



## Virginia Sheriffs' Association Heavy Equipment Procurement Program Bidder Qualification Checklist

Please answer each of the following questions and include this checklist in your VendorLink bid submission.

- 1) Is your dealership/company an authorized distributor for all products that are being bid?

YES                      NO

Have you uploaded into VendorLink a letter from each manufacturer confirming your authorized status and that your dealership is in good credit standing? *(Please note this is required even if you are the manufacturer)*

YES                      NO

- 2) Does your dealership/company have the financial means to successfully handle the contractual obligations for the VSA contract?

YES                      NO

Have you uploaded a banking reference and/or a complete financial statement showing your dealership's financial competency? *(Please note this is required)*

YES                      NO

- 3) Are you aware that the VSA reserves the right to conduct onsite inspections of your premises, including inventory? An inspection is to confirm your dealership's ability to administer and fulfill contractual requirements, provide replacement parts, and warranty service.

YES                      NO

- 4) Are you aware that the VSA reserves the right to award this bid in its entirety or in part, and to make any award determined by the VSA to serve in the best interest of the VSA?

YES                      NO

- 5) Have you uploaded a company summary outlining your overall operations, administrative capabilities, and customer service competencies? *(Please note this is required)*

YES                      NO

Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_