



CONTRACT ORDERING INSTRUCTIONS

The Florida Sheriffs Association Cooperative Purchasing Program welcomes you to utilize the Cooperative Purchasing Program at no cost to our purchasers. However, as a user of the program, we do request you to submit copies of all purchase orders when using the FSA CPP. Send your PO copies to COOP@flsheriffs.org

This document is designed to assist you through the purchasing process as outlined in Section 3.20 Order, of the Contract Terms and Conditions. Please familiarize yourself with the Contract Terms and Conditions sections that apply to “purchasers.” A link to this document is found on each contract page.

- 1) For a complete list of offerings, select the appropriate contract from the [Cooperative Purchasing Program](#) home page.

FSA CPP currently has 4 competitive contracts:

- ✓ Pursuit, Administrative and other Vehicles
- ✓ Heavy Trucks and Equipment
- ✓ Fire Rescue Vehicles and Other Equipment
- ✓ Tires

- 2) Under Products and Services Available, locate the product group for your purchase interest. Each group provides a drop-down list of all products by expanding the group bar by selecting the arrow to the left of the group name.
- 3) If options need to be added to the base product, locate the options that correspond with each awarded vendor for each product specification number. All options must be discounted, and proof of discounts can be requested from the vendor.
- 4) Once your product is located, contact the awarded vendor for your zone for a quote using the Vendor Directory located just under the CPP logo on each contract page. While it is recommended that an agency purchase from the zone which is closest to their location, it is not mandatory to do so. If the purchaser determines that a vendor in another zone can better serve the purchaser’s needs, the purchaser may order from a vendor in another zone. Vendors that provide vehicles or equipment outside of an awarded zone may upon mutual agreement between the vendor and the purchaser charge a delivery fee.
- 5) For vehicle purchases, be sure to include your manufacturer code on your purchase order and request that the vendor use your code to enable you to track your vehicles in production. Also, please include the FSA codes on your PO. The FIN/FAN/Certification Codes for the FSA are:

Manufacturer	Code Type	FSA Code	Contact
Ford	FIN	QE065	1-800-343-5338
Fiat Chrysler Automobiles	FAN	917872	1-800-999-3533
General Motors	FAN	49313	1-800-353-3867
Nissan	Certification	FSA	FleetDistribution@Nissan-usa.com
Toyota	FIN	GE159	1-800-732-2798

- 6) Delivery or due dates should be discussed with the vendor at the time the quote is provided to the purchaser, or if no quote is provided, prior to when the purchase order is delivered to the vendor. It is important to note that vendors do not have any control over production delays in schedules from the manufacturer.



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- 7) A purchaser issues a purchase order to the vendor, that should include:
- Awarded vendor name and address per contract
 - The contract number and title
 - Specification number and vehicle description
 - Purchaser's federal identification number
 - Name, phone number and email address for the point of contact at the purchasing agency
- 8) **The purchaser should forward an executed copy of the purchase order to the FSA at the same time the purchase order is sent to the vendor. Emails or hard copies are acceptable. Emails can be sent to coop@flsheriffs.org. Hard copies can be mailed to FSA CPP, 2617 Mahan Drive, Tallahassee, FL 32308.**

We hope you enjoy your purchasing experience with our Florida Sheriffs Association Cooperative Purchasing Program and don't forget to send us a copy of your purchase order. We are available should you have questions.