



VIRGINIA SHERIFFS' ASSOCIATION

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

July 2, 2025

Dear Vehicle and Motorcycle Dealers and Manufacturers,

This letter serves as the Association's official solicitation to dealers and manufacturers for the Virginia Sheriffs' Association's (VSA) 2025-2026 Vehicle and Motorcycle Procurement Program. The VSA has made the decision to implement Section 1.6 *Term of Contract* of the Association's Terms and Conditions. The VSA will rollover all contracts currently held under Bid 25-08-0917 upon mutual agreement. The rollover contract will be effective October 9, 2025, through October 8, 2026, and will be published as Bid 25-08-0917R beginning October 9, 2025.

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 Kaylyn Mitman at kmitman@virginiasheriffs.org by **July 9, 2025**. Any current contractor who does not wish to rollover their contracts for the upcoming contract year must notify Kaylyn by **July 9, 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 25-08-0917R. 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 vehicles and motorcycles that are not currently offered under the current contract. A copy of the Association's current contract can be found at <https://vasheriff.org/procurement/vehicle-motorcycle-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 26-09-0917 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 July 2, 2025, through August 20, 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 Vehicle and Motorcycle Bid 26-09-0917. 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 26-09-0917.

To view Bid 26-09-0917 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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bid number and name, you will see a magnifying glass image. After clicking the image, you will be directed to Bid 26-09-0917 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 26-09-0917.

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 26-09-0917 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 vehicles and motorcycles 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 26-09-0917 and provide to Kaylyn (e-mail below) by **July 9, 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.

We look forward to growing and providing the benefits of our cooperative bid program to even more public bodies throughout 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 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@viriniasheriffs.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@viriniasheriffs.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@viriniasheriffs.org if you have any questions or need additional information on the Association's Vehicle and Motorcycle Procurement Program.

Thank you,

A handwritten signature in black ink, appearing to read "JBennett", with a stylized flourish at the end.

Jason D. Bennett
Virginia Sheriffs' Association



Virginia Sheriffs' Association
2025-2026 Vehicle & Motorcycle Procurement Calendar
Bid 25-08-0917R & Bid 26-09-0917

Program Introduction and Solicitation		
	Start Date	Due Date
VSA Publishes Solicitation for Dealers and Manufacturers	July 2, 2025	July 2, 2025
Vendor Registration - <i>All bidders must create an account with VendorLink prior to the bid period opening.</i>	July 2, 2025	August 20, 2025
VSA Provides Rollover Agreement to Current Contract Holders	July 2, 2025	July 2, 2025
VSA Publishes Invitation for Bid Announcement and Publication	July 8, 2025	July 8, 2025
VSA Publishes NAPC Advertisement	July 8, 2025	July 8, 2025
VSA Publishes Newspaper Advertisement	July 8, 2025	July 8, 2025
Deadline for Current Contractors to Submit Signed Rollover Agreement or Confirmation to not Rollover to VSA (kmitman@virginiasheriffs.org)	July 9, 2025	July 9, 2025
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 2025-2026 contract year. (Note: These requests cannot include any models that are on the existing contract)	July 9, 2025	July 9, 2025
VSA Publishes First Draft Bid Package in VendorLink for Dealer/Manufacturer Review.	July 16, 2025	July 16, 2025
Deadline for Dealers/Manufacturers to submit the Pre-Bid Conference RSVP to kmitman@virginiasheriffs.org	July 18, 2025	July 18, 2025
Deadline for Vendors/Manufacturers to Respond to the VSA (kmitman@virginiasheriffs.org) regarding the First Draft Bid Package - All responses must be submitted using the "Add/Delete" Form which is available in VendorLink within the "Documents" section of Bid 26-09-0917 - This response is for any additional changes that need to be made to the list of vehicles and motorcycles included in the First Draft Bid Package that will go out to bid.	July 23, 2025	July 23, 2025
New/Updated Model Specification Review 2		
	Start Date	Due Date
Pre-Bid Conference (Zoom) – Tesla (9:00 am – 10:00 am EST)*	July 28, 2025	July 28, 2025
Pre-Bid Conference (Zoom) – Motorcycles (10:30 am – 11:30 am EST)*	July 28, 2025	July 28, 2025
Pre-Bid Conference (Zoom) – Mercedes Benz (2:00 pm – 3:00 pm EST)*	July 28, 2025	July 28, 2025
Pre-Bid Conference (Zoom) – New Vehicle Manufacturers (9:00 am – 10:00 am EST)*	July 29, 2025	July 29, 2025
Pre-Bid Conference (Zoom) – Nissan (10:30 am – 11:30 am EST)*	July 29, 2025	July 29, 2025
Pre-Bid Conference (Zoom) – Toyota (2:00 pm – 3:00 pm EST)*	July 29, 2025	July 29, 2025
Pre-Bid Conference (Zoom) – Stellantis (9:00 am – 11:00 am EST)*	July 30, 2025	July 30, 2025
Pre-Bid Conference (Zoom) – Ford (11:30 am – 1:30 pm EST)*	July 30, 2025	July 30, 2025
Pre-Bid Conference (Zoom) – General Motors (2:00 pm – 4:00 pm EST)*	July 30, 2025	July 30, 2025
VSA Publishes Second Draft Bid Package in VendorLink for Dealer/Manufacturer Review.	August 1, 2025	August 1, 2025
Deadline for Vendors/Manufacturers to Respond to the VSA (kmitman@virginiasheriffs.org) regarding the Second Draft Bid Package - All responses must be submitted using the "Add/Delete" Form which is available in VendorLink within the "Documents" section of Bid 26-09-0917 - This response is for any additional changes that need to be made to the list of vehicles and motorcycles included in the Second Draft Bid Package that will go out to bid.	August 8, 2025	August 8, 2025
Bid Finalization and Announcement		
	Start Date	Due Date
VSA Finalizes List of Vehicles/Motorcycles Eligible for Bidding under Bid 26-09-0917 - Published in VendorLink.	August 20, 2025	August 20, 2025
Bid Period Open - All bidding for Bid 26-09-0917 must be completed within VendorLink for a bid to be considered.	August 27, 2025	September 17, 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 (kmitman@virginiasheriffs.org) for Bid 25-08-0917R.	August 27, 2025	August 27, 2025
Deadline for Dealers to Submit Bid Package for Bid 26-09-0917 - All pricing and required documents to be submitted within VendorLink.	September 17, 2025 at 12 noon EST	September 17, 2025 at 12 noon EST
Deadline for 5 Government References to complete VSA online Government Reference Form for all Dealers Bidding under Bid 26-09-0917.	September 17, 2025 at 12 noon EST	September 17, 2025 at 12 noon EST
VSA Publishes Bid Tabulation Results.	September 18, 2025	September 18, 2025 by 5:00 pm EST
VSA Review of Bid Submissions.	September 19, 2025	October 3, 2025
VSA Fleet Advisory Committee Meeting (10:00 am – 12:00 pm EST) - Zoom	October 1, 2025	October 1, 2025
VSA Publishes Intent to Award/Bidder Review of Award.	October 6, 2025	October 6, 2025
VSA Publishes Rollover Contract - <i>Bid 25-08-0917R goes into effect.</i>	October 9, 2025	October 9, 2025
VSA Announces and Publishes Official Bid Award - <i>All awarded contracts under Bid 26-09-0917 go into effect.</i>	October 9, 2025	October 9, 2025

* **Pre-Bid Conference Meeting Materials:** All meeting materials and zoom details will be provided to all who RSVP by the deadline outlined above.