Virginia Sheriffs' Association
Heavy Equipment Procurement Program
Bidder Qualification Checklist

Please answer each of the following questions and include this checklist in your VendorLink bid submission.

1) Is your dealership/company an authorized distributor for all products that are being bid?

   YES ◉ NO ○

   Have you uploaded into VendorLink a letter from each manufacturer confirming your authorized status and that your dealership is in good credit standing? *(Please note this is required even if you are the manufacturer)*

   YES ◉ NO ○

2) Does your dealership/company have the financial means to successfully handle the contractual obligations for the VSA contract?

   YES ◉ NO ○

   Have you uploaded a banking reference and/or a complete financial statement showing your dealership's financial competency? *(Please note this is required)*

   YES ◉ NO ○

3) Are you aware that the VSA reserves the right to conduct onsite inspections of your premises, including inventory? An inspection is to confirm your dealership's ability to administer and fulfill contractual requirements, provide replacement parts, and warranty service.

   YES ◉ NO ○

4) Are you aware that the VSA reserves the right to award this bid in its entirety or in part, and to make any award determined by the VSA to serve in the best interest of the VSA?

   YES ◉ NO ○

5) Have you uploaded a company summary outlining your overall operations, administrative capabilities, and customer service competencies? *(Please note this is required)*

   YES ◉ NO ○

Name:_____
Company:_____
Signature:_____
Date:_____