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## FLORIDA SHERIFFS ASSOCIATION

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

DATE: May 19, 2010

TO: **ALL PROSPECTIVE MANUFACTURERS**

FROM: Lynn Meek, Cooperative Bid Coordinator

RE: **LAW ENFORCEMENT, FIRE/RESCUE & LOCAL  
GOVERNMENTAL AGENCIES VEHICLE CONTRACT**

The Florida Sheriffs Association is in the process of gearing up for the Statewide Competitive Bid Contract for **2011 FIRE/RESCUE VEHICLES & OTHER FLEET EQUIPMENT**.

The dates, times and locations for all dealer related workshops and conferences regarding this year's vehicle contract are as follows:

1. **Vehicle Contract/Specifications Workshop:** This workshop will be held strictly for manufacturers and distributors interested in bidding on Fire & Rescue Vehicles. The workshop will be held at the Marion County Sheriff's Office, Jail Multi-Purpose Room on Thursday, July 15th from 9:00 a.m. until.

This workshop will be the only opportunity for interested manufacturers and distributors to offer their input and recommendations regarding the content of the contract and setting parameters for vehicle specifications while still in draft form. **WHILE YOUR PARTICIPATION IS NOT MANDATORY TO BID – YOU MUST ATTEND IF YOU WOULD LIKE TO HAVE YOUR CHANGES CONSIDERED AT THE PRE-BID CONFERENCE.** Prospective participants are strongly encouraged to attend this workshop and 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:** Those manufacturers/distributors interested in participating in this year's program should complete the **"2010 PROSPECTIVE MANUFACTURER INFORMATION FORM"** and return this form to us no later than June 28, 2010. 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. Those manufacturers/distributors who elect to attend the workshop 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.

2. **Pre-Bid Conference:** This meeting will be held at the Marion County Sheriff's Office, Jail Multi-Purpose Room on Monday, August 16, 2010 from 1:00 p.m. until. 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 MANUFACTURERS INPUT AT THE JULY 15TH 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.** So please make every effort to attend the workshop in order to ensure that your input is properly recorded and reflected in this year's contract.
3. **Bid Opening Deadline:** Bids must be signed in at the FSA Headquarters, 2617 Mahan Drive, Tallahassee, FL 32308 no later than 5:00 p.m. on Tuesday, September 7th. If for some reason we are not back in our original location, you will be notified by e-mail with the appropriate address.

An electronic version of the "**2010 Prospective Manufacturer Information Form**" will be placed on our website ([www.flsheriffs.org](http://www.flsheriffs.org)) under "Vehicle & Tire Bid Awards". 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 at (850) 877-2165.

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Enclosure(s)

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

The Marion County Sheriff's Office is located at 692 N.W. 30th Avenue, Ocala, Florida. **Directions for the Jail Multi-Purpose Room:** Once you are on NW 30th Avenue, you will turn onto NW 10th Street (depending on which way you are coming will determine if you turn right or left). Once you pass the Juvenile Assessment Center, you will turn into our complex where the sign reads "Marion County Sheriff Criminal Justice Complex". Once you pass the guard shack, you will turn immediately to the right into the parking lot of the Interim Building. The entrance to the room is on the right side of the building, halfway down the sidewalk.