



Virginia Sheriffs' Association

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

PHONE (804) 225-7152 • FAX (804) 225-7162 • WWW.VASHERIFF.ORG

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August 23, 2019

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 for Bid 18-01-0921R and Bid 19-02-0920. 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."

Following this month's Pre-Bid Conferences with current contract holders, the decision has been made to go back out to bid on several vehicles. These vehicles include any vehicle a current contract holder has chosen not to rollover for one additional year, any vehicles that experienced a model change since the previous model year, and any new vehicles.

The VSA is excited to continue working collaboratively with all vehicle dealers and manufacturers to provide all public bodies within the Commonwealth of Virginia a convenient and beneficial way of purchasing vehicles. We hope that you will be interested in participating in this year's bidding process.

Enclosed, you will find the official calendar and Invitation to Bid for Vehicle Bid 20-03-0925. To participate, all dealers must register online at <https://vasheriff.org/procurement/vendor-registration/>.

We appreciate your support and participation in the association's Vehicle Procurement Program. Please contact Kaylyn Mitman at kmitman@virginiasheriffs.org or 919-459-6471 with any questions you may have regarding the bid process.

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



INVITATION FOR BID
VIRGINIA SHERIFFS' ASSOCIATION
BID NUMBER 20-03-0925

**POLICE RATED, ADMINISTRATIVE, SPORT UTILITY VEHICLES, VANS
& TRUCKS**

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Specifications will be emailed to all dealers on August 26th. Please ensure Kaylyn Mitman has your email address on file.

A copy of the association's Terms and Conditions can be found on the Virginia Sheriffs' Association's website – www.vasheriff.org

ALL BIDDING WILL BE DONE ELECTRONICALLY AT:

WWW.VAVEBA.ORG

**TO REGISTER PLEASE CALL KAYLYN AT 919-459-6471 OR VISIT -
<https://vasheriff.org/procurement/vendor-registration/>**

<https://vasheriff.org/procurement/vehicle-procurement-program/>



Virginia Sheriffs' Association
Vehicle Procurement Program



Contract Number: 20-03-0925
Title: Police Rated, Administrative, Sport Utility Vehicles, Vans & Trucks
Contract Effective Dates: October 9, 2019 – October 8, 2020
Sealed Bids (Electronic Copy) Due: September 25, 2019 at 12 noon EST
Sealed Bids Public Opening: September 25, 2018
Bid Opening Location: Virginia Sheriffs' Association
901 East Byrd Street
Suite 1301
Richmond, Virginia 23219

Inquiries: Questions, which may arise as a result of this solicitation, may be addressed to Jason Bennett, VSA Contract Administrator, by email to jrbennett@virginiasheriffs.org. Inquires must be received at least ten (10) business days prior to the due date in order to be considered.

My signature below certifies that: (This form must be returned with your Bid Form)

- I agree to abide by all conditions of this Invitation for Bids and that I am authorized to sign this bid;
The accompanying bid is not the result of, or affected by, an unlawful act of collusion with another person or company engaged in the same line of business or commerce, or any act of fraud punishable under §18.2-498.1, et. seq. of the Code of Virginia. Furthermore, I understand that fraud and unlawful collusion are crimes under the Virginia Governmental Frauds Act, the Virginia Government Bid Rigging Act, the Virginia Antitrust Act, and Federal Law, and can result in fines, prison sentences, and civil damage awards;
That the accompanying bid is in compliance with applicable provisions of the State and Local Government Conflict of Interests Act (§2.2-3100, et. seq. of the Code of Virginia). Specifically, without limitation, no Virginia Sheriffs' Association employee/representative or a member of the employee/representative's immediate family shall have a proscribed interest in a contract; and

In compliance with this Invitation for Bids and to all conditions imposed therein, the undersigned offers and agrees to furnish the goods/services in accordance with this signed bid.

Complete Legal Name of Firm: _____

Order from Address: _____

Remit to Address: _____

Signature: _____ Email: _____

Name (type/print): _____ Phone: _____

Title: _____

Fed ID Number: _____

VA Motor Vehicle Dealer Board Number: _____



Virginia Sheriffs' Association
Vehicle Bid 20-03-0925 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	August 23, 2019	August 23, 2019
Invitation to Bid Announcement and Publication	August 23, 2019	August 23, 2019
New/Updated Model Specification Review 1		
VSA Vehicle Bid Item	Start Date	Due Date
Rollover Contract Price Increases due to VSA	September 3, 2019	September 3, 2019
New/Updated Model Specification Review 2		
VSA Vehicle Bid Item	Start Date	Due Date
Bid Package to all dealers	August 26, 2019	August 26, 2019
Deadline to submit "Request for Clarification"	September 3, 2019	September 3, 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 9, 2019	September 9, 2019
Final Bid Package to all dealers	September 11, 2019	September 11, 2019
VEBA Open for Bidding	September 11, 2019	September 25, 2019 at 12 noon EST
Bid Tabulation Results Posted	September 25, 2019	September 25, 2019
Deadline to submit "Hard Copy" Bid Responses**	September 26, 2019	September 26, 2019 at 4:00 pm EST
Viewing of Bid Tabulation Results by VSA	September 27, 2019	September 27, 2019
VSA Fleet Advisory Committee Meeting in Richmond (10:00 am – 2:30 pm)*	September 30, 2019	September 30, 2019
Intent Award Published	October 2, 2019	October 2, 2019
Bid 18-01-0921R Rolls over - Now published as 18-01-0921RR	October 9, 2019	October 9, 2019
Bid 19-02-0920 Rolls over - Now published as 19-02-0920R	October 9, 2019	October 9, 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

** Submit all Hard Copy Bid Responses to:
 North Carolina Sheriffs' Association
 Attn: Kaylyn Mitman or Jason Bennett
 323 West Jones Street
 Suite 505
 Raleigh, NC 27603



Virginia State Corporation Commission Registration Information

The bidder shall check one of the following.

The bidder is:

- a corporation or other business entity with the following SCC identification number: _____
_____ **-OR-**
- not a corporation, limited liability company, limited partnership, registered limited liability partnership, or business trust **-OR-**
- an out-of-state business entity that does not regularly and continuously maintain as part of its ordinary and customary business any employees, agents, offices, facilities, or inventories in Virginia (not counting any employees or agents in Virginia who merely solicit orders that require acceptance outside Virginia before they become contracts, and not counting any incidental presence of the bidder in Virginia that is needed in order to assemble, maintain, and repair goods in accordance with the contracts by which such goods were sold and shipped into Virginia from bidder's out-of-state location) **-OR-**
- an out-of-state business entity that is including with this bid an opinion of legal counsel which accurately and completely discloses the undersigned bidder's current contacts with Virginia and describes why those contacts do not constitute the transaction of business in Virginia within the meaning of § 13.1-757 or other similar provisions in Titles 13.1 or 50 of the Code of Virginia.

****NOTE**** >> Check the following box if you have not completed any of the foregoing options but currently have pending before the SCC an application for authority to transact business in the Commonwealth of Virginia and wish to be considered for a waiver to allow you to submit the SCC identification number after the due date for bids.

Bidder's Signature

Date