURSUIT, ADMINISTRATIVE NON-PURSUIT, UTILITY VEHICLES, TRUCKS & VANS, & OTHER FLEET EQUIPMENT.**

**We are requiring all dealers to attend both the Vehicle Contract/Specifications Workshop and the Pre-Bid Conference in order to participate in this year's bid process.** The dates, times and locations for all dealer related workshops and conferences regarding this year's vehicle contract are as follows:

1. **MANDATORY Vehicle Contract/Specifications Workshop:** This 2-day workshop will be held strictly for auto/truck and heavy equipment dealerships interested in bidding on Pursuit, Administrative Non-Pursuit, Utility Vehicles, Trucks & Vans, & Other Fleet Equipment. The workshop will be held at the Marion County Sheriff's Office in the Jail Multi-Purpose Room, on Tuesday and Wednesday, July 13th and 14th from 9:00 a.m. and will end at approximately 4:00 p.m. **Make sure that you sign in for the meeting, as this sheet will be used for attendance verification.**

- The July 13th workshop will include Specification #01 – Specification #50.
- The July 14th workshop will include Specification #51 – Specification #84.

You must attend the workshop on the day(s) in which the specifications that you plan to bid will be reviewed. ***A tentative list of specifications is included for your convenience.***

This workshop will be the only opportunity for interested dealers to offer their input and recommendations regarding the content of the contract and setting parameters for vehicle specifications while still in draft form. **YOUR PARTICIPATION IS MANDATORY IF YOU INTEND TO A SUBMIT BID.** Prospective participants are strongly encouraged to take an active role in the development of product specifications and assist the Fleet Managers Advisory Committee Members in developing a final contract in order to minimize the need for an addendum resulting from needless errors and omissions.

**NOTE:** Dealers interested in participating in this year's program **MUST** complete the **"2010 PROSPECTIVE DEALER INFORMATION FORM"** and return this

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form no later than June 28, 2010 **either by e-mail or fax**. If your form is not returned, you will not be issued a user name and generic password for the "VEBA" site. No handwritten forms will be accepted. An electronic version of the form will be placed on our website ([www.flsheriffs.org](http://www.flsheriffs.org)) under "Vehicle & Tire Bid Awards". You will receive an e-mail with an attached PDF file on or around Wednesday, June 30th instructing you to print the DRAFT of the bid. Dealers will be asked to do their homework by reviewing and familiarizing themselves with the different product specifications and come prepared with their respective manufacturer's specification manual(s) in hand. Also, please contact your suppliers for truck body options, etc., so that we will be able to include the most up-to-date information.

2. **MANDATORY Pre-Bid Conference:** This meeting will be held at the Marion County Sheriff's Office in the Jail Multi-Purpose Room, on Monday, August 16, 2010 from 8:30 a.m. until noon. The agenda will be to make a final review of the contract and specifications. **PARTICIPANTS ARE REMINDED THAT THIS SESSION WILL BE DEVOTED TO REVIEWING AND FINALIZING THE CONTRACT BASED ON THE DEALERS INPUT AT THE JULY 13TH & 14TH WORKSHOP ONLY . . . WITH THE EXCEPTION OF MINOR UPDATES AND CORRECTIONS THIS SESSION WILL NOT SERVE AS A FORUM TO ENTERTAIN THE INPUT OF INFORMATION THAT SHOULD HAVE BEEN ORIGINALLY PRESENTED AT THE JULY WORKSHOP OR TO ADD NEW SPECIFICATIONS.**
3. **Bid Response:** The electronic bid response will be due on Tuesday, September 7th at 12:00 noon. Required documentation for submitted bids will be due at the FSA Headquarters, 2617 Mahan Drive, Tallahassee, FL 32308 no later than 5:00 p.m. on Wednesday, September 8th. If for some reason we are not back in our original location, you will be notified by e-mail with the appropriate address.

If you have any questions regarding this memo, please contact Lynn Meek (e-mail: [lmeek@flsheriffs.org](mailto:lmeek@flsheriffs.org)) with the Florida Sheriffs Association. If you would like the **electronic version of the "2010 Prospective Dealer Information Form"**, go to our website ([www.flsheriffs.org](http://www.flsheriffs.org)) and click tab for "Vehicle & Tire Bid Awards".

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Enclosure(s)

**E-MAIL OR FAX THE  
"2010 PROSPECTIVE DEALER INFORMATION"  
FORM BY JUNE 28, 2010!**