FOR SEALED BIDS ON

Vehicles and Motorcycles
Bid 26-09-0917

Coordinated By:
The Virginia Sheriffs' Association

Submitted For:

_____

Company Name

DEADLINE TO SUBMIT ALL BID REQUIREMENTS:
12:00 NOON EST – September 17, 2025

Solicitation for Bids and Terms & Conditions Signature Page:

By submission of this form, you are hereby certifying that your company agrees to the following:

- **Contract Number**: 26-09-0917
- **Contract Title**: Vehicles and Motorcycles
- **Contract Effective Dates**: October 9, 2025 – October 8, 2026
- **Bid Period Opens**: August 27, 2025
- **Bid Period Closes**: September 17, 2025 at 12 noon EST

Inquiries: Questions, which may arise as a result of this solicitation, may be addressed to Jason Bennett, VSA Contract Administrator, by email to jbennett@virginiasheriffs.org. Inquires must be received at least ten (10) business days prior to the due date in order to be considered.

The signatures on page 16 of this document certifies that:

☐ I agree to abide by all conditions of this Invitation for Bids and that I am authorized to sign this bid;

☐ The accompanying bid is not the result of, or affected by, an unlawful act of collusion with another person or company engaged in the same line of business or commerce, or any act of fraud punishable under §18.2-498.1, et. seq. of the Code of Virginia. Furthermore, I understand that fraud and unlawful collusion are crimes under the Virginia Governmental Frauds Act, the Virginia Government Bid Rigging Act, the Virginia Antitrust Act, and Federal Law, and can result in fines, prison sentences, and civil damage awards;

☐ That the accompanying bid is in compliance with applicable provisions of the State and Local Government Conflict of Interests Act (§2.2-3100, et. seq. of the Code of Virginia). Specifically, without limitation, no Virginia Sheriffs' Association employee/representative or a member of the employee/representative's immediate family shall have a proscribed interest in a contract; and

In compliance with this Invitation for Bids and to all conditions imposed therein, the undersigned offers and agrees to furnish the goods/services in accordance with this signed bid.

This section is required to complete.

- Complete Legal Name of Firm: _____

This section is required to complete (Continued from page 2).

- Order from Address:

  _____
  _____
  _____

- Remit to Address:

  _____
  _____
  _____

- Fed ID Number: _____

- Virginia Motor Vehicle Dealer Board Number: _____

Virginia State Corporation Commission Registration Information:

By submission of this form, you are confirming the following information is true for the company in which this bid is being submitted:

The bidder shall check one of the following.

The bidder is:

☐ a corporation or other business entity with the following SCC identification number: _____

-OR-

☐ not a corporation, limited liability company, limited partnership, registered limited liability partnership, or business trust

-OR-

☐ an out-of-state business entity that does not regularly and continuously maintain as part of its ordinary and customary business any employees, agents, offices, facilities, or inventories in Virginia (not counting any employees or agents in Virginia who merely solicit orders that require acceptance outside Virginia before they become contracts, and not counting any incidental presence of the bidder in Virginia that is needed in order to assemble, maintain, and repair goods in accordance with the contracts by which such goods were sold and shipped into Virginia from bidder's out-of-state location)

-OR-

☐ an out-of-state business entity that is including with this bid an opinion of legal counsel which accurately and completely discloses the undersigned bidder's current contacts with Virginia and describes why those contacts do not constitute the transaction of business in Virginia within the meaning of § 13.1-757 or other similar provisions in Titles 13.1 or 50 of the Code of Virginia.

☐ **NOTE** >> Check this box if you have not completed any of the foregoing options but currently have pending before the SCC an application for authority to transact business in the Commonwealth of Virginia and wish to be considered for a waiver to allow you to submit the SCC identification number after the due date for bids.

Proof of Membership - Virginia Motor Vehicle Dealer Board:

By submission of this form, you are confirming the following information is true for the company in which this bid is being submitted:

- Dealership Name: _____
- Dealership Certificate Number: _____
- Dealership Certificate Expiration Date: _____
- Owner Name: _____
- City/County: _____
- Zip Code: _____
- Address: _____

Bid Submission Checklist for Vendors:

Note: All bid submissions and documents must be uploaded into VendorLink by 12 noon EST on September 17, 2025 for your company's bid to be considered. The Association will not accept any pricing or required documents outside of VendorLink.

Below is a list of action items required for your company's bid submission to be considered:

- ☐ Bid pricing entered for all five zones in VendorLink for each item number you would like to bid.
- ☐ Base price entered includes the required Commission Fee of three quarters of one percent (.0075) and delivery.
- ☐ Option price percentage has been entered for each line item you are bidding on and meets the minimum 6% requirement. *(Reminder: For the 6% requirement to be considered, the percentage must be entered as "6.00%" and not "0.06%")*
- ☐ Build Sheet uploaded for each item you would like to bid *(No pricing is to be included within this document. The brand make and model listed for the item you are bidding MUST match the brand make and model listed within this document)*
- ☐ Option Sheet uploaded for each item you would like to bid *(This document MUST specify the mandatory minimum discount of 6% off MSRP. Higher discounts may be offered. The additional cost for all model upgrades/downgrades must also be specified. DO NOT list any models that are not listed in the upgrade/downgrade section for the base model listed for that item number).*

  Please note: If no options are available, you are required to state "NO OPTIONS" on a piece of letterhead or blank document and upload the document stating "NO OPTIONS" within the options file field in VendorLink for that item number.
- ☐ All pricing entered on the option sheet for models the VSA has specified to be an "upgrade/downgrade" include the model name and number and the additional cost to order that model. *(For example, VSA base model A is $30,000 and the VSA upgrade model B is $35,000. The price listed for model B on the option sheet next to the model name and number is $5,000)*
- ☐ All published pricing specifies on the document if the pricing is MSRP or already discounted.
- ☐ There is no reference of the following on any documentation uploaded: "pricing is subject to change", any reference of tariffs, or any reference or logo for another Cooperative Purchasing Program.

- [ ] All signatures on any required documentation requiring a signature have been physically signed or have been timestamped if signed electronically (i.e. DocuSign).

- [ ] Additional Documentation Requirements – *See page 8.*

- [ ] Government Reference Requirements – *See page 8.*

- [ ] All bid requirements have been completed in its entirety and submitted in the designated section of VendorLink by the bid period closing deadline – *See Bid Submission Checklist and VendorLink Vendor Reference Guide.*

- [ ] All bid requirements have been submitted in VendorLink under the correct Planholder name. This is how the company name will be published should a contract be awarded.

- [ ] This document has been reviewed and completed in its entirety.

- [ ] This document has signed by all required parties and notarized – *See pages 15-16.*

Additional Documentation Requirements:

I acknowledge in addition to submitting this completed document the following are also required to be uploaded into VendorLink by 12:00 noon EST on September 17, 2025.

1. **Certificate of Liability:** *Please contact your insurance agency and request the Certificate of Liability include the following within the specified sections.*

    - **Description Section:** *Must include the following program name and bid number:*

      "VSA Vehicle and Motorcycle Procurement Program Bid 26-09-0917".

    - **Certificate Holder Section:** Must include the following address:

      Virginia Sheriffs' Association
      901 East Byrd Street – Suite 1301
      Richmond, VA 23219

2. **Bank Reference**: *Please provide a current formal letter from your bank confirming your company is in good financial standing with the bank. If your company is publicly traded, a copy of your company's most recent 10-K will meet this requirement. This document must be dated after the solicitation date.*

3. **Company Summary**: *This summary must be current and needs to outline your company's operations and administrative and customer service competencies.*

4. **Manufacturer Certification**: *One (1) form is required per manufacturer you are bidding. If the parent company has a different name other than the brand name listed, please note this on the form. If you are the manufacturer, complete the form as though giving your company permission to sell your product. See example provided in the Build and Option Sheet Sample Guide. The document required to be completed by the manufacturer is available in the "Documents" section of VendorLink.*

Government Reference Requirements:

I acknowledge in addition to submitting this completed document, as the bidder I am responsible for contacting 5 different government references and providing the VSA online reference form for their completion by 12:00 noon EST on September 17, 2025.

- *5 Current Required – One of the five must be a public body located within the Commonwealth of Virginia. All references must be from different public bodies. Cooperative Purchasing Programs will not be accepted as a reference.*
- *The Association will let you know when all reference responses have been submitted and no additional are required.*
- *If you are a current contractor through the VSA Vehicle and Motorcycle Procurement Program, government reference responses are not required for Bid 26-09-0917 unless you have been instructed otherwise by the Association.*
- *Please provide the following link to each of your references to complete:*

  https://ncsheriffs.org/vsa-government-reference-form-vehicles-and-motorcycles

Vendor Information:

This section is required to complete.

- Company Name: _____
- DBA: _____
- Federal Employer Identification Number (FEIN): _____
- Company Type:
    - Individual (Yes/No) : _____
    - Partnership (Yes/No) : _____
    - Corporation (Yes/No) : _____
    - LLC (Yes/No) : _____
- Minority Business Enterprise: (Yes/No) : _____
- Physical Address: _____
- City, State, Zip: _____
- States Eligible to Sell Within: _____

Contacts to Include on Vendor Directory:

This section is required to complete.

- Contact: _____
- Office Number: _____
- Cell Phone Number:_____
- Fax Number: _____
- Email Address: _____

- Contact: _____
- Office Number: _____
- Cell Phone Number:_____
- Fax Number: _____
- Email Address: _____

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- Office Number: _____
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- Contact: _____
- Office Number: _____
- Cell Phone Number:_____
- Fax Number: _____
- Email Address: _____

Bidder Qualifications:

By submission of this form, you are confirming the following information is true for the company in which this bid is being submitted:

1. Your company is an authorized distributor for all products that are being bid.

2. You have uploaded into VendorLink the Manufacturer Certification Form from each manufacturer confirming your authorized status.

3. You confirm your company is in good credit standing.

4. You confirm your company has the financial means to successfully handle the contractual obligations for the VSA contract.

5. You have uploaded a banking reference and/or a complete financial statement showing your company's financial competency?

6. You are aware that the VSA reserves the right to conduct onsite inspections of your premises, including inventory. An inspection is to confirm your company's ability to administer and fulfill contractual requirements, provide replacement parts, and warranty service.

7. You are aware that the VSA reserves the right to award this bid in its entirety or in part, and to make any award determined by the VSA to serve in the best interest of the VSA.

8. You have uploaded into VendorLink a company summary outlining your overall operations, administrative capabilities, and customer service competencies?

Drug-Free Workplace:

By submission of this form, you are hereby certifying that your company agrees to the following:

The Viriginia Sheriffs' Association shall require in every contract over $10,000 the following provisions:

1. The contractor shall provide a drug-free workplace for its employees.

2. The contractor shall post in conspicuous places, available to its employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition.

3. The contractor shall state in all solicitations or advertisements for employees placed by or on behalf of the contractor that the contractor maintains a drug-free workplace.

4. The contractor shall include the provisions of the foregoing clauses in every subcontract or purchase order of over $10,000, so that the provisions will be binding upon each subcontractor or vendor.

Insurance Checklist:

Proposer and Insurance Agent Statement:

We understand the Insurance Requirements of these specifications, as noted by the items checked below, and that evidence of this insurance may be required within five (5) days after bid opening.

1. Workers' Compensation and Employer's Liability per the statutory limits of the Commonwealth of Virginia.

2. **(REQUIRED)** Comprehensive General Liability (occurrence form), limits of liability $1,000,000.00 per occurrence for bodily injury property damage to include Premises/Operations; Products, Completed Operations and Contractual Liability. Contractual Liability and Contractual Indemnity (Hold harmless endorsement exactly as written in "insurance requirements" of specifications). General aggregate $3,000,000.00

3. **(REQUIRED)** Automobile Liability - $1,000,000.00 each occurrence - owned/non-owned/hired automobiles included.

4. Excess Liability - $_____.00 per occurrence to follow the primary coverages.

5. The VSA must be named as an additional insured on the liability policies, and it must be stated on the Certificate of Liability (Please provide a pdf version of the Certificate to VSA).

6. **(REQUIRED)** Other insurance as indicated:

    - Builders Risk completed value $ _____
    - Liquor Liability $ _____
    - Fire Legal Liability $ _____
    - Protection and Indemnity $ _____
    - Employee Dishonesty Bond $ _____
    - **(REQUIRED)** Other (Garage) $ 1,000,000.00

7. **(REQUIRED)** Thirty (30) days written cancellation notice required.

8. **(REQUIRED)** Best's guide rating B+:VI or better, latest edition.

9. **(REQUIRED)** The certificate must state the bid number, title, and bidder and insurance agent statement (above).

Please provide an explanation to the VSA if your company does not meet any of the "REQUIRED" coverage listed above.

Terms and *Conditions*:

The undersigned declares that he or she has read, understands, accepts and will comply with the terms, conditions and specifications of this bid and any addenda issued. The failure or omission to review this document shall in no way relieve dealer principal or dealer's authorized agent of obligations with respect to this bid. The submission of a bid and signature below shall be taken as evidence of acceptance of the terms and conditions of this bid.

The undersigned further declares that no other persons other than the dealer/company principal or dealer/company's authorized agent herein named has any interest in this bid or in the contract to be taken, and that it is made without any connection with any other person or persons making proposal for the same article, and is in all respects fair and without collusion or fraud.

The undersigned further declares that he or she has carefully examined the specifications and is thoroughly familiar with its provisions and with the quality, type and grade of materials required.

The undersigned further declares that he or she has provided a discount on all factory options included in this bid, and such discount will be included in all customer orders.

The undersigned further declares that he or she understands the financial responsibility associated with this bid as stated in the terms and conditions, and further declares that he or she has the ability to meet the financial responsibility associated with this bid. The principals understand the dealership is not guaranteed a profit as a result of a bid award. The dealership may experience a loss of revenue as a result of sales based on their actual bid.

The undersigned further declares that he or she proposes to furnish the articles called for within the specified time in this proposal for the price stated on the bid form, and guarantees that parts and service are available within the Commonwealth of Virginia.

The foregoing instrument was acknowledged before me on the date listed below by the Dealer/Company Principal and Authorized Representative listed below who is personally known to me or who has produced identification and who did take an oath.

Note: All fields below are required.

- Month: _____
- Date: _____
- Year: _____

Note: All fields below are required (Continued from page 15)

_____

Signature of Dealer/Company Principal

_____

Printed Name of Dealer/Company Principal

_____

Signature of Authorized Representative

_____

Printed Name of Authorized Representative

_____ _____

Signature of Notary Public *State of*

_____ _____

Date Commission Expires *County of*

(Official Seal or Stamp)

By signing the above, I acknowledge that I have reviewed and accepted the Terms and Conditions contained in pages 1 through 16 of this document and that the information provided herein is true and accurate to the best of my knowledge and belief.