



Larry R. Smith, President
Sheriff, Smith County
Tyler, Texas



Skylor Hearn
Executive Director

MEMORANDUM

TO: Texas Vehicle Dealers and Manufacturers

FROM: Jason Bennett
Director – NCSA Business Development
On behalf of the Sheriffs' Association of Texas

DATE: June 14, 2024

RE: 2024/2025 – Vehicle Contract Year

This letter serves as the Association's official solicitation to dealers and manufacturers for the Sheriffs' Association of Texas (SAT) 2024-2025 Vehicle Procurement Program. The SAT will go out to bid for all vehicles. A copy of the Association's current contract can be found at <https://www.txsheriffs.org/procurement>.

As the Association prepares for the 2024-2025 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, but 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."

Enclosed you will find the SAT's Vehicle Procurement Program's official 2024-2025 bid calendar. All bidding for Bid 25-06-1010 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 25-06-1010 will be open June 14, 2024, through September 18, 2024. 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 25-06-1010. All contracts will go into effect on November 1, 2024. 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 **July 1, 2024**. 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.

Ricky Jones, 1st Vice President
Sheriff, Franklin County
Mount Vernon, Texas

Greg Capers, 2nd Vice President
Sheriff, San Jacinto County
Coldspring, Texas

Brian Hawthorne, 3rd Vice President
Sheriff, Chambers County
Anahuac, Texas

Scott Cass, Sgt-At-Arms
Sheriff, Lamar County
Paris, Texas

Buddy Mills, Imm Past President
Sheriff, Gillespie County
Fredericksburg, Texas

Roy Boyd, Chaplain
Sheriff, Goliad County
Goliad, Texas

Lane Akin, Director
Sheriff, Wise County
Decatur, Texas

Christopher Forbis, Director
Sheriff, Randall County
Amarillo, Texas

Mike Gleason, Director
Sheriff, Williamson County
Georgetown, Texas

Eddie Guerra, Director
Sheriff, Hidalgo County
Edinburg, Texas

Johnwayne Valdez, Director
Sheriff, Rusk County
Henderson, Texas

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.txsheriffs.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 2024-2025 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@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 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 jbennett@ncsheriffs.net if you have any questions or need additional information on the Association's Vehicle Procurement Program.



Sheriffs' Association of Texas
2024-2025 Vehicle Procurement Calendar
Bid 25-06-1010

Program Introduction and Solicitation		
	Start Date	Due Date
SAT Publishes Solicitation for Dealers and Manufacturers	June 14, 2024	June 14, 2024
Vendor Registration - <i>All bidders must create an account with VendorLink prior to the bid period opening.</i>	June 14, 2024	September 18, 2024
SAT Publishes Invitation to Bid Announcement and Publication	July 5, 2024	July 5, 2024
SAT Publishes NAPC Advertisement	July 5, 2024	July 5, 2024
SAT Publishes Newspaper Advertisement	July 5, 2024	July 5, 2024
New/Updated Model Specification Review 1		
	Start Date	Due Date
Vehicle/Motorcycle Model Requests due to SAT (kmitman@ncsheriffs.net) - Any vehicles/motorcycles that need to be available for bidding for the 2024-2025 contract year.	July 1, 2024	July 1, 2024
SAT Publishes First Draft Bid Package in VendorLink for Dealer/Manufacturer Review.	July 12, 2024	July 12, 2024
Deadline for Dealers/Manufacturers to Respond to the SAT (kmitman@ncsheriffs.net) regarding the First Draft Bid Package - Any additional changes that need to be made to the list of vehicles/motorcycles that will go out to bid.	July 19, 2024	July 19, 2024
Deadline for Dealers/Manufacturers to submit the Pre-Bid Conference RSVP to kmitman@ncsheriffs.net	August 14, 2024	August 14, 2024
New/Updated Model Specification Review 2		
	Start Date	Due Date
Pre-Bid Conference (Zoom) – Tesla (10:00 am – 11:00 am) *	August 21, 2024	August 21, 2024
Pre-Bid Conference (Zoom) – Stellantis (2:00 pm – 4:00 pm) *	August 21, 2024	August 21, 2024
Pre-Bid Conference (Zoom) – Ford (10:00 am – 12:00 pm) *	August 22, 2024	August 22, 2024
Pre-Bid Conference (Zoom) – General Motors (2:00 pm – 4:00 pm) *	August 22, 2024	August 22, 2024
SAT Publishes Second Draft Bid Package in VendorLink for Dealer/Manufacturer Review.	August 29, 2024	August 29, 2024
Deadline for Dealers/Manufacturers to Respond to the SAT (kmitman@ncsheriffs.net) regarding the Second Draft Bid Package - Any additional changes that need to be made to the list of vehicles/motorcycles that will go out to bid.	September 5, 2024	September 5, 2024
Bid Finalization and Announcement		
	Start Date	Due Date
SAT Finalizes List of Vehicles/Motorcycles Eligible for Bidding.	September 13, 2024	September 13, 2024
Bid Period Open - <i>All bidding must be completed within VendorLink for a bid to be considered.</i>	September 19, 2024	October 10, 2024 at 12 noon EST
Deadline for Dealers to Submit Bid Package - <i>All pricing and required documents to be submitted within VendorLink.</i>	October 10, 2024 at 12 noon EST	October 10, 2024 at 12 noon EST
Deadline for 5 Government References to complete SAT online Government Reference Form for all Dealers Bidding.	October 10, 2024 at 12 noon EST	October 10, 2024 at 12 noon EST
SAT Publishes Bid Tabulation Results.	October 11, 2024	October 11, 2024 by 5:00 pm EST
SAT Review of Bid Submissions.	October 11, 2024	October 28, 2024
SAT Fleet Advisory Committee Meeting (10:00 am – 12:00 pm) - Zoom*	October 23, 2024	October 23, 2024
SAT Publishes Intent to Award/Bidder Review of Award.	October 29, 2024	October 29, 2024
SAT Announces and Publishes Official Bid Award - All awarded contracts go into effect.	November 1, 2024	November 1, 2024

* Meeting materials will be provided to all who RSVP.