



# FSA FIRE RESCUE/EMS BID ORDERING INSTRUCTIONS

— Rev. 1/21/2016AET/AG

- 1) Contact the awarded vendor (locate Excel Spreadsheet Tab – Awarded Vendors at [www.fleet.flsheriffs.org](http://www.fleet.flsheriffs.org)) and advise them of your interest to purchase from the Fire Rescue Vehicles & Other Equipment Bid number FSA16-VEF12.0.
- 2) Submit your purchase order directly to the Awarded Vendor.
  - A. Submit a copy of the original purchase order and include the FSA Bid number FSA16-VEF12.0 with contract specification number to:  
FSA Cooperative Bid Coordinator  
E-mail: [COOP@flsheriffs.org](mailto:COOP@flsheriffs.org)
  - B. Once you have placed your order with an Awarded Vendor, they should provide you with a Confirmation of Order within 14 calendar days after receipt of your purchase order. If you do not receive a Confirmation of Order from the Awarded Vendor within this time frame, please contact them and request its issuance.

Purchasers are advised that each unit price is representative of the manufacturer's base unit for that make and model. Each manufacturer offers various levels of equipment on base units and they should be reviewed in detail in order to conduct a proper comparison.

The Florida Sheriffs Association in cooperation with the Florida Fire Chiefs Association and the Florida Association of Counties have identified and equipped the base unit(s) with those specifications and equipment items required to meet current standards as adopted by KKK and the State of Florida at the time of the bid process. Since equipment needs and preferences are going to vary from agency to agency, any additional options required or changes to the base unit desired by the purchaser shall be made through the manufacturer listed.

**Note: An official listing of all add/delete options and their process should be obtained from the appropriate vendor.**

**IMPORTANT:** All Agencies ordering Ford, General Motors or Chrysler 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 the appropriate manufacturer.

Manufacturers	Type Code	FSA Code	Fleet Center Contact Numbers
FORD	FIN Code	QE065	800-343-5338
GENERAL MOTORS	FAN Code	917872	800-353-3867
CHRYSLER	FAN Code	48830	800-999-3533