



VIRGINIA SHERIFFS' ASSOCIATION

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

March 14, 2025

Dear 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) 2025-2026 Heavy Equipment Procurement Program. The VSA has made the decision to go out to bid for all heavy equipment. Enclosed you will find the official bid calendar which outlines important dates and deadlines for all vendors. All bidding for Bid 26-07-0711 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 14, 2025, through June 5, 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 Heavy Equipment Bid 26-07-0711. 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 26-07-0711.

To view Bid 26-07-0711 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 bid number and name, you will see a magnifying glass image. After clicking the image, you will be directed to Bid 26-07-0711 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 26-07-0711.

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 26-07-0711 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. 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. 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 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" template, found in the "Documents" section of VendorLink under Bid 26-07-0711, and provide to Kaylyn (e-mail below) by **April 1, 2025**. 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.

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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 2025-2026 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 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 Heavy Equipment Procurement Program.

Thank you,

A handwritten signature in black ink, appearing to read 'JBennett', with a stylized flourish extending to the right.

Jason D. Bennett
Virginia Sheriffs' Association



**Virginia Sheriffs' Association
2025-2026 Heavy Equipment Calendar
Bid 26-07-0711**

Program Introduction and Solicitation		
	Start Date	Due Date
VSA Publishes Solicitation for Vendors	March 14, 2025	March 14, 2025
Vendor Registration - <i>All bidders must create an account with VendorLink and be listed as "Planholder" prior to the bid period opening .</i>	March 14, 2025	June 5, 2025 at 5:00 pm EST
VSA Publishes Invitation for Bid Announcement Publication and Advertisement	March 28, 2025	March 28, 2025
VSA Publishes NAPC Advertisement	March 28, 2025	March 28, 2025
VSA Publishes Newspaper Advertisement	March 28, 2025	March 28, 2025
New/Updated Model Specification Review 1		
	Start Date	Due Date
"Add/Delete" Form due to VSA (kmitman@virginiasheriffs.org) - <i>Requests for any equipment that needs to be available for bidding for the 2025-2026 contract year. This form is available in VendorLink within the "Documents" section of Bid 26-07-0711.</i>	April 1, 2025	April 1, 2025
VSA Publishes First Draft Bid Package in VendorLink for Vendor Review	April 14, 2025	April 14, 2025
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 16, 2025	April 16, 2025
Deadline for Vendors to Respond to the VSA (kmitman@virginiasheriffs.org) regarding the First Draft Bid Package - <i>All responses must be submitted using the "Add/Delete" Form which is available in VendorLink within the "Documents" section of Bid 26-07-0711 - This response is for any additional changes that need to be made to the list of equipment included in the First Draft Bid Package that will go out to bid.</i>	April 22, 2025	April 22, 2025
Pre-Bid Conference for all Vendors - <i>Meeting will be held via Zoom.</i>	April 25, 2025 at 10:00 am EST	April 25, 2025 at 12:00 pm EST
New/Updated Model Specification Review 2		
	Start Date	Due Date
VSA Publishes Second Draft Bid Package in VendorLink for Vendor Review	May 8, 2025	May 8, 2025
Deadline for Vendors to Respond to the VSA (kmitman@virginiasheriffs.org) regarding the Second Draft Bid Package - <i>All responses must be submitted using the "Add/Delete" Form which is available in VendorLink within the "Documents" section of Bid 26-07-0711 - This response is for any additional changes that need to be made to the list of equipment included in the Second Draft Bid Package that will go out to bid.</i>	May 15, 2025	May 15, 2025
Bid Finalization and Announcement		
	Start Date	Due Date
VSA Finalizes List of Equipment Eligible for Bidding - <i>Published in VendorLink</i>	June 3, 2025	June 3, 2025
Bid Period Open - <i>All bidding must be completed within VendorLink to be considered .</i>	June 6, 2025	July 11, 2025 at 12 noon EST
Deadline for Vendors to Submit Bid Package - <i>All pricing and required documents to be submitted within VendorLink .</i>	July 11, 2025 at 12 noon EST	July 11, 2025 at 12 noon EST
Deadline for 5 Government References to complete VSA online Government Reference Form for bidding Vendors.	July 11, 2025 at 12 noon EST	July 11, 2025 at 12 noon EST
VSA Publishes Bid Tabulation Results	July 15, 2025	July 15, 2025 by 5:00 pm EST
VSA Review of all Bid Submissions	July 16, 2025	August 11, 2025
VSA Publishes Intent to Award/Bidder Review of Award	August 12, 2025	August 12, 2025
VSA Announces and Publishes Official Bid Award - <i>All awarded contracts go into effect.</i>	August 15, 2025	August 15, 2025