



March 5, 2003

To: All GSA Automotive Customers and Contractors

Important Notice Regarding GSA Engineering Review of Vehicle Orders Requiring Special Equipment or Operational Requirements

We have encountered many instances wherein customer agencies have obtained information from vendors for special equipment **not covered by the current GSA specifications/standards or contract**. This information is then included in orders sent to GSA. Without the proper engineering review, this situation may cause problems with contract integrity, and frequently presents safety, reliability, operational, legal or liability issues for your agency as well as GSA.

If you have a need for any special equipment not currently shown in the contract, or for a non-standard specialized vehicle, our Engineering Division will work with you to engineer and design your vehicle, or equipment, and address all your technical concerns or questions. We urge you to contact us **prior to discussing the issue with a contractor, or placing an order with specialized equipment**. We will provide you assistance for:

- Development of customized specifications for any vehicle application.
- Proper selection of the vehicle and options for your specific application.
- Proper vehicle weight distribution and payload ratings.
- Proper selection of engines, transmissions, axles, brakes, frames and electrical systems.
- Addressing safety and vehicle reliability, and life cycle cost issues
- Compliance with Federal Vehicle Safety Standards.

By contacting us in your **early planning stage** for the acquisition of your customized vehicle, GSA Automotive can save you an enormous amount of time and expense. We will greatly simplify the technical aspects of determining your requirements as well as simplify the procurement process.

Sincerely,

Robert Blackstone

Robert Blackstone
Director
GSA Automotive