



Virginia Sheriffs' Association

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March 24, 2022

Dear VSA Heavy Equipment Dealers and Manufacturers,

This letter serves as the Association's official solicitation to dealers and manufacturers for the Virginia Sheriffs' Association's (VSA) 2022-2023 Heavy Equipment Procurement Program. The VSA has made the decision to implement Section 1.5 *Term of Contract* of the Association's Terms and Conditions and rollover all contracts currently held under Bid 22-03-0721. The rollover contract will be effective August 15, 2022 through August 14, 2023 and published as Bid 22-03-0721R.

All vendors who agree to rollover contracts for the upcoming contract year must complete the provided rollover agreement and submit to Kaylyn Mitman at kmitman@virginiasheriffs.org by April 7, 2022, as a pdf file.

Any vendors who do not wish to rollover their contract for the upcoming contract year must notify Kaylyn by April 7, 2022. You may choose to not rollover for all items or individual items. Please provide the list of the items you wish to not rollover on the Rollover Removal Request template provided by the VSA, located in VendorLink under Bid 22-03-0721R within the "Documents" section.

All vendors who agree to rollover their contracts for the upcoming contract year may submit a price increase for each item number currently on contract. Price increase requests must be submitted to Kaylyn at kmitman@virginiasheriffs.org by July 7, 2022. Please use the provided Rollover Price Increase form, found in VendorLink under Bid 22-03-0721R within the "Documents" section, when submitting your request. Dollar amounts for your price increases will not be accepted. Only percent increase format will be allowed. Please note rollover pricing will not go in effect until August 15, 2022.

In addition to rolling over all contracts, the VSA will also go out to bid for any equipment that is not currently offered under Bid 22-03-0721. A copy of the Association's current contract can be found at <https://vasheriff.org/2021-2022-heavy-equipment-offered/>.

Enclosed you will find the VSA's Heavy Equipment Procurement Program's official 2022-2023 bid calendar. All bidding for Bid 23-04-0713 will be completed through the Association's online bid system, VendorLink. All dealers/manufacturers who wish to participate must register with VendorLink to have access to submit a bid. All dealers/manufacturers will be responsible for uploading their own build sheets, option sheets (must include list of models available for upgrades/downgrades), and all required bid documents. All required documents can be found within VendorLink.

Registration for Bid 23-04-0713 will be open March 24, 2022 through June 10, 2022. 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. No bids or required documents will be accepted outside of VendorLink, and the

Association will not accept any hard bid submissions for Bid 23-04-0713. These contracts will also go into effect on August 15, 2022.

The VSA looks to our dealer and manufacturer partners for recommendations on which new models and equipment to add to our program. As the Association works to prepare the first draft bid package, please complete the "Add/Delete Form" found in VendorLink under Bid 23-04-0713 within the "Documents" section and provide to Kaylyn by April 7, 2022. 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 in the Commonwealth. 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 2022-2023 bid period will also be available on VendorLink.

We hope you will participate in this year's rollover and bidding processes. Please contact Kaylyn Mitman at kmitman@virginiasheriffs.org or at (919) 459-6471 should you have any questions regarding your registration or overall participation.

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 2022. 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,



Jason D. Bennett
Virginia Sheriffs' Association

Enclosure (1)



**Virginia Sheriffs' Association
2022-2023 Heavy Equipment Calendar
Bid 22-03-0721R and Bid 23-04-0713**

Program Introduction and Solicitation		
	Start Date	Due Date
Solicitations to Dealers and Manufacturers	March 24, 2022	March 24, 2022
Vendor Registration - <i>All bidders must create an account with VendorLink prior to the bid period opening.</i>	March 24, 2022	June 10, 2022 at 5:00 pm EST
Invitation to Bid Announcement Publication and Advertisement	March 31, 2022	March 31, 2022
NAPC Advertisement	March 31, 2022	March 31, 2022
New/Updated Model Specification Review 1		
	Start Date	Due Date
Equipment Addition Requests due to VSA - <i>Any equipment that needs to be available for bidding for the 2022-2023 contract year. All requests to be submitted using the template available in VendorLink.</i>	March 24, 2022	April 7, 2022
Deadline for current contractors to submit rollover agreement to kmitman@virginiasheriffs.org	April 7, 2022	April 7, 2022
Deadline for current contractors choosing to not rollover to submit confirmation to kmitman@virginiasheriffs.org	April 7, 2022	April 7, 2022
Rollover Contract Equipment Withdraw Requests due to VSA - <i>Any equipment that will not be available for the 2022-2023 contract year. All requests to be submitted using the template available in VendorLink.</i>	March 24, 2022	April 22, 2022
First Draft Bid Package available in VendorLink for Dealer/Manufacturer Review	April 14, 2022	April 14, 2022
Dealer Responses to First Draft Bid Package due to VSA - <i>Any additional changes that need to be made to the list of equipment.</i>	April 21, 2022	April 21, 2022
New/Updated Model Specification Review 2		
	Start Date	Due Date
Pre-Bid Conference RSVP due to kmitman@virginiasheriffs.org	April 26, 2022	April 26, 2022
Pre-Bid Conference for all Dealers and Manufacturers - <i>Will be held via Zoom.</i>	May 3, 2022 at 10:00 AM EST	May 3, 2022
Second Draft Bid Package available in VendorLink for Dealer/Manufacturer Review	May 17, 2022	May 17, 2022
Dealer Responses to Second Draft Bid Package due to VSA - <i>Any additional changes that need to be made to the list of equipment.</i>	May 24, 2022	May 24, 2022
Bid Finalization and Announcement		
	Start Date	Due Date
VSA Finalizes List of Equipment Eligible for Bidding	June 14, 2022	June 14, 2022
Bid Period Open - <i>All bidding must be completed within VendorLink for a bid to be considered .</i>	June 16, 2022	July 13, 2022 at 12 noon EST
Deadline to Submit Price Increase Request for Bid 22-03-0721R - <i>Current Contractors ONLY. All requests to be submitted using the template available in VendorLink.</i>	July 7, 2022	July 7, 2022
Deadline to Submit Bid - <i>All pricing and required documents to be submitted within VendorLink .</i>	July 13, 2022	July 13, 2022 at 12 noon EST
Bid Tabulation Results Posted by VSA	July 15, 2022	July 15, 2022 by 5:00 pm EST
Review of Bid Submissions by VSA	July 18, 2022	August 9, 2022
Intent to Award Published by VSA and Bidder Review of Award	August 10, 2022	August 10, 2022
Bid Award Announcement and Publication - <i>All awarded contracts go into effect - Bid 23-04-0713.</i>	August 15, 2022	August 15, 2022
All rollover contracts go into effect - <i>Bid 22-03-0721R</i>	August 15, 2022	August 15, 2022