



# Virginia Sheriffs' Association

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

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## MEMORANDUM

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TO: Heavy Equipment Dealers and Manufacturers

FROM: Jason Bennett  
Virginia Sheriffs' Association

DATE: March 27, 2020

RE: 2020/2021 Heavy Equipment Bid 21-02-0803

I hope this message finds you well. This letter serves as the Association's official solicitation to dealers and manufacturers for the Virginia Sheriffs' Association's 2020 Heavy Equipment Procurement Program.

The Virginia Sheriffs' Association (VSA) is very excited to begin working on the second year of our Heavy Equipment Procurement Program. Since implementation, we at the Virginia Sheriffs' Association continue to hear positive feedback from government agencies across the Commonwealth of Virginia and in other states.

Currently, the VSA offers over 3,500 different pieces of equipment on our cooperative bid program. We are looking forward to adding new heavy equipment from all major heavy equipment manufacturers and we hope you will participate in this year's bidding process. We have put together a heavy equipment procurement website that you can access at <https://vasheriff.org/heavy-equipment-procurement-program/>. Once you are on the website you will find information on the existing open bids, important documents such as the program's Terms and Conditions, and other bid support documentation.

The VSA will implement its roll over clause for Bid 20-01-0802. Any current VSA contractors who do not want to renew their agreement are to contact Kaylyn Mitman at [kmitman@virginiasheriffs.org](mailto:kmitman@virginiasheriffs.org) by **Friday, May 8<sup>th</sup>, 2020**. Any dealers who do not notify Kaylyn by this date will be included in the rollover agreement. Any contractors who would like to renew their agreement but have equipment that will not be available for the 2020-2021 contract year are to notify Kaylyn by **Friday, May 8<sup>th</sup>, 2020**. This way the Association can remove any equipment that is no longer available to government customers.

Enclosed you will find the VSA's Heavy Equipment Procurement Program's official 2020 bid calendar. If you are planning on participating please pay close attention to the May 8<sup>th</sup> date, where the Association is asking for all requests for new and updated heavy equipment specifications. The VSA looks to our dealer and manufacturer partners for recommendations on which new specifications to add to our program as well as any changes that are effective with the new model year on existing equipment.

Examples of heavy equipment currently offered on our program can be found on our website at: <https://vasheriff.org/wp-content/uploads/2019/12/Bid-20-01-0802-Bid-Award-Announcement-12.16.19.pdf>. Please note if you do not see a lot category that is applicable to your company, we will gladly add a new lot category as we are continuously looking to expand our product offerings. We look forward to growing and providing the benefits of our cooperative

bid program to even more county and city agencies across the Commonwealth of Virginia and surrounding States.

Pre-registration is now open. All dealers who would like to participate on Bid 21-02-0803 must complete the online Vendor Registration form that can be found on our website at: <https://vasheriff.org/procurement/vendor-registration/>. Please contact Kaylyn Mitman, VSA Cooperative Bid Coordinator, at [kmitman@virginiasheriffs.org](mailto:kmitman@virginiasheriffs.org) or at 919-459-6471 should you have any questions regarding your registration or overall participation in this year's bidding process.

If your company received this solicitation, but are not eligible to sell within the Commonwealth of Virginia, please contact Kaylyn Mitman at [kmitman@virginiasheriffs.org](mailto:kmitman@virginiasheriffs.org) to be removed from our distribution list.

I look forward to working with you in 2020. Please contact me at 919-459-8195 or at [jbennett@virginiasheriffs.org](mailto:jbennett@virginiasheriffs.org) if you have any questions or need additional information on the Association's Heavy Equipment Procurement Program.

Sincerely,

A handwritten signature in black ink, appearing to read "J. D. Bennett", with a stylized flourish extending to the right.

Jason D. Bennett  
Virginia Sheriffs' Association

Enclosure (1)



**Virginia Sheriffs' Association  
Heavy Equipment Bid 21-02-0803  
Calendar – 2020-2021**

*Note: All existing contracts under Bid 20-01-0802 will rollover for 1 additional year*

PROGRAM INTRODUCTION AND SOLICITATION FOR PARTICIPATION		
	START DATE	DUE DATE
Information Statewide to Dealers and Manufacturers	March 27, 2020	March 27, 2020
Vendor Pre-Registration	March 27, 2020	May 15, 2020
Invitation to Bid Announcement Publication & Advertisement	May 11, 2020	May 11, 2020
NEW/UPDATED MODEL SPECIFICATION REVIEW I		
	START DATE	DUE DATE
Request for New/Updated Model Specifications	March 27, 2020	May 8, 2020
Contract Withdraw Requests due to VSA – <i>All dealers who do not want to rollover for one additional year.</i>	May 8, 2020	May 8, 2020
Equipment Withdraw Requests due to VSA – <i>Any equipment that will not be available for the 2020-2021 contract year.</i>	May 8, 2020	May 8, 2020
First Draft Bid Package to all Pre-Registered Vendors	May 22, 2020	May 22, 2020
Dealer Responses to Draft Bid Package due to VSA	June 1, 2020	June 1, 2020
NEW MODEL SPECIFICATION REVIEW II		
	START DATE	DUE DATE
Second Draft Bid Package to all Pre-Registered Dealers	June 25, 2020	June 25, 2020
Pre-Bid Conference (Hilton Richmond Downtown – 12:00-3:00 pm EST)	June 26, 2020	June 26, 2020
Dealer Responses to Draft Bid Package due to VSA	July 2, 2020	July 2, 2020
BID FINALIZATION AND CONTRACT ANNOUNCEMENT		
	START DATE	DUE DATE
Price Increase Requests Submitted to VSA for Bid 20-01-0802	May 27, 2020	May 27, 2020
VSA Finalizes Lot Sheet	July 9, 2020	July 9, 2020
Bid Period Open – <i>Lot Sheet Submission to VSA</i>	July 13, 2020	August 3, 2020 at 12 noon EST
Deadline to Submit “Electronic” Bid Responses to VSA ( <i>Lot Sheet Only</i> )	August 3, 2020	August 3, 2020 at 12 noon EST
Bid Tabulation Results Posted	August 4, 2020	August 4, 2020
Deadline to Submit “Hard Copy” Bid Responses to VSA	August 5, 2020	August 5, 2020 at 4:00 pm EST
Viewing of Bid Results by VSA	August 7, 2020	August 7, 2020
VSA Publishes Intent to Award	August 12, 2020	August 12, 2020
Official Bid Award Announcement and Publication	August 15, 2020	August 15, 2020
Bid 20-01-0802 Rollover Contract Effective – <i>Now Published as Bid 20-01-0802R</i>	August 15, 2020	August 15, 2020
Bid 21-02-0803 Contracts Effective	August 15, 2020	August 15, 2020

**Electronic Bid Responses are to be submitted to:**  
kmitman@virginia sheriffs.org

**Hard Copy Bid Responses to be mailed to:**  
North Carolina Sheriffs' Association  
Attn: Kaylyn Mitman  
323 West Jones Street, Suite 505  
Raleigh, NC 27603

**Pre-Bid Conference:**  
Hilton Richmond Downtown  
Room: Miller Rhoads  
501 E Broad Street  
Richmond, VA 23219

*RSVP due to  
kmitman@virginia sheriffs.org by  
June 10, 2020*