



**Virginia Sheriffs' Association  
2023-2024 Heavy Equipment Calendar  
Bid 24-05-0713**

| Program Introduction and Solicitation  |                                |                                 |
|--|--------------------------------|---------------------------------|
|  | Start Date                     | Due Date                        |
| Solicitations to Vendors   | March 23, 2023                 | March 23, 2023                  |
| Vendor Registration - <i>All bidders must create an account with VendorLink prior to the bid period opening.</i>   | March 23, 2023                 | June 7, 2023<br>at 5:00 pm EST  |
| Invitation to Bid Announcement Publication and Advertisement   | March 30, 2023                 | March 30, 2023                  |
| NAPC Advertisement   | March 30, 2023                 | March 30, 2023                  |
| New/Updated Model Specification Review 1   |                                |                                 |
|  | Start Date                     | Due Date                        |
| Equipment Requests due to VSA - <i>Any equipment that needs to be available for bidding for the 2023-2024 contract year.</i>                                   | April 6, 2023                  | April 6, 2023                   |
| Pre-Bid Conference RSVP due to Kaylyn Mitman at <a href="mailto:kmitman@virginiasheriffs.org">kmitman@virginiasheriffs.org</a>                                 | April 18, 2023                 | April 18, 2023                  |
| First Draft Bid Package available in VendorLink for Vendor Review  | April 20, 2023                 | April 20, 2023                  |
| Vendor Responses to First Draft Bid Package due to VSA - <i>Any additional changes that need to be made to the list of equipment that will go out to bid.</i>  | April 27, 2023                 | April 27, 2023                  |
| New/Updated Model Specification Review 2   |                                |                                 |
|  | Start Date                     | Due Date                        |
| Pre-Bid Conference for all Vendors - <i>Hilton Richmond Hotel &amp; Spa/Short Pump *</i>   | May 4, 2023<br>at 10:00 AM EST | May 4, 2023<br>at 1:00 PM EST   |
| Second Draft Bid Package available in VendorLink for Vendor Review   | May 17, 2023                   | May 17, 2023                    |
| Vendor Responses to Second Draft Bid Package due to VSA - <i>Any additional changes that need to be made to the list of equipment that will go out to bid.</i> | May 24, 2023                   | May 24, 2023                    |
| Bid Finalization and Announcement  |                                |                                 |
|  | Start Date                     | Due Date                        |
| VSA Finalizes List of Equipment Eligible for Bidding   | June 9, 2023                   | June 9, 2023                    |
| Bid Period Open - <i>All bidding must be completed within VendorLink for a bid to be considered .</i>  | June 13, 2023                  | July 13, 2023<br>at 12 noon EST |
| Deadline to Submit Bid - <i>All pricing and required documents to be submitted within VendorLink .</i>   | July 13, 2023                  | July 13, 2023<br>at 12 noon EST |
| Bid Tabulation Results Posted by VSA   | July 14, 2023                  | July 14, 2023<br>by 5:00 pm EST |
| Review of Bid Submissions by VSA   | July 17, 2023                  | August 8, 2023                  |
| Intent to Award Published by VSA and Bidder Review of Award  | August 9, 2023                 | August 9, 2023                  |
| Bid Award Announcement and Publication - <i>All awarded contracts go into effect.</i>  | August 15, 2023                | August 15, 2023                 |

\*Hilton Richmond Hotel & Spa/Short Pump  
12042 West Broad Street  
Richmond, VA 23233  
(Meeting will be held in the Henrico Room - Lunch will be provided)