



VIRGINIA SHERIFFS' ASSOCIATION

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

MEMORANDUM

TO: Virginia Vehicle/Motorcycle Dealers and Manufacturers

FROM: Jason Bennett
Virginia Sheriffs' Association

DATE: June 7, 2024

RE: 2024/2025 - 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) 2024-2025 Vehicle and Motorcycle Procurement Program. The VSA will go out to bid for all vehicles and motorcycles. 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 2024-2025 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, but 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."

Enclosed you will find the VSA's Vehicle and Motorcycle Procurement Program's official 2024-2025 bid calendar. All bidding for Bid 25-08-0917 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 (must include list of models available for upgrades/downgrades), and all required bid documents.

Registration for Bid 25-08-0917 will be open June 7, 2024, through August 25, 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. No bids or required documents will be accepted outside of VendorLink, and the Association will not accept any hard bid submissions for Bid 25-08-0917. All contracts will go into effect on October 9, 2024. 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 25, 2024**. We encourage all bidders

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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 county and city agencies within the Commonwealth of Virginia. 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 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 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
2024-2025 Vehicle & Motorcycle Procurement Calendar
Bid 25-08-0917**

Program Introduction and Solicitation		
	Start Date	Due Date
VSA Publishes Solicitation for Dealers and Manufacturers	June 7, 2024	June 7, 2024
Vendor Registration - <i>All bidders must create an account with VendorLink prior to the bid period opening.</i>	June 7, 2024	August 25, 2024
VSA Publishes Invitation for Bid Announcement and Publication	June 21, 2024	June 21, 2024
VSA Publishes NAPC Advertisement	June 21, 2024	June 21, 2024
VSA Publishes Newspaper Advertisement	June 21, 2024	June 21, 2024
New/Updated Model Specification Review 1		
	Start Date	Due Date
Vehicle/Motorcycle Model Requests due to VSA (kmitman@virginiasheriffs.org) - Any vehicles/motorcycles that need to be available for bidding for the 2024-2025 contract year.	June 25, 2024	June 25, 2024
VSA Publishes First Draft Bid Package in VendorLink for Dealer/Manufacturer Review.	July 16, 2024	July 16, 2024
Deadline for Dealers/Manufacturers to Respond to the VSA (kmitman@virginiasheriffs.org) regarding the First Draft Bid Package - Any additional changes that need to be made to the list of vehicles/motorcycles that will go out to bid.	July 23, 2024	July 23, 2024
Deadline for Dealers/Manufacturers to submit the Pre-Bid Conference RSVP to kmitman@virginiasheriffs.org	July 19, 2024	July 19, 2024
New/Updated Model Specification Review 2		
	Start Date	Due Date
Pre-Bid Conference (Zoom) – Tesla (9:00 am – 10:00 am)	July 29, 2024	July 29, 2024
Pre-Bid Conference (Zoom) – All Motorcycle (10:30 am – 11:30 am)	July 29, 2024	July 29, 2024
Pre-Bid Conference (Zoom) – Mercedes Benz (2:00 pm – 3:00 pm)	July 29, 2024	July 29, 2024
Pre-Bid Conference (Zoom) – Toyota (9:00 am – 10:00 am)	July 30, 2024	July 30, 2024
Pre-Bid Conference (Zoom) – Nissan (10:30 am – 11:30 am)	July 30, 2024	July 30, 2024
Pre-Bid Conference (Richmond, VA) – Stellantis (9:00 am – 11:00 am) *	July 31, 2024	July 31, 2024
Pre-Bid Conference (Richmond, VA) – Ford (11:30 am – 1:30 pm) *	July 31, 2024	July 31, 2024
Pre-Bid Conference (Richmond, VA) – General Motors (2:00 pm – 4:00 pm) *	July 31, 2024	July 31, 2024
VSA Publishes Second Draft Bid Package in VendorLink for Dealer/Manufacturer Review.	August 8, 2024	August 8, 2024
Deadline for Dealers/Manufacturers to Respond to the VSA (kmitman@virginiasheriffs.org) regarding the Second Draft Bid Package - Any additional changes that need to be made to the list of vehicles/motorcycles that will go out to bid.	August 14, 2024	August 14, 2024
Bid Finalization and Announcement		
	Start Date	Due Date
VSA Finalizes List of Vehicles/Motorcycles Eligible for Bidding.	August 21, 2024	August 21, 2024
Bid Period Open - <i>All bidding must be completed within VendorLink for a bid to be considered.</i>	August 26, 2024	September 17, 2024 at 12 noon EST
Deadline for Dealers to Submit Bid Package - <i>All pricing and required documents to be submitted within VendorLink.</i>	September 17, 2024 at 12 noon EST	September 17, 2024 at 12 noon EST
Deadline for 5 Government References to complete VSA online Government Reference Form for all Dealers Bidding.	September 17, 2024 at 12 noon EST	September 17, 2024 at 12 noon EST
VSA Publishes Bid Tabulation Results.	September 18, 2024	September 18, 2024 by 5:00 pm EST
VSA Review of Bid Submissions.	September 18, 2024	October 3, 2024
VSA Fleet Advisory Committee Meeting (10:00 am – 12:00 pm) - <i>Richmond, VA **</i>	October 1, 2024	October 1, 2024
VSA Publishes Intent to Award/Bidder Review of Award.	October 4, 2024	October 4, 2024
VSA Announces and Publishes Official Bid Award - <i>All awarded contracts go into effect.</i>	October 9, 2024	October 9, 2024

* July 31st Pre-Bid Conferences:
951 East Byrd Street, Salon 951 Conference Center
Richmond, VA 23219
(Plaza Level 1, 1st Floor - East Tower)

** VSA Fleet Advisory Committee Meeting:
Virginia Sheriffs' Association
901 East Byrd Street, Suite 1301
Richmond, VA 23219