



## VIRGINIA SHERIFFS' ASSOCIATION MID-CONTRACT PRICE CHANGE REQUEST FORM

*A vendor who has been awarded a contract under the Virginia Sheriffs' Association (VSA) Procurement Program may request a mid-year price change throughout the term of the contract per the Association's Terms and Conditions.*

*The VSA will determine whether the request is in the best interest of the Association's Program and its customers. Vendors will be notified if their request has been approved or denied via electronic communication only.*

*The Mid-Contract Price Change Request Form and Mid-Contract Price Change Template can be found on the Association's website at: <https://vasheriff.org/awarded-vendors/>.*

*Please note: Requests will not be considered or reviewed until all documents and requirements have been completed and submitted properly.*

### **Vendor Instructions:**

- **Step 1:** Complete the Mid-Contract Price Change Request Form.
- **Step 2:** Complete the Mid-Contract Price Change Template. *(Must be emailed to VSA contact listed below as an excel file. Only percentages will be accepted.)*
- **Step 3:** Submit current documentation from the manufacturer stating the reasoning behind the increase and how much of an increase is being implemented.
- **Step 4:** Submit an updated Build Sheet if changed since initial bid submission. *(Must be emailed as individual pdf files with the file name as "Item X – Build")*
- **Step 5:** Submit an updated Option Sheet if changed since initial bid submission. *(Must be emailed as individual pdf files with the file name as "Item X – Option")*

### **Where to Submit:**

- **Heavy Equipment Vendors** – Kaylyn Mitman at [kmitman@virginiasheriffs.org](mailto:kmitman@virginiasheriffs.org)
- **Vehicle/Motorcycle Vendors** – Kaylyn Mitman at [kmitman@virginiasheriffs.org](mailto:kmitman@virginiasheriffs.org)

*Tire Manufacturers - Please contact Kaylyn Mitman at [kmitman@virginiasheriffs.org](mailto:kmitman@virginiasheriffs.org) regarding requirements needed for submitting price change requests under the Tire Procurement Program.*

**SECTION BELOW TO BE COMPLETED BY THE AWARDED VENDOR**

<b>AWARDED VENDOR:</b>	
<b>CONTACT:</b>	
<b>CONTACT EMAIL:</b>	
<b>CONTACT TELEPHONE:</b>	
<b>VSA CONTRACT NUMBER:</b>	

**PLEASE CHECK ALL CHANGES THAT APPLY:**

- Requesting mid-year price increase
- Requesting mid-year price decrease

**Please provide a general explanation explaining the reasons for the price increase/decrease request.  
(Example: Manufacturer will not price protect the next model year)**

**Please provide a general explanation on how the changing of prices is consistent with the existing VSA contract pricing.**

*I confirm that all required Mid-Contract Price Change documents outlined on this form have been provided to the VSA for the review and approval process. (Note: A live signature or timestamped signature must be used).*

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Printed Name of Authorized Representative

\_\_\_\_\_  
Date

**PLEASE LEAVE SECTION BELOW BLANK – TO BE COMPLETED BY THE VSA REPRESENTATIVE**

- Request Approved by VSA Representative
- Request Denied by VSA Representative

**Reason for request being denied:**

\_\_\_\_\_  
Printed Name of VSA Representative

\_\_\_\_\_  
Title of VSA Representative

\_\_\_\_\_  
Signature of VSA Representative

\_\_\_\_\_  
Date