



## CONTRACT ORDERING INSTRUCTIONS

The Florida Sheriffs Association (FSA) Cooperative Purchasing Program (CPP) seeks to promote low cost purchasing options and offers four competitively procured contracts:

- ✓ Police Rated, Administrative, Utility Trucks and Vans
- ✓ Cab & Chassis and Other Fleet Equipment
- ✓ Fire Rescue Vehicles and Other Equipment
- ✓ Tire & Related Services

Any eligible buyer can follow these instructions to order from the CPP by visiting <https://www.flsheriffs.org/law-enforcement-programs/cooperative-purchasing-program>:

- 1) Read and understand the portions of the Contract Terms and Conditions that apply to agencies.
- 2) For a complete list of offerings, select the appropriate contract.
- 3) Under Products and Services Available, select *the product description* listed in the category boxes. Each category provides a drop-down list of all offerings.
- 4) Select the item you wish to purchase. Review the bid award for both awarded vendors and locate your preferred vendor. If the agency is limited to the lowest bid due to local ordinance, then select the primary awarded vendor (lowest bid).
- 5) If options need to be added, the options are listed and correspond with each vendor. All options must be discounted. Proof of discounts can be requested from the vendor.

Add/delete options include a superscript listed by the Order Code. The purpose of the superscript is to identify which options correlate to specific zones. Superscripts correspond as follows:

Zone	Superscript
Western	1
Northern	2
Central	3
Southern	4

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

- 6) Once the vehicle/equipment has been identified and you've selected an awarded vendor, contact the vendor for a quote. The vendor directory is located just under the CPP logo.
- 7) After the agency has received a quote, issue a Purchase Order for the vehicle/equipment. Copies of purchase orders must be submitted to the CPP at [coop@flsheriffs.org](mailto:coop@flsheriffs.org). Purchase orders should include the FSA contract number, the purchaser's Federal identification number and point of contact, including phone number and email address. Consider submitting copies of the quote with PO's.

For vehicle purchases, the agency's manufacturer FIN/FAN code, as well as FSA's code should be on the purchase order. Request the vendor use the agency code to enable you to track the order. The FIN/FAN (Fleet Account/Identification Number) Codes for the FSA are:

Manufacturer	Code Type	FSA Code	Fleet Contact Numbers
Ford	FIN	QE065	1-800-343-5338
Fiat Chrysler Automobiles	FAN	917872	1-800-999-3533
General Motors	FAN	49313	1-800-353-3867
Toyota	FIN	GE159	1-800-732-2798

8) The process is completed when the dealer issues a confirmation of order to the agency.

### **Terms & Conditions and Best Practices**

Read and become familiar with the Terms and Conditions that apply to agencies. The following *are a few of the relevant terms* for agencies:

- Agencies are required to submit copies of purchase orders to FSA at the time they are submitted to the vendor (send to [coop@flsheriffs.org](mailto:coop@flsheriffs.org)). (3.20)
- This year, the CPP granted two awards: the lowest bid and second lowest to provide agencies more purchasing options. (2.23)
- Terms for ordering, delivery, inspection and acceptance, and tag and title work are provided. (3.20-3.23)
- Vendors should receive prompt payment in compliance with the Local Government Prompt Payment Act. (3.24)
- Option pricing is negotiable with the vendor. (2.13)

Other items and best practices that are helpful for agencies include:

- Vendors cannot sell specifications that were not awarded to that Vendor - otherwise the item has not been competitively procured.
- This contract is designed to provide agencies with the lowest base cost. Therefore, final awards do not consider option pricing.
- FSA cannot review all options for the award, so if you see something out of place let us know. For example, financing has not been vetted and should not be listed as an option.
- If the agency requests a third party supplier other than the one the vendor recommends, the agency should pay the vendor when the vendor completes the delivery to the agency requested third party supplier.
- If the agency needs to produce evidence that the commodities were competitively procured, contact FSA for the Bid Tabulation and the Intent to Award documents.
- Contact FSA for questions! FSA staff is here to assist agencies to provide additional details and suggestions that will enhance the value of using these contracts.

**Florida Sheriffs Association: 850-877-2165 or [cpp@flsheriffs.org](mailto:cpp@flsheriffs.org).**