

SHERIFFS' ASSOCIATION OF TEXAS

Steve M. Westbrook, Executive Director



1601 South IH-35
Austin, Texas 78741-2503
Phone: 512-445-5888
Fax: 512-445-0228

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Contact:
info@txsheriffs.org

Website:
www.txsheriffs.org

TO: Texas Vehicle Dealers and Manufacturers

FROM: Jason Bennett
Sheriffs' Association of Texas

DATE: June 16, 2023

RE: 2023/2024 - Vehicle Contract Year

This letter serves as the Association's official solicitation to dealers and manufacturers for the Sheriffs' Association of Texas's (SAT) 2023-2024 Vehicle Procurement Program. The SAT has made the decision to implement Section 1.3 *Term of Contract* of the Association's Terms and Conditions. The SAT will rollover all contracts currently held under both Bid 22-03-1008R and Bid 23-04-1011. The rollover contract will be effective November 1, 2023 – October 31, 2024 and published as Bid 22-03-1008RR and Bid 23-04-1011R.

In addition to rolling over all current contracts, the SAT will also go out to bid for any vehicles that are not currently offered under Bid 22-03-1008R or Bid 23-04-1011. A copy of the Association's current contract can be found at <https://www.sheriffstx.org/procurement/>

As the Association prepares for the 2023-2024 contract year, please remember the SAT's contract will list specifically the "current model year" offered by the manufacturer. Contracts will not be limited by one model year, rather will accommodate for a change in model year during a contract period. Contract language states that each model is the "Manufacturer's standard base model specifications and current model year for model/model number listed." All models that will potentially be available for the 2023-2024 contract year need to be made available through the SAT contract whether the model is currently listed under the existing 22-03-1008R and 23-04-1011 contracts or goes out to bid under 24-05-1010.

The Association's Terms and Conditions allow for a mid-year price increase. As these are still volatile and unknown times for the Automotive Industry, it is the goal of the Association to ensure we can continue to work with our awarded dealers and manufacturers to serve all our customers the best we can. Contact the Association for more information on mid-year price increases. All vendors who agree to rollover contracts for the upcoming contract year must complete the provided rollover agreement and submit to Kaylyn Mitman at kmitman@ncsheriffs.net by June 23, 2023, as a pdf file.

Any vendors who do not wish to rollover their existing contract for the upcoming contract year must notify Kaylyn by June 23, 2023. You may choose to not rollover for all contracts or individual contracts. Please provide the list of the contracts you wish to not roll over by item number in numerical order and the reason why you wish to not roll over.

All vendors who agree to rollover their contracts for the upcoming contract year shall submit a price increase, updated build sheet, and option sheet for each item number currently on contract. Price increase requests, updated build sheets, and option sheets must be submitted to Kaylyn at kmitman@ncsheriffs.net by September 22, 2023. Requirements on how to submit your price increase requests, updated build sheets, and option sheets will be provided by the NCSA. Please note the rollover pricing will not go in effect until November 1, 2023.

Enclosed you will find the SAT's Vehicle Procurement Program's official 2023-2024 bid calendar. All bidding for Bid 24-05-1010 will be completed through the Association's online bid system, VendorLink. All dealers who wish to participate must register with VendorLink to have access to submit a bid. All dealers will be responsible for uploading build sheets, option sheets (must include list of models available for upgrades/downgrades), and all required bid documents.

Registration for Bid 24-05-1010 will be open June 16, 2023 through September 15, 2023. We encourage you to complete your registration as soon as possible. If you already have an account with VendorLink you do not need to create a new account. No bids or required documents will be accepted outside of VendorLink, and the Association will not accept any hard bid submissions for Bid 24-05-1010. All contracts will go into effect on November 1, 2023.

The SAT looks to our dealer and manufacturer partners for recommendations on which new models to add to our program. As the Association works to prepare the first draft bid package, please complete the "Add/Delete Form" found within VendorLink and provide to Kaylyn by **June 30, 2023**. 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 county and city agencies within Texas. Additional information on our Vehicle Procurement Program can be accessed at <https://www.sheriffstx.org/procurement>. 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 2023-2024 bid period will also be available on VendorLink.

We hope you will participate in this year's rollover and bidding processes. Please contact Kaylyn Mitman at kmitman@ncsheriffs.net 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 State of Texas, please contact Kaylyn Mitman at kmitman@ncsheriffs.net to be removed from our distribution list.

I look forward to working with you. Please contact me at (919) 459-8195 or at jbenett@ncsheriffs.net if you have any questions or need additional information on the Association's Vehicle Procurement Program.



Sheriffs' Association of Texas
2022-2023 Vehicle Procurement Calendar
Bid 22-03-1008RR & Bid 23-04-1011R & Bid 24-05-1010

Program Introduction and Solicitation		
	Start Date	Due Date
Solicitations to Dealers and Manufacturers	June 16, 2023	June 16, 2023
Vendor Registration - <i>All bidders must create an account with VendorLink prior to the bid period opening.</i>	June 16, 2023	September 15, 2023
Rollover Agreement Provided to Current Bid 22-03-1008R Awarded Dealers	June 16, 2023	June 16, 2023
Rollover Agreement Provided to Current Bid 23-04-1011 Awarded Dealers	June 16, 2023	June 16, 2023
Signed Rollover Agreements due to kmitman@ncsheriffs.net - CURRENT CONTRACTORS ONLY	June 23, 2023	June 23, 2023
Invitation to Bid Announcement and Publication	July 12, 2023	July 12, 2023
NAPC Advertisement	July 12, 2023	July 12, 2023
Newspaper Advertisement	July 12, 2023	July 12, 2023
New/Updated Model Specification Review 1		
	Start Date	Due Date
New Vehicle Model Requests due to SAT - <i>Any new vehicles that need to be available for bidding for the 2023-2024 contract year.</i>	June 30, 2023	June 30, 2023
Vehicle Withdraw Requests due to SAT - <i>Any vehicles that will <u>not be</u> available for bidding for the 2023-2024 contract year.</i>	June 30, 2023	June 30, 2023
First Draft Bid Package available in VendorLink for Dealer/Manufacturer Review	August 2, 2023	August 2, 2023
Dealer/Manufacturer Responses to First Draft Bid Package due to SAT - <i>Any additional changes that need to be made to the list of vehicles.</i>	August 9, 2023	August 9, 2023
Pre-Bid Conference RSVP due to kmitman@ncsheriffs.net	August 16, 2023	August 16, 2023
New/Updated Model Specification Review 2		
	Start Date	Due Date
Pre-Bid Conference – Stellantis (10:00 am – 11:00 am EST)*	August 23, 2023	August 23, 2023
Pre-Bid Conference – Ford (11:30 am – 12:30 pm EST)*	August 23, 2023	August 23, 2023
Pre-Bid Conference – General Motors (2:00 pm – 3:00 pm EST)*	August 23, 2023	August 23, 2023
Second Draft Bid Package available in VendorLink for Dealer/Manufacturer Review	August 30, 2023	August 30, 2023
Dealer/Manufacturer Responses to Second Draft Bid Package due to SAT - <i>Any additional changes that need to be made to the list of vehicles.</i>	September 7, 2023	September 7, 2023
Bid Finalization and Announcement		
	Start Date	Due Date
SAT Finalizes List of Vehicles Eligible for Bidding	September 14, 2023	September 14, 2023
Bid Period Open - <i>All bidding must be completed within VendorLink for a bid to be considered.</i>	September 19, 2023	October 10, 2023 at 12 noon EST
Deadline to Submit Price Increase Requests & Updated Build Sheets/Option Sheets for Bid 22-03-1008R - CURRENT CONTRACTORS ONLY	September 22, 2023	September 22, 2023
Deadline to Submit Bid - <i>All pricing and required documents to be submitted within VendorLink.</i>	October 10, 2023 at 12 noon EST	October 10, 2023 at 12 noon EST
Bid Tabulation Results Posted by SAT	October 11, 2023	October 11, 2023 at 5:00 pm EST
Review of Bid Submissions by SAT	October 12, 2023	October 26, 2023
SAT Fleet Advisory Committee via Zoom (10:00 am – 12:00 pm EST)**	October 18, 2023	October 18, 2023
Intent to Award Published by SAT and Bidder Review of Award	October 27, 2023	October 27, 2023
Bid Award Announcement and Publication - <i>All awarded contracts go into effect - Bid 24-05-1010</i>	November 1, 2023	November 1, 2023
All rollover contracts go into effect - <i>Bid 22-03-1008RR and Bid 23-04-1011</i>	November 1, 2023	November 1, 2023

* All Pre-Bid Conferences will be held via Zoom. Meeting materials and log in information will be provided to all who RSVP.

** The SAT Fleet Advisory Committee Meeting will be held via Zoom.