



Virginia Sheriffs' Association
Vehicle and Motorcycle Procurement Program

Frequently Asked Questions

Question – Who can participate?

Answer – Any public body located in the Commonwealth of Virginia can participate in the Virginia Sheriffs' Association Vehicle and Motorcycle Procurement Program.

All public bodies must follow their local governing purchasing ordinances.

Any public body located outside of the Commonwealth of Virginia cannot participate in the Virginia Sheriffs' Association (VSA) Vehicle and Motorcycle Procurement Program unless purchasing vehicles manufactured by Toyota, Nissan, or Daimler.

Question - What kind of vehicles and motorcycles are offered on the VSA's Vehicle and Motorcycle Procurement Program?

Answer - The VSA Vehicle and Motorcycle Procurement Program provides all public bodies over 240 separate vehicle and motorcycle offerings, not including models that are an upgrade or downgrade on the base model.

The VSA Program provides public bodies with: pursuit rated and special service vehicles, SUVs, vans, trucks, chassis, administrative vehicles, motorcycles, and hybrid and electric vehicles.

The VSA Program has secured contracts with Daimler, Ford, General Motors, Harley-Davidson, Nissan, and Stellantis (formerly Fiat Chrysler).

Question - Does a local public body have to register or become a member of the Virginia Sheriffs' Association?

Answer - No. All public bodies can participate in the VSA's Vehicle and Motorcycle Procurement Program without joining or becoming a member of the Virginia Sheriffs' Association.

There is no registration with the Virginia Sheriffs' Association required and no registration fee required.

Question - Is there a commission fee?

Answer - Yes. Dealers must include a three quarters of one percent (.0075) commission fee in their final base Bid prices, and their quotes to buying agencies, and pricing for all additional options, excluding any state regulated fees including tags. The three quarters of one percent fee will be incorporated into, and made a part of, the total invoice amount and shall not be treated or added as a separate line item. Fees are based on the total invoice cost of the new vehicle or motorcycle, excluding trade-ins.

Trade-ins and other exchanges will not reduce or impact the VSA commission fee calculation. No other administrative fee(s) will be applicable to any transaction relative to this contract.

This commission fee is non-negotiable and will be collected on all purchase orders using the VSA Vehicle and Motorcycle Procurement Program.

This commission fee is used by the Virginia Sheriffs' Association to continue to support all sheriffs' offices in the Commonwealth of Virginia with ongoing support, education, and necessary training.

Question - Can the Virginia Sheriffs' Association help with an Interlocal Purchasing Agreement (ILA) or Master Agreement?

Answer - Yes! Please contact Jason Bennett, Virginia Sheriffs' Association, at 919-459-8195 or at jbennett@virginiasheriffs.org to begin the process of having an ILA or Master Agreement established for your county or city.

Question - How does the Virginia Sheriffs' Association choose the vehicle and motorcycle dealers on this Vehicle and Motorcycle Procurement Program?

Answer - The Virginia Sheriffs' Association conducts a solicitation for dealer participation. The VSA sends out over 400 solicitations statewide to vehicle and motorcycle dealerships asking to participate in the VSA's Vehicle and Motorcycle Procurement Program.

The VSA develops, with the assistance of Virginia vehicle and motorcycle dealers and manufacturers, vehicle specifications that are most popular with public bodies. Once these vehicle specifications are developed, the VSA goes out to bid on each vehicle and motorcycle.

After a comprehensive vetting and competitively bidding process, the Virginia Sheriffs' Association's Vehicle Advisory Committee meets to review all submitted bids per vehicle and motorcycle specification. The Association awards contracts per vehicle and motorcycle to the most responsible and responsive bidding vehicle and motorcycle dealership with the lowest bid.

Question - How long are the VSA's Vehicle and Motorcycle Procurement contracts effective?

Answer - All contracts are effective for 365 days. All contracts become effective on October 9th and will expire on October 8th the next year. A contract may be renewed by mutual agreement between the VSA and the Contractor, at the sole option and discretion of the VSA, for up to two additional consecutive years, on a year-to-year basis.

The VSA has worked with each vehicle and motorcycle manufacturer to ensure all VSA pricing is locked in for one full contract year, despite instances when any changes in a vehicle or motorcycle's model year occur. There are few exceptions of price increases which the VSA will accept on per vehicle and motorcycle basis.

Question - What is a Zone Delivery Map and are delivery charges included?

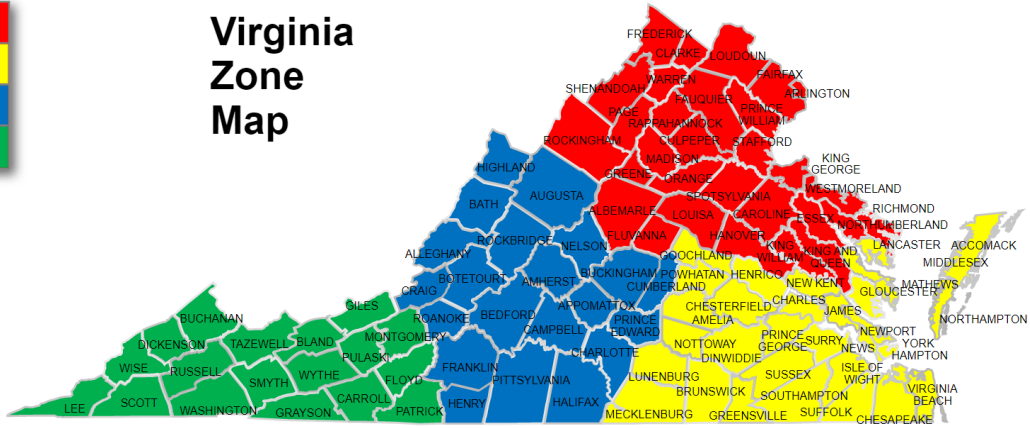
Answer - A Zone Delivery Map is a document created by the Virginia Sheriffs' Association to break the Commonwealth up into four separate delivery zones. By creating this Zone Map, the VSA can ensure every county and city public body can receive the best pricing which includes delivery to either the public body or the upfitter of the public body's choice.

To find which delivery zone your county or city is in, please visit the Procurement tab located at www.vasheriff.org. Each vehicle and motorcycle on the program will have 4 prices, each broken up by delivery zone. Please match up the delivery zone your public body is located in with the price for each vehicle and motorcycle.

If a public body would like to pick up their vehicle from the dealership, there is a special delivery zone named as such on each contract award that does not change delivery fees.



**Virginia
Zone
Map**



Question - What are the steps to use the Virginia Sheriffs' Association Vehicle and Motorcycle Procurement Program?

Answer - Step 1 - Access the Virginia Sheriffs' Association's Vehicle and Motorcycle Procurement Program's website. You can access the website by typing <https://vasheriff.org/procurement/vehicle-motorcycle-procurement-program/> into your internet browser window.

On the VSA Vehicle and Motorcycle Procurement website, you will find all vehicle and motorcycle contracts, all available vehicles and motorcycles listed on our program, the price for each vehicle and motorcycle, an easy-to-use dealer directory, the VSA Delivery Zone Map, and much more. Everything you will need to procure a vehicle or motorcycle off the VSA Program is found on this website.

Step 2 - Find the vehicle(s) or motorcycle(s) you are looking to purchase using the VSA Procurement webpage and click on the type of vehicle or motorcycle description within the body of the page that best describes the type of vehicle or motorcycle you are looking to purchase. Next you will see a list of all available vehicles and motorcycles under that type broken up by manufacturer.

Vehicles and Motorcycles Offered

(October 9, 2021 – October 8, 2022)

Please Note: Additional models are offered as a model upgrade/downgrade within the base item number under Bid 22-05-0917. These models will be specified for each item number.

Chassis	>	Electric and Hybrid	>
Motorcycles	>	Passenger Vehicles	>
Police Rated Vehicles	>	Special Service Vehicles	>
SUVs	>	Trucks	>
Vans - Cargo and Passenger	>		

Next, click on the vehicle or motorcycle you are looking to purchase. You will then see all the information you need to begin your purchase such as the contracted dealer name, the price of the vehicle broken up by delivery zone, option information, and more.

Step 3 - Locate your delivery zone that corresponds to your county or city location. Once you have located the vehicle(s) or motorcycle(s) you are looking to purchase, and your delivery zone, you will see the name of the dealership that won that vehicle or motorcycle's contract.

Bid Award

Contract: 22-05-0917, Vehicle and Motorcycle Procurement

Group: Chassis

Item: 1, Daimler, Sprinter Cab Chassis 3500XD 144"WB 6 Cylinder, MXCC44

Description: Manufacturer's standard base model specifications and current model year for model/model number listed.

Model Upgrade/Downgrade: The mandatory minimum 6% discount only applies to factory options, not the model upgrades/downgrades. The following models are a model upgrade/downgrade to the base model for this line item. Please refer to the option sheet for pricing: Model MXCC76: 3500XD 170"WB 6 Cylinder; Model MXCC74: 3500XD 170"WB 4 Cylinder; Model MXCC46: 3500XD 144"WB 6 Cylinder

Name of Awarded Dealership (Red arrow pointing to Vendor column)

Click here for information on vehicle options (Red arrow pointing to Options File column)

Click here... (Red arrow pointing to Build File column)

Zone	Rank	Vendor	Price	Percent (Taken off MSRP for options)	Build File	Options File
Dogwood	Primary	Mercedes Benz of Hampton	\$35,561.00	6.00%	Build	Options
Colonial	Primary	Mercedes Benz of Hampton	\$35,561.00	6.00%	Build	Options
Heritage	Primary	Mercedes Benz of Hampton	\$35,561.00	6.00%	Build	Options
Chesapeake	Primary	Mercedes Benz of Hampton	\$35,561.00	6.00%	Build	Options
No Delivery	Primary	Mercedes Benz of Hampton	\$35,561.00	6.00%	Build	Options

Step 4 - Access the VSA's Dealer Directory by using the VSA Procurement webpage.

For supporting documents, please click on the links below.



Step 5 - Contact the dealer for the vehicle(s) or motorcycle(s) you wish to purchase for your delivery zone to begin the purchasing process. All contact information is located under the Awarded Dealers tab, see above.

Step 6 - Issue your purchase order directly to the contracted dealer for the vehicle(s) or motorcycle(s) you wish to purchase and a copy to the Virginia Sheriffs' Association to kmitman@virginiasheriffs.org. A copy of all purchase orders is due to the VSA within 10 business days once the purchase orders have been issued.

Question - Can a public body use this program if they choose leasing over purchasing the vehicles?

Answer - Yes! All leasing companies can use the Virginia Sheriffs' Association's Vehicle and Motorcycle Procurement Program. Please instruct the leasing company that you wish to use the Virginia Sheriffs' Association's

Vehicle and Motorcycle Procurement Program. As well, please instruct the leasing company to issue a [copy](#) of the purchase order to the VSA.

Question - How can a public body learn more about the VSA’s bidding processes, delivery instructions, requirements for the participating vehicle and motorcycle dealerships, and more on the VSA’s Vehicle and Motorcycle Procurement Program?

Answer - The Virginia Sheriffs’ Association has an official Terms and Conditions document that regulates the Program. A copy of the Terms and Conditions can be found by visiting the Association’s Vehicle and Motorcycle Procurement website and clicking on the “Bid Information” block.

All contracted dealers have agreed to abide by all Terms and Conditions listed within this document. Contract Award documents including a Terms and Conditions Agreement Form can also be provided to you and your local public body.

For supporting documents, please click on the links below.



Question - Who does a county or city agency call when they need assistance or help? Who can we contact if we have issues with a contracted dealer?

Answer - Please contact either Jason Bennett, Virginia Sheriffs' Association, at 919-459-8195 or jbennett@viriniasheriffs.org or Kaylyn Mitman, Virginia Sheriffs' Association, at 919-459-6471 or kmitman@viriniasheriffs.org.

Question - How can I stay up to date on all information relating to the Virginia Sheriffs' Association Vehicle and Motorcycle Procurement Program?

Answer - You can sign up by visiting the Association's Vehicle and Motorcycle Procurement website. You will receive all future updates relating to this Vehicle and Motorcycle Procurement Program.