



# Virginia Sheriffs' Association

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## MEMORANDUM

TO: Virginia Vehicle/Motorcycle Dealers and Manufacturers

FROM: Jason Bennett  
Virginia Sheriffs' Association

DATE: June 10, 2022

RE: 2022/2023 - Vehicle and Motorcycle Contract Year

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This letter serves as the Association's official solicitation to dealers and manufacturers for the Virginia Sheriffs' Association's (VSA) 2022-2023 Vehicle and Motorcycle Procurement Program. The VSA has made the decision to implement Section 1.6 *Term of Contract* of the Association's Terms and Conditions. The VSA will rollover all contracts currently held under Bid 22-05-0917. The rollover contract will be effective October 9, 2022 – October 8, 2023 and published as Bid 22-05-0917R.

In addition to rolling over all 22-05-0917 contracts, the VSA will also go out to bid for any vehicles and motorcycles that are not currently offered under Bid 22-05-0917. A copy of the Association's current contract can be found at <https://vasheriff.org/procurement/vehicle-motorcycle-procurement-program/>.

As the Association prepares for the 2022-2023 contract year, please remember the VSA's contract will list specifically the "current model year" offered by the manufacturer. Contracts will not be limited by one model year, rather will accommodate for a change in model year during a contract period. Contract language states that each model is the "Manufacturer's standard base model specifications and current model year for model/model number listed." All models that will potentially be available for the 2022- 2023 contract year need to be made available through the VSA contract whether the model is currently listed under the existing 22-05-0917 contract or goes out to bid under 23-06-0921.

The Association's Terms and Conditions allow for a mid-year price increase. As these are volatile and unknown times for the Automotive Industry, it is the goal of the Association to ensure we can continue to work with our awarded dealers and manufacturers to serve all our customers the best we can. Contact the Association for more information on mid-year price increases.

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](mailto:kmitman@virginiasheriffs.org) by June 17, 2022, as a pdf file.

Any vendors who do not wish to rollover their existing 22-05-0917 contract for the upcoming contract year must notify Kaylyn by June 17, 2022. You may choose to not rollover for all contracts or individual contracts. Please provide the list of the contracts you wish to not roll over by item number in numerical order and the reason why you wish to not roll over.

All vendors who agree to rollover their contracts for the upcoming contract year shall submit a price increase, updated build sheet, and option sheet for each item number currently on contract. Price increase requests, updated build sheets, and option sheets must be submitted to Kaylyn at [kmitman@virginiasheriffs.org](mailto:kmitman@virginiasheriffs.org) by September 9, 2022. Requirements on how to submit your price increase requests, updated build sheets, and option sheets will be provided by the VSA. Please note the rollover pricing will not go in effect until October 9, 2022.

Enclosed you will find the VSA's Vehicle and Motorcycle Procurement Program's official 2022-2023 bid calendar. All bidding for Bid 23-06-0921 will be completed through the Association's online bid system, VendorLink. All dealers who wish to participate must register with VendorLink to have access to submit a bid. All dealers will be responsible for uploading build sheets, option sheets (must include list of models available for upgrades/downgrades), and all required bid documents.

Registration for Bid 23-06-0921 will be open June 10, 2022 through August 25, 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 23-06-0921. All contracts will go into effect on October 9, 2022.

The VSA looks to our dealer and manufacturer partners for recommendations on which new models to add to our program. As the Association works to prepare the first draft bid package, please complete the "Add/Delete Form" and provide to Kaylyn by **June 24, 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 within the Commonwealth. Additional information on our Vehicle and Motorcycle Program can be accessed at <https://vasheriff.org/procurement/vehicle-motorcycle-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](mailto: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](mailto:kmitman@virginiasheriffs.org) to be removed from our distribution list.

I look forward to working with you. 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 Vehicle and Motorcycle Procurement Program.



**Virginia Sheriffs' Association**  
**2022-2023 Vehicle & Motorcycle Procurement Calendar**  
**Bid 22-05-0917R & Bid 23-06-0921**

Program Introduction and Solicitation		
	Start Date	Due Date
Solicitations to Dealers and Manufacturers	June 10, 2022	June 10, 2022
Vendor Registration - <i>All bidders must create an account with VendorLink prior to the bid period opening.</i>	June 10, 2022	August 25, 2022
Invitation to Bid Announcement and Publication	June 30, 2022	June 30, 2022
NAPC Advertisement	June 30, 2022	June 30, 2022
New/Updated Model Specification Review 1		
	Start Date	Due Date
Deadline to submit rollover agreement to kmitman@virginiasheriffs.org - <i>CURRENT CONTRACTORS ONLY</i>	June 17,2022	June 17,2022
New Vehicle/Motorcycle Model Requests due to VSA - <i>Any new vehicles that need to be available for bidding for the 2022-2023 contract year.</i>	June 24,2022	June 24,2022
Vehicle/Motorcycle Withdraw Requests due to VSA - <i>Any vehicles/motorcycles that will not be available for bidding for the 2022-2023 contract year.</i>	June 24,2022	June 24,2022
First Draft Bid Package available in VendorLink for Dealer/Manufacturer Review	July 15, 2022	July 15, 2022
Dealer/Manufacturer Responses to First Draft Bid Package due to VSA - <i>Any additional changes that need to be made to the list of vehicles/motorcycles.</i>	July 22, 2022	July 22, 2022
New/Updated Model Specification Review 2		
	Start Date	Due Date
Pre-Bid Conference – <b>Stellantis</b> (9:00 am – 12:00 pm)*	August 3, 2022	August 3, 2022
Pre-Bid Conference – <b>Daimler</b> (1:00 pm – 3:00 pm)*	August 3, 2022	August 3, 2022
Pre-Bid Conference – <b>Ford</b> (3:00 pm – 6:00 pm)*	August 3, 2022	August 3, 2022
Pre-Bid Conference – <b>General Motors</b> (9:00 am – 12:00 pm)*	August 4, 2022	August 4, 2022
Pre-Bid Conference – <b>Nissan</b> (1:00 pm – 3:00 pm)*	August 4, 2022	August 4, 2022
Pre-Bid Conference – <b>Toyota</b> (3:00 pm – 6:00 pm)*	August 4, 2022	August 4, 2022
Pre-Bid Conference – <b>All Motorcycle</b> (9:00 am – 11:00 am via Zoom)	August 5, 2022	August 5, 2022
Second Draft Bid Package available in VendorLink for Dealer/Manufacturer Review	August 18, 2022	August 18, 2022
Dealer/Manufacturer Responses to Second Draft Bid Package due to VSA - <i>Any additional changes that need to be made to the list of vehicles/motorcycles.</i>	August 25, 2022	August 25, 2022
Bid Finalization and Announcement		
	Start Date	Due Date
VSA Finalizes List of Vehicles/Motorcycles Eligible for Bidding	August 31, 2022	August 31, 2022
Bid Period Open - <i>All bidding must be completed within VendorLink for a bid to be considered.</i>	September 2, 2022	September 21, 2022 at 12 noon EST
Deadline to Submit Price Increase Requests & Updated Build Sheets/Option Sheets for Bid 22-05-0917R - <i>CURRENT CONTRACTORS ONLY</i>	September 9, 2022	September 9, 2022
Deadline to Submit Bid - <i>All pricing and required documents to be submitted within VendorLink.</i>	September 21, 2022 at 12 noon EST	September 21, 2022 at 12 noon EST
Bid Tabulation Results Posted by VSA	September 22, 2022	September 22, 2022 at 5:00 pm EST
Review of Bid Submissions by VSA	September 23, 2022	October 5, 2022
VSA Fleet Advisory Committee in Richmond (10:00 am – 1:00 pm)**	September 28, 2022	September 28, 2022
Intent to Award Published by VSA and Bidder Review of Award	October 6, 2022	October 6, 2022
Bid Award Announcement and Publication - <i>All awarded contracts go into effect - Bid 23-06-0921</i>	October 9, 2022	October 9, 2022
All rollover contracts fo into effect - <i>Bid 22-05-0917R</i>	October 9, 2022	October 9, 2022

\* Pre-Bid Conferences:  
 951 East Byrd Street, Salon 951 Conference Center  
 Richmond, VA 23219  
 (Plaza Level 1, 1st Floor - East Tower)

\*\* VSA Fleet Advisory Committee Meeting:  
 Virginia Sheriffs' Association  
 901 East Byrd Street, Suite 1301  
 Richmond, VA 23219