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FLORIDA SHERIFFS ASSOCIATION

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WEB SITE: www.flsheriffs.org

DATE: May 31, 2011
TO: **ALL PROSPECTIVE DEALERS**
FROM: Lynn Meek, Cooperative Bid Coordinator
RE: **FLORIDA SHERIFFS & LOCAL GOVERNMENTAL AGENCIES
VEHICLE CONTRACT**

The Florida Sheriffs Association is in the process of gearing up for the Statewide Competitive Bid Contract for **2012 PURSUIT, ADMINISTRATIVE NON-PURSUIT, UTILITY VEHICLES, TRUCKS & VANS, & OTHER FLEET EQUIPMENT.**

We are requiring all dealers to attend the MANDATORY Vehicle Contract/Specifications Workshop and you are strongly encouraged to attend the Pre-Bid Conference, especially if you have changes. In order to participate in this year's bid process you must be in attendance at the mandatory meeting and signed in before the designated time for the meeting to start. The dates, times and locations for all dealer related workshops and conferences regarding this year's vehicle contract are as follows:

1. **MANDATORY Vehicle Contract/Specifications Workshop:** This 2-day workshop will be held strictly for auto/truck and heavy equipment dealerships interested in bidding on Pursuit, Administrative Non-Pursuit, Utility Vehicles, Trucks & Vans, & Other Fleet Equipment. The workshop will be held at the Florida Sheriffs Association, 2617 Mahan Drive, Tallahassee, FL 32308, on Wednesday and Thursday, July 13th and 14th at 9:00 a.m. **Make sure that you sign in for the meeting ON TIME, as this sheet will be used for attendance verification.**

- The July 13th workshop will include Specification #01 – Specification #50.
- The July 14th workshop will include Specification #51 – Specification #85.

If for any reason we do not complete all specifications listed for the July 13th workshop, we will begin the July 14th workshop with the remaining specifications.

You must attend the workshop on the day(s) in which the specifications that you plan to bid will be reviewed. ***A tentative list of specifications is included for your convenience. FSA will not be adding any new specifications or models for this year's bid.***

This workshop will be the only opportunity for interested dealers to offer their input and recommendations regarding the content of the contract and setting parameters for vehicle specifications while still in draft form. **YOUR PARTICIPATION IS MANDATORY IF YOU INTEND TO SUBMIT A BID.** Prospective participants are strongly encouraged

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to 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: Dealers interested in participating in this year's program **MUST** complete the "**2011 PROSPECTIVE DEALER INFORMATION FORM**" and return this form no later than June 28, 2011 **either by e-mail or fax**. If your form is not returned, you will not be issued a user name and generic password for the "VEBA" site. No handwritten forms will be accepted. An electronic version of the form will be placed on our website (www.flsheriffs.org) under "Vehicle & Tire Bid Awards". You will receive an e-mail with an attached PDF file on or around Wednesday, July 6, 2011 instructing you to print the DRAFT of the bid. Dealers 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. Also, please contact your suppliers for truck body options, etc., so that we will be able to include the most up-to-date information.

2. **Pre-Bid Conference:** This meeting is not mandatory, but you are strongly encouraged to attend especially if you have changes. It will be held at the Florida Sheriffs Association, on Tuesday, August 16, 2011 at 9:00 a.m. 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 DEALERS INPUT AT THE JULY 13TH & 14TH 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.**
3. **Bid Response:** The electronic bid response will be due on Wednesday, September 7th at 12:00 noon. Required documentation for submitted bids will be due at the FSA Headquarters, 2617 Mahan Drive, Tallahassee, FL 32308 no later than 5:00 p.m. on Thursday, September 8th.

If you have any questions regarding this memo, please contact Lynn Meek (e-mail: lmeek@flsheriffs.org) with the Florida Sheriffs Association. If you would like the **electronic version of the "2011 Prospective Dealer Information Form"**, go to our website (www.flsheriffs.org) and click tab for "Vehicle & Tire Bid Awards".

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Enclosure(s)

**E-MAIL OR FAX THE
"2011 PROSPECTIVE DEALER INFORMATION"
FORM BY JUNE 28, 2011!**