VIRGINIA SHERIFFS' ASSOCIATION

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

February 13, 2025

Dear First Responder Supplies and Equipment Vendors and Manufacturers,

This letter serves as the Association's official solicitation to vendors and manufacturers for the Virginia Sheriffs' Association's (VSA) 2025-2026 First Responder Supplies and 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 25-01-0524 upon mutual agreement. The rollover contract will be effective June 20, 2025, through June 19, 2026, and will be published as Bid 25-01-0524R.

All current contractors who agree to rollover their contracts for the 2025-2026 contract year must complete the provided Rollover Agreement and submit the signed agreement to Anna Martin at amartin@virginiasheriffs.org by **February 26, 2025**. Any current contractor who does not wish to rollover their contracts for the upcoming contract year must notify Anna by **February 26, 2025**. You may choose to rollover all items currently held under contract 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 25-01-0524R. 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 for one additional year, the VSA will go out to bid for any first responder supplies and 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/first-responder-supplies-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 26-02-0523 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 February 13, 2025, through April 30, 2025. We encourage you to complete your registration as soon as possible. To complete your registration form, visit: https://www.myvendorlink.com/external/register. If you already have an account with VendorLink, you do not need to create a new account. Once you have completed your VendorLink Registration Form, you must contact support@evendorlink.com and ask the Support Team to add you as a "Planholder" for VSA First Responder Supplies and Equipment Bid 26-02-0523. You will not be able to access any bid information or submit a bid unless you are a "Planholder". No bids or required documents will be accepted outside of VendorLink, and the Association will not accept any hard bid submissions for Bid 26-02-0523.

To view Bid 26-02-0523 after you log in to VendorLink, click on "Planholder Bids" under the Quick Links section. Once you click on "Planholder Bids", you will see the bid number and name. Next to the

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Region VII William R. "Rob" Balderson ▪ **Region VIII** Karl S. Leonard ▪ **Region IX** Travis Stanley ▪ **Region X** Karen E. Bowden ▪
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bid number and name, you will see a magnifying glass image. After clicking the image, you will be directed to Bid 26-02-0523 and able to view all bid related information. Please note you will not be able to follow these steps unless you have been added as a "Planholder" for Bid 26-02-0523.

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 26-02-0523 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. All vendors will be responsible for uploading build sheets, option sheets, all required bid documents, and entering pricing and percentage requirements. Please ensure you utilize these tools as you complete your bid package.

The VSA looks to our dealer and manufacturer partners for recommendations on which new supplies 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 26-02-0523 and provide to Anna (e-mail below) by **February 26, 2025**. If not bidding your products as a Catalog Discount, we encourage all bidders to pick the most popular base items 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 First Responder Supplies and Equipment Program can be accessed at https://vasheriff.org/first-responder-supplies-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 2025-2026 bid period will also be available on VendorLink.

We hope you will participate in this year’s bidding process. Please contact Anna Martin at amartin@virginiasheriffs.org or at (919) 459-1072 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 Anna Martin at amartin@virginiasheriffs.org to be removed from our distribution list.

I look forward to working with you in 2025. 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 First Responder Supplies and Equipment Procurement Program.

Thank you,

Jason D. Bennett
Virginia Sheriffs’ Association

Virginia Sheriffs' Association
2025 - 2026 First Responder Supplies and Equipment Calendar
Bid 25-01-0524R and Bid 26-02-0523

Program Introduction and Solicitation		
	Start Date	**Due Date**
VSA Publishes Solicitation for Vendors	February 13, 2025	February 13, 2025
Vendor Registration - *All bidders must create an account with VendorLink and be listed as "Planholder" prior to the bid period opening* .	February 13, 2025	April 30, 2025 at 5:00 pm EST
VSA Provides Rollover Agreement to Current Contract Holders	February 13, 2025	February 13, 2025
VSA Publishes Invitation for Bid Announcement Publication and Advertisement	February 19, 2025	February 19, 2025
VSA Publishes NAPC Advertisement	February 19, 2025	February 19, 2025
VSA Publishes Newspaper Advertisement	February 19, 2025	February 19, 2025
Deadline for Current Contractors to Submit Signed Rollover Agreement or Confirmation to not Rollover to VSA (amartin@virginiasheriffs.org)	February 26, 2025	February 26, 2025
New/Updated Model Specification Review 1		
	Start Date	**Due Date**
Product Requests due to VSA (amartin@virginiasheriffs.org) - *Any equipment that needs to be available for bidding for the 2025-2026 contract year.*	February 26, 2025	February 26, 2025
Deadline for Vendors to Submit Pre-Bid Conference RSVP to Anna Martin at amartin@virginiasheriffs.org - *Meeting materials will be provided to all who RSVP*	March 10, 2025	March 10, 2025
VSA Publishes First Draft Bid Package available in VendorLink for Vendor Review	March 11, 2025	March 11, 2025
Pre-Bid Conference for all Vendors - *Meeting will be held via Zoom.*	March 18, 2025 at 2:00 PM EST	March 18, 2025 at 4:00 PM EST
Deadline for Vendors to Respond to the VSA (amartin@virginiasheriffs.org) regarding the First Draft Bid Package - *Any additional changes that need to be made to the list of equipment that will go out to bid.*	March 20, 2025	March 20, 2025
New/Updated Model Specification Review 2		
	Start Date	**Due Date**
VSA Publishes Second Draft Bid Package available in VendorLink for Vendor Review	April 3, 2025	April 3, 2025
Deadline for Vendors to Respond to the VSA (amartin@virginiasheriffs.org) regarding the Second Draft Bid Package - *Any additional changes that need to be made to the list of equipment that will go out to bid.*	April 10, 2025	April 10, 2025
Bid Finalization and Announcement		
	Start Date	**Due Date**
VSA Finalizes List of Supplies and Equipment Eligible for Bidding under Bid 26-02-0523 - Published in VendorLink	April 25, 2025	April 25, 2025
Bid Period Open - *All bidding for Bid 26-02-0523 must be completed within VendorLink to be considered* .	May 1, 2025	May 23, 2025 at 12 noon EST
Deadline for Current Contractors to Submit Rollover Price Increase Requests, Model Name Change Requests, and Item Withdraw Requests to the VSA (amartin@virginiasheriffs.org) for Bid 25-01-0524R.	May 1, 2025	May 1, 2025
Deadline for Vendors to Submit Bid Package for Bid 26-02-0523 - *All pricing and required documents to be submitted within VendorLink* .	May 23, 2025	May 23, 2025 at 12 noon EST
Deadline for 5 Government References to complete VSA online Government Reference Form for Vendors bidding under Bid 26-02-0523.	May 23, 2025	May 23, 2025 at 12 noon EST
VSA Publishes Bid Tabulation Results	May 27, 2025	May 27, 2025 by 5:00 pm EST
VSA Review of Bid Submissions	May 28, 2025	June 16, 2025
VSA Publishes Intent to Award/Bidder Review of Award	June 17, 2025	June 17, 2025
VSA Publishes Rollover Contract - Bid 25-01-0524R goes into effect.	June 20, 2025	June 20, 2025
VSA Announces and Publishes Official Bid Award - All awarded contracts go into effect for Bid 26-02-0523.	June 20, 2025	June 20, 2025