



**INVITATION FOR BID
VIRGINIA SHERIFFS' ASSOCIATION
BID NUMBER 26-09-0917**

VEHICLES AND MOTORCYCLES

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Please ensure the VSA Cooperative Bid Coordinator, Kaylyn Mitman, has your email address on file and you are receiving all correspondence from VendorLink. Kaylyn can be contacted at kmitman@virginiasheriffs.org or (919) 459-6471.

The Pre-Bid Conferences will be held by manufacturer. Please refer to the bid calendar for the date, time, and location that is applicable for the manufacturer you represent. Please RSVP to Kaylyn by July 18, 2025 at kmitman@virginiasheriffs.org. Meeting materials will be provided to all who RSVP.

The First Draft Bid Package will be available in VendorLink on July 16, 2025. All vehicle and motorcycle requests must be submitted to Kaylyn Mitman at kmitman@virginiasheriffs.org by July 9, 2025 for your models to be included in the First Draft Bid Package. If you have any questions on how to submit your request, please contact Kaylyn.

A copy of the Association's Terms and Conditions can be found on the Virginia Sheriffs' Association's website - <https://vasheriff.org/>

ALL BIDDING WILL BE DONE ELECTRONICALLY AT:

<https://www.myvendorlink.com/external/home>

TO REGISTER PLEASE CALL KAYLYN AT 919-459-6471 AND VISIT -

<https://www.myvendorlink.com/external/register>

<https://vasheriff.org/procurement/>



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.



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: _____

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

- 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 Virginia 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.

Manufacturer Certification Form

Vehicles and Motorcycles
Bid 26-09-0917

This form is to be completed for all manufacturers in which your company is bidding.

Vendor (Bidder): _____

PLEASE NOTE: This certification form must be executed by an authorized employee of the manufacturer **ONLY**. Dealers/Representatives are not authorized to execute this certification form on behalf of the manufacturer. The manufacturer must execute this certification form even if they are offering their own products. Failure to submit this certification form with your response as required shall result in the disqualification of the response.

The section below is to be completed by the manufacturer representative.

This is to certify that the above vendor/bidder is the manufacturer and/or a manufacturer's authorized dealer for the following manufacturer in the Commonwealth of Virginia.

Manufacturer Name: _____

Address: _____

City, State, Zip: _____

Contact Information of Representative:

Office Phone: _____ Mobile Phone: _____

E-mail: _____

Signature of Manufacturer Representative:

Title:

Printed Name of Manufacturer Representative:

Date:

Note: Signatures must be physical or timestamped.