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MEMORANDUM

TO: Heavy Equipment Dealers and Manufacturers
FROM: Jason Bennett
Director of Business Development
North Carolina Sheriffs' Association
DATE: January 4, 2019
RE: 2019/2020 Heavy Equipment Bid 20-04-0506

I hope this message finds you well. This letter serves as the association's official solicitation to dealers and manufacturers for the North Carolina Sheriffs' Association's 2019 Heavy Equipment Procurement Program.

The North Carolina Sheriffs' Association (NCSA) is very excited to begin working on the fourth year of our Heavy Equipment Procurement Program. The last three years proved to be very successful for the program and we look forward to growing and providing the benefits of our cooperative bid program to even more county and city agencies throughout the Southeast.

Since implementation, we at the North Carolina Sheriffs' Association continue to hear positive feedback from government agencies across North Carolina and in other states. Over the course of 2018, we have also taken the opportunity to listen to our fellow contractors and dealer/manufacturer partners on how we can improve the program. With this constructive feedback we have made the decision to rollover all existing contracts for the 2019-2020 contract year. In addition to rolling over all existing contracts, we will add new heavy equipment to our 2019 bid and will work with new heavy equipment dealerships and manufacturers. Thank you for allowing the NCSA to continue to grow this important program.

Currently, the NCSA offers over 2,500 different pieces of equipment on our cooperative bid program. We are looking forward to adding new heavy equipment from all major heavy equipment manufacturers and we hope you will participate in this year's bidding process. We have put together a heavy equipment procurement



100% Membership

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The North Carolina Sheriffs' Association is a Non-Profit, tax exempt organization recognized by the I.R.S.

website that you can access at <http://ncsheriffs.org/services/heavy-equipment-procurement-program>. 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.

Enclosed you will find a copy of the NCSA's Heavy Equipment Procurement Program's official 2019 bid calendar. If you are planning on participating please pay close attention to the February 12th date, where the association is asking for all requests for new and updated heavy equipment specifications. The NCSA looks to our dealer and manufacturer partners for recommendations on which new specifications to add to our program as well as any changes that are effective with the new model year on existing equipment.

Vendor pre-registration is now open so please make sure you contact Kaylyn Mitman, NCSA Cooperative Bid Coordinator, at 919-459-6471 if you are planning on participating in this year's bidding process or rolling over an existing contract. All dealers who will be adding equipment must register to participate.

I look forward to working with you in 2019. 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 Heavy Equipment Procurement Program.

Enclosure (1)



North Carolina Sheriffs' Association Heavy Equipment Bid 20-04-0506 Calendar – 2019-2020

Note: All existing contracts under Bid 19-05-0504 will rollover for 1 additional year

Program Introduction and Solicitation		
NCSA Heavy Equipment Bid Item	Start Date	Due Date
Solicitations Statewide to Dealers and Manufacturers	January 4, 2019	January 4, 2019
Vendor Pre-Registration	January 4, 2019	February 26, 2019 at 5:00 pm EST
Invitation to Bid Announcement Publication and Advertisement	January 18, 2019	January 18, 2019
New/Updated Model Specification Review 1		
NCSA Heavy Equipment Bid Item	Start Date	Due Date
Request for New/Updated Model Specifications	January 4, 2019	February 12, 2019
Draft Bid Package to all Pre-Registered Vendors	March 1, 2019	March 1, 2019
Dealer Responses to Draft Bid Package	March 12, 2019	March 12, 2019
New/Updated Model Specification Review 2		
NCSA Heavy Equipment Bid Item	Start Date	Due Date
Pre-Bid Conference – <i>All Dealers and Manufacturers</i> (10:00 am – 1:00 pm)*	TBD	TBD
NCSA Finalizes Bid Document/Lot Sheet	April 5, 2019	April 5, 2019
Deadline to submit "Request for Clarification"	April 12, 2019	April 12, 2019
Bid Finalization and Announcement		
NCSA Heavy Equipment Bid Item	Start Date	Due Date
Price Increase Requests Submitted for Bid 19-03-0504R	March 18, 2019	March 18, 2019
NCSA Response to Clarifications to Dealers	April 18, 2019	April 18, 2019
VEBA Open for Bidding - <i>Generator, Pump and Light Tower Dealers Only</i>	April 22, 2019	May 6, 2019 at 12 noon EST
Lot Sheet Submission to NCSA - <i>Non Generator, Pump, and Light Tower Dealers Only</i>	April 22, 2019	May 6, 2019 at 12 noon EST
Deadline to Submit "Electronic" Bid Responses	May 6, 2019	May 6, 2019 at 12 noon EST
Bid Tabulation Results Posted	May 8, 2019	May 8, 2019 at 5:00 pm EST
Deadline to Submit "Hard Copy" Bid Responses	May 9, 2019	May 9, 2019 at 5:00 pm EST
Viewing of Bid Tabulation Results by NCSA	May 13, 2019	May 13, 2019
Intent to Award Published	May 15, 2019	May 15, 2019
Bid Award Announcement and Publication	May 17, 2019	May 17, 2019
Bid 19-03-0504 Rollover Contracts Effective - <i>Now Published as Bid 19-03-0504R</i>	May 18, 2019	May 18, 2019
Bid 20-04-0506 Contracts Effective	May 18, 2019	May 18, 2019