

# MEMO



## FLORIDA SHERIFFS ASSOCIATION

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

DATE: October 1, 2011

TO: **ALL PROSPECTIVE PARTICIPANTS**

FROM: Steve Casey                      Lynn Meek                      Peggy Goff  
Executive Director                      Vehicle Bid Coordinator                      Vehicle Contract Manager

RE: **SHERIFFS' OFFICES & LOCAL GOVERNMENTAL AGENCIES  
OF THE STATE OF FLORIDA COOPERATIVE BID FOR  
PURSUIT, ADMINISTRATIVE NON-PURSUIT, UTILITY VEHICLES,  
TRUCK & VANS, & OTHER FLEET EQUIPMENT  
Bid No. 11-19-0907**

We are pleased to announce that the Florida Sheriffs Association, Florida Association of Counties and Florida Fire Chiefs' Association has successfully conducted its nineteenth statewide competitive bid for vehicles which includes police pursuit, administrative non-pursuit, utility vehicles, trucks & vans, backhoes, motorgraders, agriculture type tractors, skid steer loaders and regenerative air street sweepers. **This contract is effective beginning October 1, 2011 through September 30, 2012, as long as vehicles are available through fleet.**

Bids will be extended and guaranteed to any and all units of local governments and political subdivisions including, but not limited to, county, local county board of public instruction, municipalities and/or police agencies, other local public or public safety agencies or authorities within the State of Florida.

In order to ensure quality service for our user agencies, we are requesting each of you to notify the Florida Sheriffs Association regarding any problems encountered in working with the awarded dealers. Any issues, including but not limited to, receipt of confirmation of order, delivery problems and communication problems, should be reported to us by e-mail at [lmeek@flsheriffs.org](mailto:lmeek@flsheriffs.org). This information will be considered in future bid awards in order to ensure that agencies are receiving the level of service required of dealers who wish to participate in this program.

Also, when purchasing options, as required in Part A, Section 7, dealers are required to offer some discount below manufacturer's standard retail pricing (MSRP) for any factory add options.

***All interested parties who wish to purchase from this contract may do so by following these simple procedures:***

### **ORDERING INSTRUCTIONS**

1. Contact the awarded dealership (see pages 64-71) listed in the zone from which you wish to purchase and advise them of your interest to purchase from **Bid No. 11-19-0907**. They will assist you with the placement of your order and answer any questions you may have regarding the

vehicles purchased through this program. **You can only purchase from a dealer who is listed as a winner of one of the four zones for the vehicle you wish to purchase.**

Agencies ordering a FORD, GENERAL MOTORS, CHRYSLER, or TOYOTA product, please be advised that you must use the appropriate FIN CODE/FAN CODE for the Florida Sheriffs Association in order to obtain the manufacturer's concessions. Also, you must use your FIN CODE/FAN CODE as a secondary number. For further assistance call the Fleet Customer Information Center for your appropriate manufacturer.

<b>Manufacturer</b>	<b>Type Code</b>	<b>FSA Code</b>	<b>Fleet Center Contact Numbers</b>	
FORD	FIN CODE	QE065	1-800-34-FLEET	(1-800-343-5338)
GENERAL MOTORS	FAN CODE	917872	1-800-FLEET OP	(1-800-353-3867)
CHRYSLER	FAN CODE	49313	1-800-999-FLEET	(1-800-999-3533)
TOYOTA	FIN CODE	GE159	1-800-732-2798	

2. **YOU MUST send a copy of the original purchase order (including FSA's Contract No. 11-19-0907) submitted to the participating dealer by mail or electronically to:**

**Florida Sheriffs Association**

P. O. Box 12519

Tallahassee, Florida 32317-2519

ATTN: Lynn Meek, Cooperative Bid Coordinator

lmeek@flsheriffs.org

3. **Basic information required on all purchase orders** is listed on Page 72 of this Bid Award Announcement. Purchase orders lacking the required basic information listed may result in the delay of placement and/or confirmation of orders. **The agency is responsible for obtaining a "Confirmation of Order" from the respective dealership. Dealers are required to complete a "Confirmation of Order" and send it to the purchaser within fourteen (14) calendar days after receipt of purchase order. Purchasers are encouraged to contact the dealer if a "Confirmation of Order" has not been received within a reasonable time frame and request its issuance.**

**NOTE:** Purchasers are reminded that the issuance of a Purchase Order does not in itself guarantee the placement of an order.

4. Agencies which elect to purchase off this contract will incur the following Administrative Fees:
- **Pursuit, Administrative Non-Pursuit, Utility Vehicles, Trucks & Vans, & Other Fleet Equipment** – Dealers have included a one-half percent (.005) administrative fee in the base price and all add options that are listed. The one-half percent (.005) will also be included in any additional equipment (add options) which the dealers quote to the governmental agencies.
5. In order to ensure quality service for our user agencies, we are requesting each of you to notify the Florida Sheriffs Association regarding any problems encountered in working with the awarded dealers. Any issues, including but not limited to, receipt of confirmation of order, delivery problems and communication problems, should be reported to us by e-mail at lmeek@flsheriffs.org. This information will be considered in future bid awards in order to ensure that agencies are receiving the level of service required of dealers who wish to participate in this program.

6. Add/delete options might include a superscript listed by the Order Code. The purpose of the superscript is to identify which options correlate to a specific dealer. Superscripts will be a number between 1 and 4, and will correspond as follows:

- 1 = Western zone dealer
- 2 = Northern zone dealer
- 3 = Central zone dealer
- 4 = Southern zone dealer

If a dealer has been awarded more than one zone, they will only have one superscript number assigned, and it will be the lowest numerical number that applies to their awarded zones. For example, if a dealer is awarded the northern and southern zones, their add/delete options for both zones will be represented by a "2" superscript.

**Options are intended to add or delete equipment and/or features from the base vehicle specification, and to allow for an upgrade or downgrade to a manufacturer's model with a slightly different engine size or horsepower, and as such, will not be made available for purchase separate from the base vehicle.**

**IMPORTANT NOTE:** The manufacturers have announced that they will be producing limited quantities of pursuit vehicles this year and that orders would be processed on a first come first serve basis while quantities last. **To be on the safe side, we are advising all agencies to place their orders for pursuit vehicles as soon as possible to ensure delivery of product.**

The Florida Sheriffs Association's, Florida Association of Counties' and Florida Fire Chiefs' Association's bid award for full size (pursuit and administrative), mid size (pursuit and administrative), utility vehicles, trucks and vans, and other fleet equipment are as follows (zones indicated with a ★ = specification low bid for Bid 11-19-0907):