INVITATION FOR BID
VIRGINIA SHERIFFS' ASSOCIATION
BID NUMBER 23-06-0921

POLICE RATED, ADMINISTRATIVE, SPORT UTILITY VEHICLES, VANS, TRUCKS & MOTORCYCLES

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The First Draft Bid Package will be available in VendorLink on July 15th, 2022. Please ensure Kaylyn Mitman has your email address on file and you are receiving all correspondence from VendorLink.

A copy of the Association's Terms and Conditions can be found on the Virginia Sheriffs' Association's website - https://vasheriff.org/

ALL BIDDING WILL BE DONE ELECTRONICALLY AT:
https://www.myvendorlink.com/common/login.aspx

TO REGISTER PLEASE CALL KAYLYN AT 919-459-6471 AND VISIT -
https://www.myvendorlink.com/common/register.aspx

https://vasheriff.org/procurement/vehicle-motorcycle-procurement-program/

Virginia Sheriffs' Association
Vehicle & Motorcycle Procurement Program

Contract Number:	23-06-0921
Title:	Police Rated, Administrative, Sport Utility Vehicles, Vans, Trucks & Motorcycles
Contract Effective Dates:	October 9, 2022 – October 8, 2023
Sealed Bids Due in VendorLink:	September 21, 2022, at 12 noon EST
Sealed Bids Public Opening:	September 21, 2022
Bid Opening Location:	Virginia Sheriffs' Association 901 East Byrd Street Suite 1301 Richmond, Virginia 23219

Inquiries: Questions, which may arise as a result of this solicitation, may be addressed to Jason Bennett, VSA Contract Administrator, by email to jbennett@virginiasheriffs.org. Inquires must be received at least ten (10) business days prior to the due date in order to be considered.

My signature below certifies that: (*This form must be uploaded in VendorLink*)

- I agree to abide by all conditions of this Invitation for Bids and that I am authorized to sign this bid;
- The accompanying bid is not the result of, or affected by, an unlawful act of collusion with another person or company engaged in the same line of business or commerce, or any act of fraud punishable under §18.2-498.1, et. seq. of the *Code of Virginia*. Furthermore, I understand that fraud and unlawful collusion are crimes under the Virginia Governmental Frauds Act, the Virginia Government Bid Rigging Act, the Virginia Antitrust Act, and Federal Law, and can result in fines, prison sentences, and civil damage awards;
- That the accompanying bid is in compliance with applicable provisions of the State and Local Government Conflict of Interests Act (§2.2-3100, et. seq. of the *Code of Virginia*). Specifically, without limitation, no Virginia Sheriffs' Association employee/representative or a member of the employee/representative's immediate family shall have a proscribed interest in a contract; and

In compliance with this Invitation for Bids and to all conditions imposed therein, the undersigned offers and agrees to furnish the goods/services in accordance with this signed bid.

Complete Legal Name of Firm: _____

Order from Address: _____

_____

_____

Remit to Address: _____

_____

_____

Signature: _____ **Email:** _____

Name (type/print): _____ **Phone:** _____

Title: _____

Fed ID Number: _____

VA Motor Vehicle Dealer Board Number: _____

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 - *All bidders must create an account with VendorLink prior to the bid period opening.*	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 - *CURRENT CONTRACTORS ONLY*	June 17,2022	June 17,2022
New Vehicle/Motorcycle Model Requests due to VSA - *Any new vehicles that need to be available for bidding for the 2022-2023 contract year.*	June 24,2022	June 24,2022
Vehicle/Motorcycle Withdraw Requests due to VSA - *Any vehicles/motorcycles that will not be available for bidding for the 2022-2023 contract year.*	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 - *Any additional changes that need to be made to the list of vehicles/motorcycles.*	July 22, 2022	July 22, 2022
New/Updated Model Specification Review 2		
	Start Date	**Due Date**
Pre-Bid Conference – **Stellantis** *(9:00 am – 12:00 pm)**	August 3, 2022	August 3, 2022
Pre-Bid Conference – **Daimler** *(1:00 pm – 3:00 pm)**	August 3, 2022	August 3, 2022
Pre-Bid Conference – **Ford** *(3:00 pm – 6:00 pm)**	August 3, 2022	August 3, 2022
Pre-Bid Conference – **General Motors** *(9:00 am – 12:00 pm)**	August 4, 2022	August 4, 2022
Pre-Bid Conference – **Nissan** *(1:00 pm – 3:00 pm)**	August 4, 2022	August 4, 2022
Pre-Bid Conference – **Toyota** *(3:00 pm – 6:00 pm)**	August 4, 2022	August 4, 2022
Pre-Bid Conference – **All Motorcycle** *(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 - *Any additional changes that need to be made to the list of vehicles/motorcycles.*	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 - *All bidding must be completed wtihin VendorLink for a bid to be considered.*	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 - *CURRENT CONTRACTORS ONLY*	September 9, 2022	September 9, 2022
Deadline to Submit Bid - *All pricing and required documents to be submitted within VendorLink.*	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 - *All awarded contracts go into effect - Bid 23-06-0921*	October 9, 2022	October 9, 2022
All rollover contracts go into effect - *Bid 22-05-0917R*	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

Virginia State Corporation Commission Registration Information

The bidder shall check one of the following.

The bidder is:

- (●) a corporation or other business entity with the following SCC identification number: _____ **-OR-**
- ( ) not a corporation, limited liability company, limited partnership, registered limited liability partnership, or business trust **-OR-**
- ( ) an out-of-state business entity that does not regularly and continuously maintain as part of its ordinary and customary business any employees, agents, offices, facilities, or inventories in Virginia (not counting any employees or agents in Virginia who merely solicit orders that require acceptance outside Virginia before they become contracts, and not counting any incidental presence of the bidder in Virginia that is needed in order to assemble, maintain, and repair goods in accordance with the contracts by which such goods were sold and shipped into Virginia from bidder's out-of-state location) **-OR-**
- ( ) an out-of-state business entity that is including with this bid an opinion of legal counsel which accurately and completely discloses the undersigned bidder's current contacts with Virginia and describes why those contacts do not constitute the transaction of business in Virginia within the meaning of § 13.1-757 or other similar provisions in Titles 13.1 or 50 of the Code of Virginia.

NOTE >> Check the following box if you have not completed any of the foregoing options but currently have pending before the SCC an application for authority to transact business in the Commonwealth of Virginia and wish to be considered for a waiver to allow you to submit the SCC identification number after the due date for bids. ☐

_____

Bidder's Signature

_____

Date