



# Cattaraugus County Sheriff's Office

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(716) 938-9191

[www.sheriff.cattco.org](http://www.sheriff.cattco.org)

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Undersheriff

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**Capt. Robert Yehl**

Detective Division

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2016

## FORD POLICE INTERCEPTOR SEDAN AWD QUANTITY 7

3.7 V-6 ENGINE  
 AUTOMATIC TRANSMISSION  
 EXTERIOR COLOR- SHADOW BLACK  
 INTERIOR COLOR – EBONY  
 POWER CLOTH FRONT BUCKET SEATS  
 REAR VINYL BENCH SEAT  
 FRONT LICENCE PLATE BRAKET  
 DARK CAR FEATURE  
 CALIFORNIA EMISSIONS  
 SPOT LAMP DRIVERS SIDE INCANDESENT BULB  
 NOISE SUPPRESSION BONDS  
 POWER HEATED MIRRORS  
 POLICE WIRE KIT FRONT  
 PERIMETER ANTI THEFT ALARM  
 REMOTE ENTRY WITH KEY FOBS  
 REAR DOORS AND WINDOWS INOPERABLE FROM INSIDE  
 FRONT HEADLIGHT LIGHTING SOLUTION  
 REAR TAIL LAMP LIGHTING SOLUTION  
 REAR LIGHTING SOLUTION  
 POLICE ULTIMATE WIRING PACKAGE  
 SIDE FENDER VENT LED LIGHTS  
 100 WATT SPEAKER  
 TRUNK CIRCULATION FAN  
 REAR CONSOL PLATE  
 RUBBER OR VINYL FLOORING  
 TRUNK RELEASE BUTTON  
 60B BUMPER TO FRAME RAIL BRACKET KIT

**Administration Fax**

(716) 938-6552

(Business Hours Only)

**Communications Fax**

(716) 938-6420

(24 Hours)

**Corrections Fax**

(716) 938-6235

(24 Hours)



# Group 40451, Award 22898, Light Duty Vehicles

## Form A: Mini-Bid Request

This form is to be used by Authorized Users to request Light Duty Vehicles. A Light Duty Vehicle is defined as a mobile machine that is primarily used to transport passengers and cargo (e.g., cars, vans, SUVs, pickup trucks), with a GVWR less than or equal to 10,000 pounds, (i.e., Class 1 through Class 2 Vehicles, as designated by the U.S. Department of Transportation). Once you identify your vehicle purchase need and secure authorized approvals, complete the form to submit your vehicle request. A separate form must be filled out for each type of vehicle, and for vehicles with different specifications. Upon receipt, NYSPRO will review your request for completeness, assign a Mini-Bid number, and post information included on the form to the Vehicle Marketplace for Contractors to submit responses. NYSPRO will contact you if we need additional information. For assistance in completing this form, please contact the Vehicle Marketplace team at [NYSPRO.VehicleMarketPlace@ogs.ny.gov](mailto:NYSPRO.VehicleMarketPlace@ogs.ny.gov).

Save this blank Excel worksheet to your computer, and then enter the required information in Parts A through D. Complete all fields highlighted in yellow. The Authorized User is responsible for reviewing the completed Form A: Mini-Bid Request prior to submittal and ensuring that all necessary fields have been populated correctly. The completed Form A: Mini-Bid Request should use the following naming convention for the file name: 22898-FormA-Albany County (i.e., Award#-FormA-Authorized User Entity). Do not submit completed worksheets in PDF, JPG or any type of file format other than Excel.

The Authorized User is responsible for providing specifications for the vehicles requested. The request may be for either specific vehicles (e.g., 2015 Ford Taurus, Model Code P2H), or for any vehicles that meet the specifications provided (e.g., "AWD sedan, 6 cylinder engine"). Specifications may be submitted to the Vehicle Marketplace team in Excel, Word or PDF format, and will be included with the posting of the Mini-Bid on the Vehicle Marketplace for Contractors to view.

Email the completed worksheet to the Vehicle Marketplace Team at [NYSPRO.VehicleMarketPlace@ogs.ny.gov](mailto:NYSPRO.VehicleMarketPlace@ogs.ny.gov), using the following naming convention for the email subject name: 22898-FormA-Albany County (i.e., Award#-FormA-Authorized User Entity). Submit a separate email, with only one (1) Form A: Vehicle Request, and one (1) vehicle specifications file, included as attachments, for each vehicle request. Do not submit multiple vehicle requests in one email.

<b>Mini-Bid Number</b>	For NYSPRO Use Only
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<b>PART A: AUTHORIZED USER CONTACT INFORMATION</b>		
1.0	Authorized User Entity Name <i>[Enter the name of your state agency, municipal government office, or other NYS authorized contract user entity name]</i>	cattaraugus county sheriff office
2.0	Agency Code <i>[for State Agencies only]</i>	
3.0	Authorized User Number <i>[Contact OGS Customer Services at <a href="mailto:customer.services@ogs.ny.gov">customer.services@ogs.ny.gov</a> for assistance with Authorized User numbers]</i>	3941
4.0	Primary Contact Name <i>[Designated Contact for Procurement Lobbying, if applicable. See <a href="http://ogs.ny.gov/acpl/advisoryCouncil/Entities.htm">http://ogs.ny.gov/acpl/advisoryCouncil/Entities.htm</a>]</i>	robert v buchhardt
4.1	Primary Contact Title	undersheriff
4.2	Primary Contact Email	rvbuchhardt@cattco.org
4.3	Primary Contact Phone	716 938 2264
5.0	Secondary Contact Name <i>[Designated Contact for Procurement Lobbying, if applicable. See <a href="http://ogs.ny.gov/acpl/advisoryCouncil/Entities.htm">http://ogs.ny.gov/acpl/advisoryCouncil/Entities.htm</a>]</i>	melissa hadley
5.1	Secondary Contact Title	accounts payable
5.2	Secondary Contact Email	mahadley@cattco.org
5.3	Secondary Contact Phone	716 938 2214
<b>PART B: GENERAL QUESTIONS</b>		
1.0	Has the Authorized User received the necessary internal approvals for this request? <i>[Authorized Users are advised that it is their responsibility to secure the necessary internal approvals. A Mini-Bid request for NYS Executive Agencies that has not received approval of the applicable business case and received a B-1184 number may be rejected by OGS Fleet Management]</i>	yes
2.0	Will federal funding be used to pay for part or all of this request?	no

2.1	If "Yes" to question 2.0, enter project name	
2.2	If "Yes" to question 2.0, enter project number	
3.0	B-1184 Number [for NYS Executive Agencies only]	
4.0	Approved Business Case Number [for NYS Executive Agencies only]	
5.0	Is delivery of the requested vehicles required as soon as possible from pre-existing inventory (from the dealer's lot)?	no
6.0	Do you want this request to be held until the next available aggregated volume Mini-Bid? Aggregated volume mini-bids are held as volume dictates, and may result in lower pricing. If "Yes," OGS will contact you with additional information.	no
<b>PART C: MINI-BID PROCESS</b>		
1.0	Type of Vehicle(s) requested [click on yellow box and use drop-down menu]	Specific Vehicle(s) (i.e., year/make/model/model code)
2.0	Type of Vehicle Order [click on yellow box and use drop-down menu]	Vehicle(s) built to specifications at the OEM factory
3.0	Are you willing to accept vehicles built to specifications and pre-existing inventory? If "Yes," NYSPRO will issue two separate Mini-Bids for this request, and purchase can be made from the resulting award for both Mini-Bids.	NO
4.0	Method of Award for Pre-Existing Inventory Vehicles [Select method 4.1 or 4.2 below for pre-existing inventory, and copy and paste it into Column C of this Row; Note: If your request is for Vehicles Built to Specifications at the OEM Factory, the only OGS approved method of award is "lowest price to a single contractor that can meet the specified delivery date, and supply the total number of vehicles requested."]	
4.1	Lowest price to a single contractor that can meet the specified delivery date, and provide the total number of vehicles requested. Lowest price for each contractor responding to the Mini-Bid will be determined by calculating the sum of the Total NYS Contract Price for Mini-Bid for all vehicles bid (i.e., the Grand Total NYS Contract Price of Vehicles Bid).	
4.2	Lowest price, per vehicle (i.e., the Total NYS Contract Price for Mini-Bid), to multiple Contractors that can meet the specified delivery date.	
<b>PART D: VEHICLE REQUEST INFORMATION</b>		
1.0	Number of Vehicles [This amount is the estimated number of vehicles that the authorized user will purchase from the Mini-Bid in the event of an award. The Authorized User reserves the right to partially award a Mini-Bid for a number of Vehicles that is less than number of Vehicles specified. In the event of an award, the Contractor must supply the Vehicles ordered by the Authorized User at the NYS Contract Price for the Vehicle]	7
2.0	Vehicle Type [click on yellow box and use drop-down menu; Note: Only Light Duty Vehicles can be purchased via this mini-bid process]	Sedan, Large
2.1	If the desired Vehicle Type is not included in the drop-down menu, enter it here	
3.0	Model Year [e.g., 2015, 2016, or "Any Model Year that Meets Specifications"]	2016
3.1	If a specific year was entered above, will you consider other years, if offered?	no
4.0	Make [e.g., Ford, Chevrolet, Dodge, or "Any Make that Meets Specifications"]	ford
5.0	Model [e.g., Taurus, Tahoe, Grand Caravan, or "Any Model that Meets Specifications"]	taurus police interceptor
6.0	Drive Type [e.g., FWD, RWD, AWD, 4WD, "AWD or 4WD," or "Any Drive Type"]	AWD
7.0	Model Code [enter specific Model Code or "Any Model Code that Meets Specifications"]	interceptor
8.0	Fuel Type [click on yellow box and use drop-down menu]	Flex Fuel Vehicle (Gasoline/E85)
8.1	If the desired Fuel Type is not included in the drop-down menu, enter it here	
9.0	Interior/Exterior Color [enter specific colors, or "See Attached Specifications," or "Standard Colors Available at No Additional Cost"]	black
10.0	Seat Fabric [enter specific fabric type, or "See Attached Specifications," or "Standard Fabric Available at No Additional Cost"]	fabric front buckets, vinyl rear bench

11.0	Aftermarket Component Provider, if applicable <i>[Note: Unless otherwise specified by an Authorized User in a Mini-Bid, Aftermarket Components may be installed by any Aftermarket Component Provider utilized in the Contractor's normal course of business. "Aftermarket Component(s)" refers to any accessory, equipment, or feature that is manufactured by an OEM other than the vehicle OEM, and is not included in the OEM Product Line, and that may be installed on the vehicle by the contractor, or third-party]</i>	
12.0	Additional Vehicle Specifications File Name <i>[enter the file name of the document that includes specifications for the vehicle(s) that are being requested, and attach this document to the email for the vehicle request]</i>	
13.0	If the mini-bid is for Any Vehicle(s) that meet the specifications provided, enter example vehicles that will meet the specification provided <i>[e.g., Ford Taurus, Chevrolet Impala]</i>	
14.0	Delivery Location(s) <i>[Enter the Vehicle delivery location below. If there is more than one delivery location, include the information below for each delivery location on a separate page with the Additional Vehicle Specifications attachment. Additional delivery instructions may also be included on the Additional Vehicle Specifications attachment]</i>	
14.1	Number of requested Vehicles to be delivered to this location	7
14.2	Address 1	301 court street
14.3	Address 2	
14.4	City	little valley
14.5	State	new york
14.6	Zip Code	14755
14.7	County	cattaraugus county sheriff office
15.0	Region <i>[see Delivery Region List below]</i>	1
16.0	Enter the last possible delivery date that the Vehicle(s) will be accepted	july 1 2016

<b>DELIVERY REGION LIST</b>	
1	Allegany, Cattaraugus, Chautauqua, Chemung, Erie, Genesee, Livingston, Monroe, Niagara, Ontario, Orleans, Schuyler, Seneca, Steuben, Wayne, Wyoming, Yates
2	Broome, Cayuga, Chenango, Cortland, Delaware, Herkimer, Jefferson, Lewis, Madison, Oneida, Onondaga, Oswego, Otsego, Tioga, Tompkins
3	Albany, Columbia, Fulton, Greene, Hamilton, Montgomery, Rensselaer, Saratoga, Schenectady, Schoharie, Warren, Washington
4	Clinton, Essex, Franklin, St. Lawrence
5	Dutchess, Orange, Putnam, Rockland, Sullivan, Ulster, Westchester
6	Bronx, Kings, Nassau, New York, Queens, Richmond, Suffolk