



Virginia Sheriffs' Association
Heavy Equipment Procurement Program

Frequently Asked Questions

Question – Who can participate?

Answer – Any public body can participate in the Virginia Sheriffs' Association Heavy Equipment Procurement Program.

All government agencies must follow their local governing purchasing ordinances.

Question - What kind of heavy equipment is offered on the VSA's Heavy Equipment Procurement Program?

Answer - The VSA Heavy Equipment Procurement Program provides all government agencies over 2,000 separate equipment offerings.

The VSA Program provides government agencies with: refuse trucks, street sweepers, excavators, shredders, compactors, speed monitors, and more.

The VSA Program offers over 100 equipment categories.

Question - Does a 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 Heavy Equipment Procurement Program without joining the Virginia Sheriffs' Association.

There is no registration with the Virginia Sheriffs' Association required and no registration fee required. A government agency does not need to be a member of the Virginia Sheriffs' Association to purchase off this Heavy Equipment Procurement Program.

Question - Is there a commission fee?

Answer - Yes. Vendors must include a three quarters of one percent (.0075) commission fee in their base Bid prices, and their quotes and pricing for all additional equipment items (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 Heavy Equipment or equipment, 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 the contract.

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

This commission fee is used by the Virginia Sheriffs' Association to continue to support all sheriffs' offices in the State 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 established for your county or city.

Question - How does the Virginia Sheriffs' Association choose the heavy equipment vendors on this Heavy Equipment Procurement Program?

Answer - The Virginia Sheriffs' Association conducts a solicitation for participation throughout the Southeast. The VSA sends out over 300 solicitations to heavy equipment vendors asking to participate in the VSA's Heavy Equipment Procurement Program.

The VSA develops, with the assistance of dealers and manufacturers within the Southeast a comprehensive listing by manufacturer of equipment specifications that are most popular with government agencies. Once these equipment specifications are developed and the Price Sheet entries have been approved, the VSA goes out to bid on each piece of equipment.

Each participating heavy equipment vendor is required to submit an electronic bid submission, along with submitting all required cooperative purchasing documentation.

This competitive process provides multiple sources of supply based on a pre-set maximum price which the Customer will pay. Contracts will be awarded to all responsive and responsible bidders. Any Price Sheet entries received that do not meet solicitation requirements will be considered non-responsive.

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

Answer - All contracts are effective for 365 days. All contracts become effective on August 15th and will expire on August 14th. 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 manufacturer to ensure all VSA pricing is locked in for one full contract year, despite any changes in a piece of equipment's model year. There are few exceptions of which the VSA will accept on an individual basis.

Question - If I am the manufacturer can I participate?

Answer - Manufacturers may hold the contract. If an individual dealer who represents the manufacturer chooses to participate, they must submit their own bid and hold their own contract. The contract holder is responsible for providing the VSA with a copy of all purchase orders.

All manufacturers must also ensure any proper warranty work can be completed for all agencies submitting a purchase order.

Question - What are the steps to use the Virginia Sheriffs' Association Heavy Equipment Procurement Program?

Answer - Step 1 - Access the Virginia Sheriffs' Association's Heavy Equipment Procurement Program's website. You can access the website by typing <https://vasheriff.org/heavy-equipment-procurement-program/> into your internet browser window.

On the VSA Heavy Equipment Procurement website, you will find all heavy equipment contracts, all equipment listed on our program, the price for each piece of equipment, an easy-to-use vendor directory, and much more. Everything you will need to procure equipment off the VSA Program is found on this website.

Step 2 - Find the piece(s) of equipment you are looking to purchase by downloading the official Bid Award Announcement for all heavy equipment offered on the program, found on the Association's Heavy Equipment Procurement website. This announcement includes the name of each equipment category and each brand/model broken down by manufacturer, the price for each piece of equipment, and a hotlink to each equipment's full specification to include information on options (standard, add, and delete) and option discounts. *Please click on "build" in red to access that equipment's full specification.*

Step 3 - Access the VSA's Vendor Directory by visiting the Association's Procurement website. A copy of the vendor directory is also located on the Association's Procurement website.

Step 4 - Contact the vendor for the piece(s) of equipment you wish to purchase to begin the purchasing process.

Step 5 - Issue your purchase order directly to the contracted vendor for the piece(s) of equipment 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 they have been issued. All vendors involved in a purchase and the purchasing agency must submit a copy of the purchase order.

Question - How can a government agency learn more about the VSA's bidding processes, delivery instructions, requirements for the participating vendors, and more on the VSA's Heavy Equipment 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 Heavy Equipment Procurement website.

All contracted vendors have agreed to abide by all Terms and Conditions listed within this document.

Question - Who does a public body call when they need assistance or help? Who can we contact if we have issues with a contracted vendor?

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

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

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