

VIRGINIA SHERIFFS' ASSOCIATION

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MEMORANDUM

TO:	Virginia Vehicle/Motorcycle Dealers and Manufacturers
FROM:	Jason Bennett Virginia Sheriffs' Association
DATE:	June 15, 2023
RE:	2023/2024 - Vehicle and Motorcycle Contract Year

This letter serves as the Association's official solicitation to dealers and manufacturers for the Virginia Sheriffs' Association's (VSA) 2023-2024 Vehicle and Motorcycle Procurement Program. The VSA has made the decision to implement Section 1.6 *Term of Contract* of the Association's Terms and Conditions. <u>The VSA will rollover all contracts currently held under both Bid 22-05-0917R and Bid 23-06-0921</u>. The rollover contracts will be effective October 9, 2023 – October 8, 2024 and published as Bid 22-05-0917RR and Bid 23-06-0921R.

In addition to rolling over all current contracts, the VSA will also go out to bid for any vehicles and motorcycles that are <u>not</u> currently offered under Bid 22-05-0917R or Bid 23-06-0921. A copy of the Association's current contract can be found at https://vasheriff.org/procurement/vehicle-motorcycle-procurement-program/.

As the Association prepares for the 2023-2024 contract year, please remember the VSA's contract will list specifically the "current model year" offered by the manufacturer. Contracts will not be limited by one model year, rather will accommodate for a change in model year during a contract period. Contract language states that each model is the "Manufacturer's standard base model specifications and current model year for model/model number listed." All models that will <u>potentially</u> be available for the 2023-2024 contract year need to be made available through the VSA contract whether the model is currently listed under the existing 22-05-0917R and 23-06-0921 contracts or goes out to bid under 24-07-0919.

The Association's Terms and Conditions allow for a mid-year price increase. As these are still volatile and unknown times for the Automotive Industry, it is the goal of the Association to ensure we can continue to work with our awarded

President Fred S. Clark = 1st Vice President L. W. "Lenny" Millholland = 2nd Vice President Brad W. Nunnally = Secretary Antionette V. Irving Treasurer B. C. "Chip" Shuler = Legislative Committee Chairman Arthur Townsend, Jr. = Region I Kevin A. Kemp = Region II Michael S. Mondul Region III Matthew T. Ward = Region IV David W. Hill = Region V Roger L. Harris = Region VI Michael L. Chapman = Region VII John A. Beauchamp Region VIII Steven N. Creasey = Region IX Josh A. Wyche, Sr. = Region X W. Todd Wessells = Immediate Past President Kevin W. Hall Past President Vacant Past President Vanessa R. Crawford = Past President Darrell W. Warren, Jr. = Executive Director John W. Jones dealers and manufacturers to serve all our customers the best we can. Contact the Association for more information on mid-year price increases. <u>All vendors who agree to rollover contracts for the upcoming contract year must complete the provided rollover agreement and submit to Kaylyn Mitman at kmitman@virginiasheriffs.org by June 22, 2023, as a pdf file.</u>

Any vendors who <u>do not</u> wish to rollover their existing contract for the upcoming contract year must notify Kaylyn by June 22, 2023. You may choose to not rollover for all contracts or individual contracts. Please provide the list of the contracts you wish to not roll over by item number in numerical order and the reason why you wish to not roll over.

All vendors who agree to rollover their contracts for the upcoming contract year shall submit a price increase, updated build sheet, and option sheet for each item number currently on contract. <u>Price increase requests</u>, <u>updated build sheets</u>, and <u>option sheets must be submitted to</u> <u>Kaylyn at kmitman@virginiasheriffs.org by September 1, 2023</u>. Requirements on how to submit your price increase requests, updated build sheets, and option sheets will be provided by the VSA. <u>Please note the rollover pricing will not go in effect until October 9, 2023</u>.

Enclosed you will find the VSA's Vehicle and Motorcycle Procurement Program's official 2023-2024 bid calendar. All bidding for Bid 24-07-0919 will be completed through the Association's online bid system, VendorLink. All dealers who wish to participate must register with VendorLink to have access to submit a bid. All dealers will be responsible for uploading build sheets, option sheets (<u>must</u> include list of models available for upgrades/downgrades), and all required bid documents.

Registration for Bid 24-07-0919 will be open June 15, 2023 through August 25, 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. <u>No bids or required documents will be accepted outside of VendorLink, and the Association will not accept any hard bid submissions for Bid 24-07-0919.</u> All contracts will go into effect on October 9, 2023.

The VSA looks to our dealer and manufacturer partners for recommendations on which new models to add to our program. As the Association works to prepare the first draft bid package, please complete the "Add/Delete Form" found within VendorLink and provide to Kaylyn by **June 29, 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 with your bid.

We look forward to growing and providing the benefits of our cooperative bid program to even more public bodies within the Commonwealth. Additional information on our Vehicle and Motorcycle Program can be accessed at https://vasheriff.org/procurement/vehicle-motorcycle-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 on VendorLink.

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

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



Virginia Sheriffs' Association 2022-2023 Vehicle & Motorcycle Procurement Calendar Bid 22-05-0917RR & Bid 23-06-0921R & Bid 24-07-0919

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Bid 24-07-0919 October 9, 2023 October 9, 2023		October 5, 2023	October 5, 2023		
	5	October 9, 2023	October 9, 2023		
	All rollover contracts go into effect - Bid 22-05-0917RR and Bid 23-06-0921R	October 9, 2023	October 9, 2023		

* All Pre-Bid Conferences will be held via Zoom. Meeting materials and log in information will be provided to all who RSVP.

** The VSA Fleet Advisory Committee Meeting will be held via Zoom.