



# VIRGINIA SHERIFFS' ASSOCIATION

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

March 15, 2024

Dear VSA Heavy Equipment Vendors and Manufacturers,

This letter serves as the Association's official solicitation to vendors and manufacturers for the Virginia Sheriffs' Association's (VSA) 2024-2025 Heavy Equipment Procurement Program. The VSA has made the decision to implement Section 1.5 Term of Contract of the Association's Terms and Conditions. The VSA will rollover all contracts currently held under Bid 24-05-0713. The rollover contract will be effective August 15, 2024 through August 14, 2025 and will be published as Bid 24-05-0713R.

All current contractors who agree to rollover their contracts for the upcoming contract year must complete the provided Rollover Agreement and submit the signed agreement to Kaylyn Mitman at [kmitman@virginiasheriffs.org](mailto:kmitman@virginiasheriffs.org) by **March 22, 2024**. Any current contractor who does not wish to rollover their contracts for the upcoming contract year must notify Kaylyn by **March 22, 2024**. You may choose to not rollover for all items or individual items. All templates required to be submitted for rollover price changes, item removal requests, and model name changes can be found in VendorLink under Bid 24-05-0713R. Please ensure you can access this bid number in VendorLink and make note of all upcoming deadlines if your company has signed the Rollover Agreement.

In addition to rolling over all current contracts, the VSA will also go out to bid for any heavy equipment that is not currently offered under the current contract. A copy of the Association's current contract can be found at <https://vasheriff.org/procurement/heavy-equipment-procurement-program/>.

Enclosed you will find the official bid calendar which outlines important dates and deadlines for current and new vendors. All bidding for Bid 25-06-0711 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 15, 2024, through June 6, 2024. 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 25-06-0711. No bids or required documents will be accepted outside of VendorLink, and the Association will not accept any hard bid submissions for Bid 25-06-0711. All vendors will be responsible for uploading build sheets, option sheets (must include list of models available for upgrades/downgrades), all required bid documents, and entering pricing and percentage requirements.

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 25-06-0711 in VendorLink and include the following: Bid Submission Checklist (part of the Required Documentation Packet), Build and Option Sheet Sample Guide, and VendorLink Vendor Reference Guide. Please ensure you utilize these tools as you

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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 25-06-0711, and provide to Kaylyn (e-mail below) by **April 2, 2024**. 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 throughout the United States. Additional information on our Heavy Equipment Program can be accessed at <https://vasheriff.org/procurement/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 2024-2025 bid period will also be available on VendorLink.

We hope you will participate in this year's bidding process. Please contact Kaylyn Mitman at [kmitman@virginiasheriffs.org](mailto: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](mailto:kmitman@virginiasheriffs.org) to be removed from our distribution list.

I look forward to working with you in 2024. Please contact me at (919) 459-8195 or at [jbennett@virginiasheriffs.org](mailto:jbennett@virginiasheriffs.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 "JBennett", written in a cursive style.

Jason D. Bennett  
Virginia Sheriffs' Association

Enclosure (1)



**Virginia Sheriffs' Association  
2024-2025 Heavy Equipment Calendar  
Bid 24-05-0713R & Bid 25-06-0711**

Program Introduction and Solicitation		
	Start Date	Due Date
VSA Publishes Solicitation for Vendors	March 15, 2024	March 15, 2024
Vendor Registration - <i>All bidders must create an account with VendorLink prior to the bid period opening.</i>	March 15, 2024	June 6, 2024 at 5:00 pm EST
VSA Provides Rollover Agreement to Current Contract Holders	March 15, 2024	March 15, 2024
Deadline for Current Contractors to Submit Signed Rollover Agreement or Confirmation to not Rollover to VSA (kmitman@virginiasheriffs.org)	March 22, 2024	March 22, 2024
VSA Publishes Invitation for Bid Announcement Publication and Advertisement	April 1, 2024	April 1, 2024
VSA Publishes NAPC Advertisement	April 1, 2024	April 1, 2024
VSA Publishes Newspaper Advertisement	April 1, 2024	April 1, 2024
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 2024-2025 contract year.</i>	April 2, 2024	April 2, 2024
Deadline for Vendors to Submit the Pre-Bid Conference RSVP to kmitman@virginiasheriffs.org - <i>Meeting materials will be provided to all who RSVP</i>	April 9, 2024	April 9, 2024
VSA Publishes First Draft Bid Package in VendorLink for Vendor Review	April 12, 2024	April 12, 2024
Pre-Bid Conference for all Vendors - <i>Meeting will be held via Zoom.</i>	April 16, 2024 at 10:00 am EST	April 16, 2024 at 12:00 pm EST
Deadline for Vendors to Respond to the VSA (kmitman@virginiasheriffs.org) regarding the First Draft Bid Package - <i>Any additional changes that need to be made to the list of equipment that will go out to bid.</i>	April 19, 2024	April 19, 2024
New/Updated Model Specification Review 2		
	Start Date	Due Date
VSA Publishes Second Draft Bid Package in VendorLink for Vendor Review	May 8, 2024	May 8, 2024
Deadline for Vendors to Respond to the VSA (kmitman@virginiasheriffs.org) regarding the Second Draft Bid Package - <i>Any additional changes that need to be made to the list of equipment that will go out to bid.</i>	May 15, 2024	May 15, 2024
Bid Finalization and Announcement		
	Start Date	Due Date
VSA Finalizes List of Equipment Eligible for Bidding under Bid 25-06-0711 - <i>Published in VendorLink</i>	June 4, 2024	June 4, 2024
Bid Period Open - <i>All bidding for Bid 25-06-0711 must be completed within VendorLink to be considered.</i>	June 7, 2024	July 11, 2024 at 12 noon EST
Deadline for Current Contractors to Submit Rollover Price Increase Requests and Item Withdraw Requests to the VSA (kmitman@virginiasheriffs.org) for Bid 24-05-0713R	June 7, 2024	June 7, 2024
Deadline for Vendors to Submit Bid Package for Bid 25-06-0711 - <i>All pricing and required documents to be submitted within VendorLink.</i>	July 11, 2024 at 12 noon EST	July 11, 2024 at 12 noon EST
Deadline for 5 Government References to complete VSA online Government Reference Form for Vendors bidding under Bid 25-06-0711.	July 11, 2024 at 12 noon EST	July 11, 2024 at 12 noon EST
VSA Publishes Bid Tabulation Results	July 15, 2024	July 15, 2024 by 5:00 pm EST
VSA Review of all Bid Submissions	July 16, 2024	August 12, 2024
VSA Publishes Intent to Award/Bidder Review of Award	August 13, 2024	August 13, 2024
VSA Publishes Rollover Contract - <i>Bid 24-05-0713R goes into effect.</i>	August 15, 2024	August 15, 2024
VSA Announces and Publishes Official Bid Award - <i>All awarded contracts go into effect for Bid 25-06-0711.</i>	August 15, 2024	August 15, 2024