

ORDERING INSTRUCTIONS

for

Bid 10-18-0907

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

1. Contact the awarded dealership listed in the zone from which you wish to purchase and advise them of your interest to purchase from **Bid No. 10-18-0907**. 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.

Manufacturer	Type Code	FSA Code	Fleet Center Contact Numbers	
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. 10-18-0907) you 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 69 of the 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 (Specification #01 thru Specification #40)** – Dealers have included the administrative fee of \$75.00 per unit in their bid prices and made it a part of the base unit's purchase price.
 - **Trucks starting at with Tilt Cab and Chassis and all Heavy Equipment (Specification #41 thru Specification #85)** – Dealers have included the 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 lmeeek@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.**