

RESOLUTION NO. 17 - 2462

**A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF SURFSIDE, FLORIDA, AUTHORIZING AND APPROVING THE PURCHASE OF ONE (1) FORD F 150 VEHICLE FOR THE POLICE DEPARTMENT AND EXPENDITURE OF FUNDS IN THE AMOUNT OF \$28,000.00 FROM THE FISCAL YEAR 2017/2018 BUDGET FOR THE PURCHASE AND OUTFITTING OF THE VEHICLE; FINDING THAT THE PURCHASE IS EXEMPT FROM PROCUREMENT AS A PIGGYBACK ON THE FLORIDA SHERIFFS ASSOCIATION COOPERATIVE PURCHASING PROGRAM; PROVIDING FOR IMPLEMENTATION; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, pursuant to Town of Surfside's Police Department's Vehicle Replacement Program, the Department is seeking the procurement and purchase of one (1) Ford F 150 vehicle, in order to replace an aging and deteriorating pick-up truck out of warranty; and

**WHEREAS**, the vehicle being sought for purchase is one (1) Ford F 150 vehicle, which will be utilized to perform operational enforcement initiatives, emergency operations during inclement weather and transport of equipment, at a cost of \$28,000.00, including vehicle purchase costs and outfitting and installation of necessary emergency equipment; and

**WHEREAS**, competitive procurement and terms and pricing for the vehicles has been obtained through the Florida Sheriffs Association Cooperative Purchasing Program Contract number FSA17-VEL25.0, which terms and pricing are attached hereto as Exhibit "A"; and

**WHEREAS**, in accordance with Section 3-13(3) of the Town of Surfside Code of Ordinances, purchases made under state general service administration contracts, federal, county or other governmental contracts are exempt from the Town's competitive bidding procedures; and

**WHEREAS**, it is in the best interest of the Town to approve and authorize the purchase of the vehicle and expenditure of funds in the amount of \$28,000.00 from the Fiscal Year 2017/2018 budget.

**NOW THEREFORE, BE IT RESOLVED BY THE TOWN COMMISSION OF THE TOWN OF SURFSIDE, FLORIDA, AS FOLLOWS:**

**Section 1. Recitals.** The above and foregoing recitals are true and correct and are incorporated herein by reference.

**Section 2. Authorization to Purchase and Approval to Expend Funds.** The purchase of one (1) Ford F 150 vehicle is hereby approved and the Town Manager is authorized to expend \$28,000.00 for the purchase and outfitting of the vehicle.

**Section 3. Procurement Exempt.** In accordance with Section 3-13(3) of the Town of Surfside Code of Ordinances, the purchase of the vehicle is exempt from competitive procurement procedures, as a "piggyback" and in reliance on the competitive procurement and terms and pricing obtained pursuant to the Florida Sheriffs Association Cooperative Purchasing Program Contract number FSA17-VEL25.0.

**Section 4. Implementation.** The Town Manager is hereby authorized to take any and all action necessary to implement this Resolution.


**Section 5. Effective Date.** This Resolution shall become effective immediately upon adoption.


**PASSED AND ADOPTED** this 14th day of November, 2017.

Motion by: Commissioner Karukin,  
Second by: Commissioner Paul.


**FINAL VOTE ON ADOPTION**

Commissioner Daniel Gielchinsky	YES
Commissioner Michael Karukin	YES
Commissioner Tina Paul	YES
Vice Mayor Barry Cohen	YES
Mayor Daniel Dietch	YES

  
\_\_\_\_\_  
Daniel Dietch, Mayor

**ATTEST:**   
\_\_\_\_\_  
Sandra Novoa, MMC, Town Clerk

**APPROVED AS TO FORM AND LEGAL SUFFICIENCY FOR THE TOWN OF SURFSIDE ONLY:**

  
\_\_\_\_\_  
Weiss Serota Helfman Cole & Bierman, P.L.  
Town Attorney

**David Allen**

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**From:** John Bambis  
**Sent:** Thursday, October 26, 2017 11:08 AM  
**To:** David Allen  
**Cc:** Julio Yero  
**Subject:** Police and Parking Vehicle Process - Florida Sheriffs Association Contract  
**Attachments:** Florida Sheriffs Association Cooperative Purchasing Program Contract Ordering Instructions 10-19-17.pdf

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Sir:

Per your request, the following denotes the costs of the Police vehicle purchasing and provisions of the Florida Sheriffs Association Cooperative Purchasing Program Contract.

- The Florida Sheriffs Association Cooperative Purchasing Program Contract number is **FSA17-VEL25.0**
  - The Contract Bid Award is for Police Rated, Administrative, Utility Vehicles, Trucks and Vans
  - The Contract Bid Award is for the period 10-13-17 through 09-30-18
- The Florida Sheriffs Association offers statewide purchasing contracts on a variety of vehicles, equipment, and services that are available to all eligible\* agencies. The Town of Surfside Police Department is an eligible municipal Police Department.
- The Surfside Finance Department has advised the Police Department that ordering vehicles via the Florida Sheriffs Association Cooperative Purchasing Program Contract is in conformance with Town of Surfside Procurement Policies and Procedures.
- The Surfside Police Department must adhere to the Contract Ordering Instructions/Provisions of the Cooperative Purchasing Program (see attached file containing the Contract Ordering Instructions).
- The vendors for the contract are identified by the Florida Sheriffs Association by Zone per the Cooperative Purchasing Program.
- **Police SUV Vehicle Costs (approximate/estimated): \***
  - **\$27,426** - Base Vehicle actual cost
  - **\$7,274** - Install Cage/Vehicle Upgrades/Security Bars/Emergency Lighting/Transfer Police Radio Communications/Police Graphics
  - **\$300** - AVL System
  - **\$5,000** - Procure and install Police Video Recording System
  - **\$40,000** - Estimated Total Cost per Police SUV Vehicle
- **Police Parking Department Pick-up Truck Costs (approximate/estimated): \***
  - **\$24,299** - Base Vehicle actual cost
  - **\$3,001** - Install Vehicle Upgrades/Lighting/Graphics/Bed Liner-Coating/Storage Box/Trailer Hitch
  - **\$28,000** - Estimated Total Cost per Parking Department Pick-up Truck Vehicle
- **\*-Outside vendors perform the installation of graphics/lighting/prisoner control bars and cages.**

All terms and pricing for the vehicles can be found on the Florida Sheriffs website that is listed below:  
<https://www.flsheriffs.org/law-enforcement-programs/purchasing/police-rated-administrative-utility-vehicles-trucks-ins>

The link for the Bid Award of Contract **FSA17-VEL25.0** is listed below:



## 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@fisheriffs.org](mailto:coop@fisheriffs.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.

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@fisheriffs.org](mailto:coop@fisheriffs.org)). (3.25)
- This year, the CPP granted two awards: the lowest bid and second lowest to provide agencies more purchasing options. (3.05)
- Terms for ordering, delivery, inspection and acceptance, and tag and title work are provided. (3.25-3.28)
- Vendors should receive prompt payment in compliance with the Local Government Prompt Payment Act. (3.29)
- Option pricing is negotiable with the vendor. (2.14 and 3.11)

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 [coop@fisheriffs.org](mailto:coop@fisheriffs.org).**