

**Charlotte County Board Of County Commissioners  
Agenda Item Summary**

**Item Number: F- 22**

**1 DEPARTMENT MAKING REQUEST**

Purchasing

**2 MEETING DATE**

9/9/2014 9:00:00 AM

**3 REQUESTED MOTION/ACTION**

Award "Piggyback" for Equipment Trailer purchases off the Florida Sheriff's Association Contract #13-11-0904, for File #14-424, Various Equipment Trailers.

**4 AGENDA**

Consent

**5 IS THIS ITEM BUDGETED ( IF APPLICABLE ) - Yes**

**Budget Action**

No action needed. This item is budgeted in various funds.

**Financial Impact Summary Statement**

Cost to be charged back to various departmental budget.

**Detailed Analysis Attached -**

**Budget Officer-**

**6 BACKGROUND ( Why is this Action Necessary, and What Action will be accomplished )**

Fleet Management has requested the ability to purchase replacement equipment trailers from the Florida Sheriff's Association Contract #13-11-0904, on an "as required basis" which are in need of replacement due to age and/or cost of repairs. The current term of this Florida Sheriff's Contract is through and including September 30, 2014.

**ATTACHMENTS:**

Name:

Description:

Type:

[20140819163530.pdf](#)

Backup

Backup

Material

# **BID AWARD ANNOUNCEMENT**

# **13-11-0904**

*Effective Dates:*

*October 1, 2013– September 30, 2014*

## **OFF-ROAD UTILITIES, MEDIUM/HEAVY TRUCKS, & OTHER FLEET EQUIPMENT**

*Participating Sheriffs Offices & Local Governmental  
Agencies of the State of Florida*

*Coordinated By*

**The  
Florida Sheriffs Association  
& Florida Association of Counties**



# MEMO



## FLORIDA SHERIFFS ASSOCIATION

P. O. Box 12519 • Tallahassee, FL 32317-2519

PHONE (850) 877-2165 • FAX (850) 878-8665

WEB SITE: [www.flsheriffs.org](http://www.flsheriffs.org)

DATE: October 1, 2013

TO: **ALL PROSPECTIVE PARTICIPANTS**

FROM: Steve Casey                      Lynn Meek                      Peggy Goff                      Drew Terpak  
Executive Director      Coordinator      Contract Manager      Contract Specialist

RE: **OFF-ROAD UTILITIES, MEDIUM/HEAVY TRUCKS,  
& OTHER FLEET EQUIPMENT  
Bid No. 13-11-0904**

We are pleased to announce that the Florida Sheriffs Association and the Florida Association of Counties has successfully conducted its 11th statewide competitive bid for vehicles which includes trucks, backhoes, motorgraders, agriculture type tractors, skid steer loaders and regenerative air street sweepers. **This contract is effective beginning October 1, 2013 through September 30, 2014, as long as vehicles are available through fleet.**

Bids will be extended and guaranteed to any and all units of local governments and political subdivisions including, but not limited to, county, local county board of public instruction, municipalities and/or police agencies, other local public or public safety agencies or authorities within the State of Florida. In addition, bids will be extended and guaranteed to any other entities approved by manufacturers to participate in this contract.

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 [dterpak@flsheriffs.org](mailto:dterpak@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.

Also, when purchasing options, as required in Part C, Special Conditions (continued), dealers are required to offer some discount below manufacturer's standard retail pricing (MSRP) for any factory add options.

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

### **ORDERING INSTRUCTIONS**

1. Contact the awarded dealership (see pages 44-50) listed in the zone from which you wish to purchase and advise them of your interest to purchase from **Bid No. 13-11-0904**. 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.

<b>Manufacturer</b>	<b>Type Code</b>	<b>FSA Code</b>	<b>Fleet Center Contact Numbers</b>	
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)

2. **YOU MUST send a copy of the original purchase order (including FSA's Contract No. 13-11-0904) 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 51 of this Bid Award Announcement. Purchase orders lacking the required basic information listed may result in the delay of placement and/or confirmation of orders. **NOTE: 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.**

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:
- **Off-Road Utilities, Medium/Heavy Trucks, & Other Fleet Equipment** – Dealers have included a 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) the dealers quote to the governmental agencies.
5. In order to ensure quality service for our user agencies, we are requesting that you 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 dterpak@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.
6. Add/delete options might include a superscript listed by the Order Code. The purpose of the superscript is to identify which options correlate to a specific dealer. Superscripts will be a number between 1 and 4, and will correspond as follows: