

2011 PROSPECTIVE DEALER INFORMATION FORM

for BID 11-19-0907

INSTRUCTIONS: Please **type all requested information**. An electronic version of the form will be placed on our website (www.flsheriffs.org) under "Vehicle & Tire Bid Awards". If you will be bidding on more than one dealership, you **MUST** submit a separate form for each dealership with the correct name. The name of the dealership that you indicate below should also be the way it is entered for the online bid. **Return this form either by e-mail (lmeek@flsheriffs.org) or fax by Tuesday, June 28th in order to receive a user name and password for the "VEBA" site.**

If you are planning to submit a Bid for "Pursuit, Administrative Non-Pursuit, Utility Vehicles, Trucks & Vans, & Other Fleet Equipment" you are required to attend the "Vehicle Contract/Specification Workshop" and encouraged to attend the "Pre-Bid Conference" and be signed in before the designated time for the meeting to start.

The **MANDATORY 2-DAY VEHICLE CONTRACT/SPECIFICATIONS WORKSHOP** will be held at the Florida Sheriffs Association, 2617 Mahan Drive, Tallahassee, Fl 32308, on Wednesday and Thursday, July 13th and 14th, 2011. The meeting will start at 9:00 a.m. You will be responsible for printing the **DRAFT** copy of the proposed bid contract. Specification #01 thru Specification #50 will be covered the first day; Specification #51 thru Specification #85 will be covered the second day. Pertinent information (for example: Part A, B, C, D, Bid Calendar, Signature Page & Manufacturer's Certification) will be reviewed both days. You are only required to be present the day that specifications you will be submitting a bid for are reviewed.

- Attending Wednesday, July 13th (Specification #01 - Specification #50)
- Attending Thursday, July 14th (Specification #51 - Specification #85)
- Pre-Bid Conference (not mandatory - but strongly encouraged to attend)

The **Pre-Bid Conference** will also be held at the Florida Sheriffs Association on Tuesday, August 16, 2011 starting at 9:00 a.m.

The contact person listed below, will be the only person assigned a user name and password for the "VEBA" site.

This form MUST be typed - no handwritten forms will be accepted.

DEALERSHIP NAME (The name as it appears will be entered for the "VEBA" site.)

CONTACT PERSON (User name & password issued) TITLE

MAILING ADDRESS

CITY STATE ZIP

PHONE FAX MOBILE

E-MAIL (REQUIRED)

ADDITIONAL PEOPLE ATTENDING WORKSHOP (No user name issued):

1. _____ 2. _____
3. _____ 4. _____

**RETURN THIS FORM BY E-MAIL OR FAX:
JUNE 28, 2011**

Complete and return this form to:

FLORIDA SHERIFFS ASSOCIATION

2617 Mahan Drive • Tallahassee, Florida 32308 • (850) 877-2165 • FAX (850) 878-8665