First Responder Supplies & Equipment
Bid 27-03-0520

Coordinated By:
The Virginia Sheriffs' Association

Submitted For:

_____

Company Name

DEADLINE TO SUBMIT ALL BID REQUIREMENTS:
12:00 NOON EST – May 20, 2026

Solicitation for Bids & Terms & Conditions Acknowledgement

IMPORTANT NOTICE

The forms contained in this Required Bid Package are a prerequisite to submitting a responsive and responsible bid. All forms must be completed fully, accurately, and in accordance with the instructions provided. Failure to submit these documents in a satisfactory manner may result in the bid being deemed nonresponsive and may jeopardize the Bidder's eligibility for award.

- **Contract Number**: 27-03-0520
- **Contract Title**: First Responder Supplies and Equipment
- **Contract Effective Dates**: June 20, 2026, through June 19, 2027
- **Bid Period Opens**: April 29, 2026
- **Bid Period Closes**: May 20, 2026, at 12 noon EST.

INQUIRIES

All questions regarding this solicitation must be submitted in writing to Jason Bennett, Contract Administrator for the Virginia Sheriffs' Association, via email at jbennett@virginiasheriffs.org. To be considered, all inquiries must be received no later than ten (10) business days prior to the bid due date. Verbal inquiries will not be accepted.

YOUR SIGNATURE(S) CERTIFY THAT:
Please Check

☐ 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

☐ That the accompanying bid is 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.

- Complete Legal Name of Your Company: _____

- Company Address for Order Placement:

  _____

  _____

  _____

- Remittance Address for Payments:

  _____

  _____

  _____

- Federal ID Number: _____

Virginia State Corporation Commission Registration Information:

IMPORTANT NOTICE

By submitting this form, the Bidder certifies that the information provided is true, accurate, and complete for the company submitting this bid.

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.

Bid Submission Checklist for Vendors

IMPORTANT NOTICES

All bid submissions and documents must be uploaded into VendorLink by 12 noon EST on May 20, 2026, for your company's bid to be considered. The Association will not accept any pricing or required documents outside of VendorLink.

By submitting this form, the Bidder certifies that the information provided is true, accurate, and complete for the company submitting this bid.

Once each item below is complete, please check the accompanying box to help ensure your bid package is submitted properly.

- ☐ Bid pricing entered in VendorLink for each item you would like to bid - *This is not a requirement for items listed as a Catalog Discount.* Do not include any language referencing potential price increases, including those related to tariffs, or any statements suggesting that pricing may change (such as "pricing is subject to change")."
- ☐ Base price entered includes the required VSA Commission Fee of three quarters of one percent (.0075), shipping/handling/freight, and a minimum discount of 6% off MSRP.
- ☐ Base price percentage has been entered for each line item you are bidding on and meets the minimum 6% requirement - *This is still required if you are bidding a Catalog Discount line item as this will be the percentage offered off MSRP for all catalog items.*
- ☐ Option price percentage has been entered for each line item you are bidding on and meets the minimum 6% requirement - *This is still required if there are no available options and if you are bidding a Catalog Discount line item.* Any pricing on the Option Sheets needs to reflect if the pricing is MSRP or the already discounted amount.
- ☐ Build Sheet uploaded for each item being bid. Pricing must not be included in the Build Sheet unless the item is being submitted as a Catalog Discount. The brand, make, and model listed for each bid item must exactly match the information shown on the Build Sheet.
- ☐ 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. All model upgrades/downgrades must also be specified. DO NOT list any models that are already listed within the main equipment list*)*

IMPORTANT NOTICE

If no options are available for an item, the Bidder must upload a document stating "NO OPTIONS" to the designated options file field in VendorLink for the applicable item number. This document may be submitted on company letterhead or as a standalone document. This requirement confirms that the Bidder has intentionally indicated that no options are offered and that the option submission was not inadvertently omitted.

☐ Catalog Discount Submissions – For Catalog Discount submissions, pricing must not be entered in the base price field. All pricing information must be listed on the Build and Option Sheet. In addition to uploading documents, Bidders must enter a minimum 6% discount off MSRP in both the Build and Option percentage fields. If multiple discount percentages are offered within the catalog, the lowest discount percentage must be entered, as greater discounts may be offered at the time of purchase.

☐ All documents on page 7 of this form have been completed.

☐ The Government Reference requirement will be fulfilled by May 20, 2026. (See page 8)

☐ This document in its entirety has been signed by all required parties and notarized. (See pages 14 and 15)

Additional Document Requirements

IMPORTANT NOTICE

In addition to submitting this completed document, the following items must also be uploaded into VendorLink no later than
12:00 noon (EST) on May 20, 2026.

1. **Certificate of Liability:** Please contact your insurance agency and request the Certificate Holder section include these specified sections:

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

        - Program Name: VSA First Responder Supplies and Equipment Procurement Program
        - Bid Number: Bid 27-03-0520

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

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

2. **Bank Reference**: A current letter from your primary financial institution confirming your company is in good financial standing. If your company is publicly traded, a copy of your company's most recent 10-K will meet this requirement.

3. **Company Summary:** Must be current and should clearly describe your company's operations, administrative capabilities, and customer service experience.

4. **Manufacturer Certification**: One completed form is required for each manufacturer included in your bid. If the manufacturer's parent company operates under a name different from the brand name listed, please indicate this on the form.

    If you are the manufacturer, complete the form as if granting authorization to sell your own products. An example is provided in the Build and Option Sheet Sample Guide. The manufacturer-required form can be found in the "Documents" section of VendorLink.

Government Reference Requirements

IMPORTANT NOTICE

It is the responsibility of all participating bidders to contact five (5) government customers and request that each complete the Association's Government Reference Form. Completed reference forms must be submitted, by the reference, directly to Jason Bennett at jbennett@virginiasheriffs.org.

Government references are a required component of the complete bid package. Failure to ensure that all required reference forms are submitted with the bid package may impact contract award consideration and may result in the bid being deemed non-responsive.

- 5 References Are Required – One of the five must be a public body located within the Commonwealth of Virginia. Cooperative Purchasing Programs will not be accepted as a reference.

- Since the reference forms are to be submitted by the reference and not the bidding company, the Association will let you know when all reference responses have been submitted.

- If you are a current contractor through the VSA First Responder Supplies and Equipment Procurement Program, government reference responses are not required for Bid 27-03-0520 unless you have been instructed otherwise by the Association.

- The Government Reference Form can be found within the documents section of VendorLink or on the Virginia Sheriffs' Association's Procurement website –

  https://vasheriff.org/first-responder-supplies-equipment-procurement-program/supporting-bid-documents-2/

Vendor Information

IMPORTANT NOTICE

Please complete this section in its entirety.

- Company Name: _____
- DBA (if applicable): _____
- Federal Employer Identification Number (FEIN): _____
- Business Structure (please check one):

  ☐ Individual
  ☐ Partnership
  ☐ Corporation
  ☐ Limited Liability Company (LLC)

- Minority Business Enterprise: (Yes/No): _____
- Physical Address: _____
- City, State, Zip: _____
- States Eligible to Sell Within: _____

Contacts to Include on VSA Procurement Vendor Directory

IMPORTANT NOTICE

Please complete this section in its entirety.

- 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

IMPORTANT NOTICE

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 and its supporting public bodies.

8. You have uploaded into VendorLink a company summary outlining your company's operations, administrative capabilities, and customer service experience.

Drug-Free Workplace

IMPORTANT NOTICE

By submitting this form and signing below, you hereby certify and affirm, on behalf of your company, agreement to the following conditions:

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 (please refer to section 3.5 of the program's Terms and Conditions):

We acknowledge the insurance requirements outlined below and understand that proof of coverage may be required within five (5) days of bid opening.

1. **(REQUIRED)** 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 $2,000,000.00

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. **(REQUIRED)** 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).

Certification of Bid Compliance and Non-Collusion

By signing below, the undersigned certifies, on behalf of the dealer/company, that he or she has read, understands, accepts, and agrees to comply with all terms, conditions, specifications, and any addenda issued as part of this bid and the associated procurement program. Failure to review any portion of the bid documents does not relieve the dealer/company principal or authorized representative of responsibility for full compliance. Submission of a bid and execution of this form constitutes acknowledgment and acceptance of all bid requirements.

The undersigned further certifies that this bid is submitted solely by the dealer/company principal, or an authorized representative named herein, and that no other person or entity has any interest in this bid or in any resulting contract. The bid is submitted independently, without collusion, fraud, or coordination with any other bidder.

The undersigned further certifies that he or she has carefully reviewed all specifications and is fully familiar with the requirements, including the quality, type, and grade of materials, equipment, or services to be provided.

The undersigned further certifies that all factory options included in this bid reflect the stated discount, and that such discount will be applied consistently to all customer orders issued under this program.

The undersigned further acknowledges and understands the financial responsibilities associated with this bid as set forth in the terms and conditions and certifies that the dealer/company has the financial capacity to meet those obligations. The undersigned further acknowledges that a contract award does not guarantee profitability and that sales made under the awarded bid may result in reduced or negative margins.

The undersigned further certifies that the dealer/company proposes to furnish the items specified within the timeframes and at the prices stated in the bid and guarantees that parts and service support are available within the Commonwealth of Virginia.

This instrument was acknowledged before me on the date listed below by the Dealer/Company Principal or Authorized Representative named herein, who is personally known to me or has provided satisfactory identification and who executed this document under oath.

cont'd

IMPORTANT NOTICE

Please complete all fields below and have this form notarized. Failure to properly submit these forms may jeopardize your bid submission.

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

_____

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 15 of this document and that the information provided herein is true and accurate to the best of my knowledge and belief.