



**INVITATION FOR BID  
VIRGINIA SHERIFFS' ASSOCIATION  
BID NUMBER 24-07-0919**

**POLICE RATED, ADMINISTRATIVE, SPORT UTILITY VEHICLES, VANS, TRUCKS &  
MOTORCYCLES**

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The First Draft Bid Package will be available in VendorLink on July 13<sup>th</sup>, 2023. Please ensure Kaylyn Mitman has your email address on file and you are receiving all correspondence from VendorLink.

A copy of the Association's Terms and Conditions can be found on the Virginia Sheriffs' Association's website - <https://vasheriff.org/>

**ALL BIDDING WILL BE DONE ELECTRONICALLY AT:**

<https://www.myvendorlink.com/common/login.aspx>

**TO REGISTER PLEASE CALL KAYLYN AT 919-459-6471 AND VISIT -**

<https://www.myvendorlink.com/common/register.aspx>

**<https://vasheriff.org/procurement/>**

**Virginia Sheriffs' Association  
Vehicle & Motorcycle Procurement Program**

Contract Number: 24-07-0919  
Title: Police Rated, Administrative, Sport Utility Vehicles, Vans, Trucks & Motorcycles  
Contract Effective Dates: October 9, 2023 – October 8, 2024  
Sealed Bids Due in VendorLink: September 19, 2023, at 12 noon EST  
Sealed Bids Public Opening: September 19, 2023  
Bid Opening Location: Virginia Sheriffs' Association  
901 East Byrd Street  
Suite 1301  
Richmond, Virginia 23219

Inquiries: Questions, which may arise as a result of this solicitation, may be addressed to Jason Bennett, VSA Contract Administrator, by email to [jbennett@virginiasheriffs.org](mailto:jbennett@virginiasheriffs.org). Inquires must be received at least ten (10) business days prior to the due date in order to be considered.

My signature below certifies that: *(This form must be uploaded in VendorLink)*

- ★ I agree to abide by all conditions of this Invitation for Bids and that I am authorized to sign this bid;
- ★ The accompanying bid is not the result of, or affected by, an unlawful act of collusion with another person or company engaged in the same line of business or commerce, or any act of fraud punishable under §18.2-498.1, et. seq. of the *Code of Virginia*. Furthermore, I understand that fraud and unlawful collusion are crimes under the Virginia Governmental Frauds Act, the Virginia Government Bid Rigging Act, the Virginia Antitrust Act, and Federal Law, and can result in fines, prison sentences, and civil damage awards;
- ★ That the accompanying bid is in compliance with applicable provisions of the State and Local Government Conflict of Interests Act (§2.2-3100, et. seq. of the *Code of Virginia*). Specifically, without limitation, no Virginia Sheriffs' Association employee/representative or a member of the employee/representative's immediate family shall have a proscribed interest in a contract; and

In compliance with this Invitation for Bids and to all conditions imposed therein, the undersigned offers and agrees to furnish the goods/services in accordance with this signed bid.

**Complete Legal Name of Firm:** \_\_\_\_\_

**Order from Address:** \_\_\_\_\_

**Remit to Address:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Name (type/print):** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Fed ID Number:** \_\_\_\_\_

**VA Motor Vehicle Dealer Board Number:** \_\_\_\_\_



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

Program Introduction and Solicitation		
	Start Date	Due Date
Solicitations to Dealers and Manufacturers	June 15, 2023	June 15, 2023
Vendor Registration - <i>All bidders must create an account with VendorLink prior to the bid period opening.</i>	June 15, 2023	August 25, 2023
Rollover Agreement Provided to Current Bid 22-05-0917R Awarded Dealers	June 15, 2023	June 15, 2023
Rollover Agreement Provided to Current Bid 23-06-0921 Awarded Dealers	June 15, 2023	June 15, 2023
Signed Rollover Agreements due to kmitman@virginiasheriffs.org - <i>CURRENT CONTRACTORS ONLY</i>	June 22, 2023	June 22, 2023
Invitation to Bid Announcement and Publication	July 6, 2023	July 6, 2023
NAPC Advertisement	July 6, 2023	July 6, 2023
Newspaper Advertisement	July 6, 2023	July 6, 2023
New/Updated Model Specification Review 1		
	Start Date	Due Date
New Vehicle/Motorcycle Model Requests due to VSA - <i>Any new vehicles/motorcycles that need to be available for bidding for the 2023-2024 contract year.</i>	June 29, 2023	June 29, 2023
Vehicle/Motorcycle Withdraw Requests due to VSA - <i>Any vehicles/motorcycles that will not be available for bidding for the 2023-2024 contract year.</i>	June 29, 2023	June 29, 2023
First Draft Bid Package available in VendorLink for Dealer/Manufacturer Review	July 13, 2023	July 13, 2023
Dealer/Manufacturer Responses to First Draft Bid Package due to VSA - <i>Any additional changes that need to be made to the list of vehicles/motorcycles.</i>	July 20, 2023	July 20, 2023
Pre-Bid Conference RSVP due to kmitman@virginiasheriffs.org	July 26, 2023	July 26, 2023
New/Updated Model Specification Review 2		
	Start Date	Due Date
Pre-Bid Conference – <b>Tesla</b> (9:00 am – 10:00 am)*	August 2, 2023	August 2, 2023
Pre-Bid Conference – <b>All Motorcycle</b> (10:30 am – 11:30 am)*	August 2, 2023	August 2, 2023
Pre-Bid Conference – <b>Stellantis</b> (1:00 pm – 2:00 pm)*	August 2, 2023	August 2, 2023
Pre-Bid Conference – <b>Ford</b> (2:30 pm – 3:30 pm)*	August 2, 2023	August 2, 2023
Pre-Bid Conference – <b>Toyota</b> (9:00 am – 10:00 am)*	August 3, 2023	August 3, 2023
Pre-Bid Conference – <b>Nissan</b> (10:30 am – 11:30 am)*	August 3, 2023	August 3, 2023
Pre-Bid Conference – <b>Mercedes Benz</b> (1:00 pm – 2:00 pm)*	August 3, 2023	August 3, 2023
Pre-Bid Conference – <b>General Motors</b> (2:30 pm – 3:30 pm)*	August 3, 2023	August 3, 2023
Second Draft Bid Package available in VendorLink for Dealer/Manufacturer Review	August 17, 2023	August 17, 2023
Dealer/Manufacturer Responses to Second Draft Bid Package due to VSA - <i>Any additional changes that need to be made to the list of vehicles/motorcycles.</i>	August 23, 2023	August 23, 2023
Bid Finalization and Announcement		
	Start Date	Due Date
VSA Finalizes List of Vehicles/Motorcycles Eligible for Bidding	August 29, 2023	August 29, 2023
Bid Period Open - <i>All bidding must be completed within VendorLink for a bid to be considered.</i>	August 31, 2023	September 19, 2023 at 12 noon EST
Deadline to Submit Rollover Contract Price Increase Requests & Updated Build Sheets/Option Sheets - <i>CURRENT CONTRACTORS ONLY</i>	September 1, 2023	September 1, 2023
Deadline to Submit Bid - <i>All pricing and required documents to be submitted within VendorLink.</i>	September 19, 2023 at 12 noon EST	September 19, 2023 at 12 noon EST
Bid Tabulation Results Posted by VSA	September 19, 2023	September 19, 2023 at 5:00 pm EST
Review of Bid Submissions by VSA	September 20, 2023	October 4, 2023
VSA Fleet Advisory Committee in Richmond (10:00 am – 12:00 pm)**	September 28, 2023	September 28, 2023
Intent to Award Published by VSA and Bidder Review of Award	October 5, 2023	October 5, 2023
Bid Award Announcement and Publication - <i>All awarded contracts go into effect - Bid 24-07-0919</i>	October 9, 2023	October 9, 2023
All rollover contracts go into effect - <i>Bid 22-05-0917RR and Bid 23-06-0921R</i>	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.



## Virginia State Corporation Commission Registration Information

**Bid 24-07-0919**

The bidder shall check one of the following.

The bidder is:

- a corporation or other business entity with the following SCC identification number:  
\_\_\_\_\_ **-OR-**
- not a corporation, limited liability company, limited partnership, registered limited liability partnership, or business trust **-OR-**
- an out-of-state business entity that does not regularly and continuously maintain as part of its ordinary and customary business any employees, agents, offices, facilities, or inventories in Virginia (not counting any employees or agents in Virginia who merely solicit orders that require acceptance outside Virginia before they become contracts, and not counting any incidental presence of the bidder in Virginia that is needed in order to assemble, maintain, and repair goods in accordance with the contracts by which such goods were sold and shipped into Virginia from bidder's out-of-state location) **-OR-**
- an out-of-state business entity that is including with this bid an opinion of legal counsel which accurately and completely discloses the undersigned bidder's current contacts with Virginia and describes why those contacts do not constitute the transaction of business in Virginia within the meaning of § 13.1-757 or other similar provisions in Titles 13.1 or 50 of the Code of Virginia.

**\*\*NOTE\*\*** >> Check the following box if you have not completed any of the foregoing options but currently have pending before the SCC an application for authority to transact business in the Commonwealth of Virginia and wish to be considered for a waiver to allow you to submit the SCC identification number after the due date for bids.

\_\_\_\_\_  
Bidder's Signature

\_\_\_\_\_  
Date