



Virginia Sheriffs' Association

901 EAST BYRD STREET, SUITE 1301, RICHMOND, VIRGINIA 23219

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June 10, 2019

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Dear Virginia Vehicle Dealers and Manufacturers,

I hope this letter finds you well. The Virginia Sheriffs' Association (VSA) will execute Section 3.7 of the Terms and Conditions (Option to Renew) for the 2019-2020 Vehicle Procurement Program year.

All current contracts will remain effective until October 8, 2019 with the new contracts becoming effective October 9, 2019. The new contracts will be published as 18-01-0921RR and 19-02-0920R on October 9, 2019. All current contract holders will continue to hold their current contracts for one additional year. The VSA staff will update all existing specifications and price increase requests for the 2020 model year.

According to Section 3.7 of the program's Terms and Conditions, "contracts may be extended for an additional two years, on a year to year basis, if mutually agreed by both parties." Please notify Kaylyn Mitman at 919-459-6471 to let us know if you and your dealership agree to a one-year extension of your current VSA contract(s).

All current contract holders and manufacturer representatives are required to attend the Pre-Bid Conference that will be held in Richmond, VA. The attached calendar outlines the dates of the Pre-Bid Conference per manufacturer.

We appreciate your support and participation in the association's Vehicle Procurement Program. Please contact Kaylyn Mitman at 919-459-6471 or at kmitman@virginiasheriffs.org regarding any model year and price increase requests.

If you have any questions or need additional information on any of the VSA's Procurement Programs please email me at jbennett@virginiasheriffs.org, call at 919-459-8195 or visit us on the web at <https://vasheriff.org/procurement/>.

Thank you,

Jason D. Bennett
Virginia Sheriffs' Association



Virginia Sheriffs' Association
Vehicle Bid 18-01-0921RR and 19-02-0920R Calendar – 2019-2020
Police Rated, Administrative, Sport Utility Vehicles, Vans & Trucks Bid

Program Introduction and Solicitation		
VSA Vehicle Bid Item	Start Date	Due Date
Information to all Dealers and Manufacturers	June 10, 2019	June 10, 2019
New/Updated Model Specification Review 1		
VSA Vehicle Bid Item	Start Date	Due Date
Request for Price Increase due to NCSA	July 8, 2019	July 8, 2019
New/Updated Model Specification Review 2		
VSA Vehicle Bid Item	Start Date	Due Date
Bid Package to all VSA Contractors	August 7, 2019	August 7, 2019
Pre-Bid Conference – Chrysler (9:00 am – 12:00 pm)**	August 14, 2019	August 14, 2019
Pre-Bid Conference – Daimler (1:00 pm – 4:00 pm)**	August 14, 2019	August 14, 2019
Pre-Bid Conference – Ford (9:00 am – 12:00 pm)**	August 15, 2019	August 15, 2019
Pre-Bid Conference – General Motors (1:00 pm – 4:00 pm)**	August 15, 2019	August 15, 2019
Pre-Bid Conference – Nissan (9:00 am – 12:00 pm)**	August 16, 2019	August 16, 2019
Pre-Bid Conference – Toyota (1:00 pm – 4:00 pm)**	August 16, 2019	August 16, 2019
Deadline to submit "Request for Clarification"	August 20, 2019	August 20, 2019
Bid Finalization and Announcement		
VSA Vehicle Bid Item	Start Date	Due Date
VSA Response to Clarifications to Vendors	September 5, 2019	September 5, 2019
Deadline to submit "Request for Clarification"	September 12, 2019	September 12, 2019
VSA Fleet Advisory Committee Meeting in Richmond (10:00 am – 2:30 pm)*	September 30, 2019	September 30, 2019
Bid Award Announcement and Publication	October 9, 2019	October 9, 2019

* VSA Fleet Advisory Committee Meeting:

Virginia Sheriffs' Association
 901 East Byrd Street, Suite 1301
 Richmond, VA 23219

** Pre-Bid Conferences:

951 East Byrd Street, Salon 951 Conference Center
 Richmond, VA 23219
 (Plaza Level 1, 1st Floor - East Tower)