



VIRGINIA SHERIFFS' ASSOCIATION

PHONE (804) 225-7152 | FAX (804) 225-7162 | WEB www.vasheriff.org

901 East Byrd Street, Suite 1301, Richmond, VA 23219

March 23, 2023

Dear VSA Heavy Equipment Dealers and Manufacturers,

This letter serves as the Association's official solicitation to dealers and manufacturers for the Virginia Sheriffs' Association's (VSA) 2023-2024 Heavy Equipment Procurement Program. The VSA has made the decision to go out to bid for all equipment. Enclosed you will find the VSA's Heavy Equipment Procurement Program's official bid calendar which outlines all important dates and deadlines leading up to contracts being awarded on August 15, 2023. The 2023-2024 contract will be effective August 15, 2023, through August 14, 2024.

All bidding will be completed through our online bidding system, VendorLink. All vendors who wish to participate must register with VendorLink to have access to submit a bid. Registration will be open March 23, 2023, through June 7, 2023. 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 but do need to ensure you are listed as a Planholder for Bid 24-05-0713. No bids or required documents will be accepted outside of VendorLink, and the Association will not accept any hard bid submissions for Bid 24-05-0713. All vendors will be responsible for entering pricing and percentages, uploading build sheets, uploading option sheets (must include list of models available for upgrades/downgrades), and uploading all required bid documents.

The Association has created helpful tools to utilize as you complete your bid package. These tools can be found within the "Documents" section of Bid 24-05-0713 in VendorLink and include the following: Bid Submission Checklist, Build and Option Sheet Sample Guide, and VendorLink Vendor Reference Guide. Please ensure you utilize these tools as you complete your bid package.

The VSA looks to our dealer and manufacturer partners for recommendations on which new models and equipment to add to our program. As the Association works to prepare the first draft bid package, please complete the "Add/Delete Form", found in the "Documents" section of VendorLink under Bid 24-05-0713, and provide to Kaylyn (e-mail below) as an excel file by April 6, 2023. 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 as part of your bid submission.

We look forward to growing and providing the benefits of our cooperative bid program to even more public bodies throughout the United States. Additional information on our Heavy Equipment Program can be accessed at <https://vasheriff.org/heavy-equipment-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 2023-2024 bid period will also be available in VendorLink.

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We hope you will participate in this year's bidding process. Please contact Kaylyn Mitman at kmitman@viriniasheriffs.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@viriniasheriffs.org to be removed from our distribution list.

I look forward to working with you in 2023. Please contact me at (919) 459-8195 or at jbennett@viriniasheriffs.org if you have any questions or need additional information on the Association's Heavy Equipment Procurement Program.

Thank you,

A handwritten signature in black ink, appearing to read "J. Bennett", with a stylized flourish extending to the right.

Jason D. Bennett
Virginia Sheriffs' Association

Enclosure (1)



**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 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 kmitman@virginiasheriffs.org	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 & Spa/Short Pump *</i>	May 4, 2023 at 10:00 AM EST	May 4, 2023 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 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 at 12 noon EST
Bid Tabulation Results Posted by VSA	July 14, 2023	July 14, 2023 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)