



Virginia Sheriffs' Association

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March 29, 2021

Dear Virginia Heavy Equipment Dealers and Manufacturers,

This letter serves as the Association's official solicitation to dealers and manufacturers for the Virginia Sheriffs' Association's 2021-2022 Heavy Equipment Procurement Program. The Virginia Sheriffs' Association (VSA) is very excited to begin working on the third year of our Heavy Equipment Procurement Program. Enclosed you will find the VSA's Heavy Equipment Procurement Program's official 2021-2022 bid calendar.

As our Heavy Equipment Program continues to grow and expand across Virginia and in other states, the VSA is excited to announce this year we will be implementing our new online bid system, VendorLink. As a result of this change and the importance of a smooth transition, the Association will not be implementing the rollover clause for the 2021-2022 contract year. All equipment will fall under Bid 22-03-0721 when contracts are awarded on August 15, 2021.

All bidding will now be completed through VendorLink and all dealers/manufacturers who wish to participate must register with VendorLink to have access to submit a bid. Registration will be open March 29, 2021 through June 17, 2021. We encourage you to complete your registration as soon as possible. If you already have an account with VendorLink you do not need to create a new account. Once you have completed your VendorLink Registration form, you will need to contact support@evendorlink.com and ask the Support Team to add you as a "Planholder" for VSA Heavy Equipment Bid 22-03-0721. You will not be able to access any bid information or submit a bid unless you are a "Planholder". No bids or required documents will be accepted outside of VendorLink, and the Association will not accept any hard bid submissions for Bid 22-03-0721.

All dealers/manufacturers will be responsible for uploading build sheets (previously referred to as specifications), option sheets (must include list of models available for upgrades/downgrades), and all required bid documents. The VSA has extended the length of time you will have to submit a bid to allow all bidders to successfully complete these requirements by the date outlined on the enclosed calendar.

The list of equipment currently offered through our program has been consolidated and uploaded into VendorLink. Equipment will no longer be listed by dealer – All information will be listed by manufacturer and all vendors eligible to bid on a particular model will bid on the same line item. Please take a moment to review by logging into VendorLink and clicking on the Quote/Bid Items. The VSA looks to our dealer and manufacturer partners for recommendations on which new models to add to our program as well as any changes that are effective with the new model year on existing equipment. As the Association works to prepare the first draft bid package, if any current contractors are aware of equipment that will not be available for the 2021-2022 contract year please notify Kaylyn by **April 5, 2021**.

Another change you will see this year is for certain groups (previously referred to as lot categories), we will be implementing a Catalog Discount. This option will not be eligible across all groups. Please contact Kaylyn Mitman with any questions you may have regarding Catalog Discounts and how to best utilize this offering. If you do not see a group (previously lot category) that is applicable to your product offering(s), we will gladly add a new group. We encourage all bidders to pick the most popular base models you wish to include and have all other applicable upgrade/downgrades listed on the option sheet that will be uploaded with your bid.

We look forward to growing and providing the benefits of our cooperative bid program to even more public bodies across the Mid-Atlantic and beyond. Additional information on our Heavy Equipment Program can be accessed 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. All important documents relating to the 2021-2022 bid period will also be available on VendorLink.

We hope you will participate in this year's bidding process. Please contact Kaylyn Mitman at 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 to be removed from our distribution list.

I look forward to working with you in 2021. Please contact me at 919-459-8195 or at jbennett@virginiasheriffs.org if you have any questions or need additional information on the Association's Heavy Equipment Procurement Program.

Thank you,

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

Jason D. Bennett
Virginia Sheriffs' Association



**Virginia Sheriffs' Association
Heavy Equipment Bid 22-03-0721 Calendar – 2021-2022**

Program Introduction and Solicitation		
	Start Date	Due Date
Solicitations to Dealers and Manufacturers	March 29, 2021	March 29, 2021
Vendor Registration - <i>All bidders must create an account with VendorLink prior to the bid period opening in order to view any bid information and submit a bid .</i>	March 29, 2021	June 17, 2021 at 5:00 pm EST
Invitation to Bid Announcement Publication and Advertisement	April 1, 2021	April 1, 2021
NAPC Advertisement	April 1, 2021	April 1, 2021
New/Updated Model Specification Review 1		
	Start Date	Due Date
Equipment Addition Requests due to VSA - Any equipment that needs to be available for bidding for the 2021-2022 contract year. <i>(Template available in VendorLink)</i>	March 29, 2021	April 5, 2021
Equipment Withdraw Requests due to VSA - Any equipment that will not be available for the 2021-2022 contract year. <i>(Template available in VendorLink)</i>	March 29, 2021	April 5, 2021
First Draft Bid Package available in VendorLink for Dealer/Manufacturer Review <i>(List of available groups/equipment updated)</i>	April 29, 2021	April 29, 2021
Dealer Responses to First Draft Bid Package due to VSA - Any additional changes that need to be made to the list of equipment.	May 6, 2021	May 6, 2021
New/Updated Model Specification Review 2		
	Start Date	Due Date
Pre-Bid Conference RSVP due to kmitman@virginiasheriffs.org	May 3, 2021	May 3, 2021
Pre-Bid Conference for all Dealers and Manufacturers <i>(Hilton Richmond Downtown)</i>	May 14, 2021 at 12 noon EST	May 14, 2021
Second Draft Bid Package available in VendorLink for Dealer/Manufacturer Review <i>(List of available groups/equipment updated)</i>	May 24, 2021	May 24, 2021
Dealer Responses to Second Draft Bid Package due to VSA - Any additional changes that need to be made to the list of equipment.	June 7, 2021	June 7, 2021
Bid Finalization and Announcement		
	Start Date	Due Date
VSA Finalizes List of Equipment Eligible for Bidding	June 17, 2021	June 17, 2021
Bid Period Open - <i>All bidding must be completed within VendorLink for a bid to be considered .</i>	June 21, 2021	July 21, 2021 at 12 noon EST
Deadline to Submit Bid - <i>All pricing and required documents to be submitted within VendorLink .</i>	July 21, 2021	July 21, 2021 at 12 noon EST
Bid Tabulation Results Posted by VSA	July 23, 2021	July 23, 2021 by 5:00 pm EST
Review of Bid Submissions by VSA	July 26, 2021	August 10, 2021
Intent to Award Published by VSA and Bidder Review of Award	August 11, 2021	August 11, 2021
Bid Award Announcement and Publication - <i>All awarded contracts go into effect .</i>	August 15, 2021	August 15, 2021

PRE-BID CONFERENCE LOCATION:

Hilton Richmond Downtown
MRG Ballroom
501 E. Broad St., Richmond, VA 23219
Lunch will be provided.