

# ***BID AWARD ANNOUNCEMENT***

## **16-02-0929.1**

**Effective Dates:**

October 9, 2015 to September 30, 2016

Police Rated, Administrative, Utility Vehicles, Trucks & Vans



Coordinated by

The North Carolina Sheriffs' Association

Contact:

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Director of Business Development

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## EFFECTIVE DATES AND ORDERING INSTRUCTIONS

We are pleased to announce that the North Carolina Sheriffs' Association has successfully conducted its second statewide competitive bid for vehicles which includes police rated, administrative, utility vehicles and light trucks and vans. **This contract is effective beginning October 9, 2015 through September 30, 2016.**

Bids will be extended and guaranteed to any and all local governments and political subdivisions including, but not limited to, county, local county boards of public instruction, municipalities and/or police agencies, other public safety agencies or authorities within the State of North Carolina.

In order to ensure quality service for our user agencies, we are requesting each of you to notify the North Carolina Sheriffs' Association regarding any problems encountered in working with the awarded dealers. Any issues, including but not limited to, receipt of confirmation of order, delivery problems and communication problems, should be reported to us by e-mail at [jbennett@ncsheriffs.net](mailto:jbennett@ncsheriffs.net). This information will be considered in future bid awards in order to ensure that agencies are receiving the level of service required of dealers who wish to participate in this program.

**All interested parties who wish to purchase from this contract may do so by following these simple procedures:**

### ORDERING INSTRUCTIONS

1. Contact the awarded dealership listed in the zone from which you wish to purchase and advise them of your interest to purchase from **NCSA Bid No. 16-02-0929.1**. They will assist you with the placement of your order and answer any questions you may have regarding the vehicles purchased through this program. **Through participation in the NCSA Vehicle Procurement Program, you can only purchase from a dealer who is listed as a winner of one of the four zones for the vehicle you wish to purchase. However, you may purchase from any awarded dealer within any zone (additional delivery fees may apply).**

Agencies ordering a FORD, GENERAL MOTORS, or CHRYSLER product please be advised that you must use the appropriate FIN CODE/FAN CODE for the North Carolina Sheriffs' Association in order to obtain the manufacturer's concessions. Agencies ordering a DAIMLER product please use the appropriate CAN CODE. For further assistance with FIN/FAN or CAN Codes for the NCSA please call the Fleet Customer Information Center for your appropriate manufacturer or Shea Fitzgerald, NCSA Cooperative Bid Coordinator, at 919-459-1079.

<b>Manufacturer</b>	<b>Type Code</b>	<b>NCSA Code</b>	<b>Fleet Center Contact Numbers</b>
FORD	FIN CODE	KV509	1-800-34-FLEET (1-800-343-5338)
GENERAL MOTORS	FAN CODE	443380	1-800-FLEET OP (1-800-353-3867)
CHYRSLER	FAN CODE	00QEE	1-800-999-FLEET (1-800-999-3533)
DAIMLER	CAN CODE	020972	1-877-294-9679

2. **It is important to send a copy of your original vehicle purchase order (including NCSA's Contract No. 16-02-0929.1) to:**

North Carolina Sheriffs' Association  
 Post Office Box 20049  
 Raleigh, North Carolina 27619-0049  
 ATTN: Shea Fitzgerald, Cooperative Bid Coordinator

Or to - sfitzgerald@ncsheriffs.net

3. Basic information required on all purchase orders is listed in this Bid Award Announcement (see page 10). Purchase orders lacking the required basic information listed may result in the delay of placement and/or confirmation of orders. NOTE: Your agency is responsible for obtaining a "Confirmation of Order" from the respective dealership. Dealers are required to complete a "Confirmation of Order" and send it to the purchaser within fourteen (14) calendar days after receipt of purchase order. Purchasers are encouraged to contact the dealer if a "Confirmation of Order" has not been received within a reasonable time. Purchasers are reminded that the issuance of a purchase order does not in itself guarantee the placement of an order.

4. Agencies which elect to purchase from this contract will incur the following administrative fee:  
 Dealers have included a three-quarter of one percent (.0075) administrative fee in the base price and all add options that are listed. The three quarters of one percent (.0075) will also be included in any additional equipment (add options) the dealers quote to the governmental agencies.

5. Add/delete options might include a superscript listed by the Order Code. The purpose of the superscript is to identify which options correlate to a specific dealer. Superscripts will be a number between 1 and 4, and will correspond as follows:

- 1 = Appalachia zone dealer
- 2 = Dogwood zone dealer
- 3 = Cardinal zone dealer
- 4 = Longleaf Pine zone dealer

If a dealer has been awarded more than one zone, they will only have one superscript number assigned, and it will be the lowest numerical number that applies to their awarded zones. For example, if a dealer is awarded the Appalachia and Cardinal zones, their add/delete options for both zones will be represented by a "1" superscript. Options are intended to add or delete equipment and/or features from the base vehicle specification, and to allow for an upgrade or downgrade to a manufacturer's model with

a slightly different engine size or horsepower, and as such, will not be made available for purchase separate from the base vehicle.

**IMPORTANT NOTE:** The manufacturers produce limited quantities of police rated vehicles and orders are processed on a first come first serve basis while quantities last. To be on the safe side, we are advising all agencies to place their orders for police rated vehicles as soon as possible to ensure delivery of product.

## DELIVERY CONDITIONS

Receipt of a vehicle by the Contractor is defined as acceptance of the vehicle(s) from a common carrier at the Contractor's place of business or any third party's place of business agreed upon by the Contractor and the manufacturer.

The Contractor shall complete delivery of the vehicle to the Customer as soon as practical after receipt of the vehicle(s) from the manufacturer. Vehicles originating as an incomplete vehicle would be exempt.

Deliveries of less than 750 miles may be accomplished by driving the vehicle. When the delivery is accomplished by driving the vehicle, the driver must comply with the manufacturer's break-in requirements and all applicable traffic laws and ordinances. Any delivery of a police rated vehicle must use an "Out of Service" cover on light bars. All deliveries in excess of 750 miles shall be made by transport, or otherwise approved by the purchasing agency. Incomplete vehicles would be exempt from the rules set forth in this paragraph.

At the Customer's option, a vehicle with more than 750 odometer miles may be rejected, or \$0.51 cents per mile in excess of 750 miles may be deducted from the invoice. This requirement also applies to the redelivery of vehicles which were rejected upon delivery.

All fees must be included in the base price and prices shall be firm. Delivery is F.O.B. Destination, delivered to the Customer. In the event of a discrepancy between a unit bid price and an extension, the unit bid price will govern. All items delivered or installed at any location of the participating agencies must include all manufacturer's standard equipment and warranties.

Warranty Start Date – All warranties shall begin at the time of delivery and final acceptance by the Customer. If the Customer needs to reset the warranty start date because of an extended delivery date, the request to reset the warranty must be made in writing to the Contractor. Incomplete vehicles or vehicles delivered to an upfitter would not qualify for a revised start date unless the vehicle is in the control of the dealer during the upfit.

The Contractor shall notify a Customer's designated representative, as listed on the purchase order, no less than 24 hours prior to delivery. Deliveries will be accepted only between 8:00 a.m. – 3:30 p.m. on Customer's normal work days. Transport deliveries must be unloaded and ready for inspection prior to 3:00 p.m. Deliveries not complying with these requirements may be rejected and will have to be redelivered at Contractor's expense.

All vehicles must contain no less than ¼ tank of fuel as indicated by the fuel gauge at time of delivery, except for vehicles and equipment with tanks over thirty five (35) gallons in capacity, in which case the vehicle must contain a minimum of ten (10) gallons of fuel.

The Contractor shall be responsible for delivering vehicles that are properly serviced, clean, and in perfect operating condition. Pre-delivery service, at a minimum, shall include the following:

- Standard dealer and manufacturer protocol for new vehicle delivery;
- Cleaning of vehicle, if necessary, and removal of all unnecessary tags, stickers, papers, etc. Do not remove window price sticker or supplied line sheet;
- Speedometer must be correct regardless of the tires provided by the vehicle manufacturer or axle ratio furnished;

- Owner's manual and warranty manual must accompany each vehicle;
- All specified options that are "factory installed" are to be installed on the vehicle at the primary site of assembly and are to be the manufacturer's standard assembly-line product. No aftermarket and no dealer installed equipment will be accepted as "factory installed." Vendors found supplying aftermarket or dealer installed equipment where "factory installed" are specified may be required to retrieve all vehicles delivered and reorder new vehicles meeting the specifications.
- Manufacturer's suggested retail price list sheet (window sticker) form MUST be in the vehicle when it is delivered to the purchasing agency. Vehicles that are missing this form, or have forms that have been altered, will not be accepted.

## AWARDED DEALERS

### **Asheville Ford Lincoln, LLC**

611 Brevard Road  
Asheville, North Carolina 28806  
Contact: Jeff Williams  
Phone: 828-253-2731 ext. 324  
Mobile: 828-279-4933  
Fax: 828-258-6204  
E-mail: [jwilliams@ashevilleford.com](mailto:jwilliams@ashevilleford.com)

### **Ilderton Dodge**

701 S. Main Street  
High Point, North Carolina 27260  
Contact: Robert Miller  
Phone: 336-822-8708  
Mobile: 336-906-7683  
Fax: 336-887-4043  
E-mail: [mcollins@ilderton.com](mailto:mcollins@ilderton.com)

### **Ben Mynatt Chevrolet Cadillac, Inc.**

281 Concord Parkway South  
Concord, North Carolina 28027  
Contact: Ray Garrett  
Phone: 704-786-2151 ext. 575  
Mobile: 704-254-9820  
Fax: 704-262-4820  
E-mail: [rgarrett@benmynatt.com](mailto:rgarrett@benmynatt.com)

### **Mercedes Benz of Durham**

110 Kentington Drive  
Durham, North Carolina 27713  
Contact: Brian Fleming  
Phone: 919-354-7766  
Mobile: 919-593-4106  
Fax: 919-354-7452  
E-mail: [Brian.Fleming@HendrickAuto.com](mailto:Brian.Fleming@HendrickAuto.com)

### **Butler Chrysler Dodge Jeep, Inc.**

1555 Salem Road  
Butler, South Carolina 29907  
Contact: Amy Hill  
Phone: 843-522-9696  
Mobile: 336-687-7964  
Fax: 843-522-3629  
E-mail: [amyhill@butlerchrysler.com](mailto:amyhill@butlerchrysler.com)

### **Modern Chevrolet**

5955 University Parkway  
Winston Salem, North Carolina 27105  
Contact: Randy Andrews  
Steven Wright  
Phone: 336-722-4191  
Mobile: 336-327-6447  
Fax: 336-531-0048  
E-mail: [randrews@modernauto.com](mailto:randrews@modernauto.com)  
[swright@modernauto.com](mailto:swright@modernauto.com)



**Performance Chrysler Jeep Dodge Ram**

605 Warsaw Road

Clinton, North Carolina 28328

Contact: Gene Daniels

Phone: 910-592-5337

Mobile: 910-214-5740

Fax: 910-592-5008

E-mail: [gdaniel@performancecdjr.com](mailto:gdaniel@performancecdjr.com)

**Sir Walter Chevrolet Company**

8501 Glenwood Avenue

Raleigh, North Carolina 27612

Contact: Wayne Horan

Phone: 919-235-3647

Mobile: 919-749-9336

Fax: 919-787-9432

E-mail: [whoran@sirwalter.com](mailto:whoran@sirwalter.com)

**Piedmont Truck Center, Inc.**

412 South Regional Road

Greensboro, North Carolina 27409

Contact: Spencer Wood

Phone: 336-668-2401

Mobile: 336-688-2239

Fax: 336-668-2494

E-mail: [srwood@piedmonttruckcenter.com](mailto:srwood@piedmonttruckcenter.com)

## **BASIC INFORMATION REQUIRED ON A VEHICLE PURCHASE ORDER**

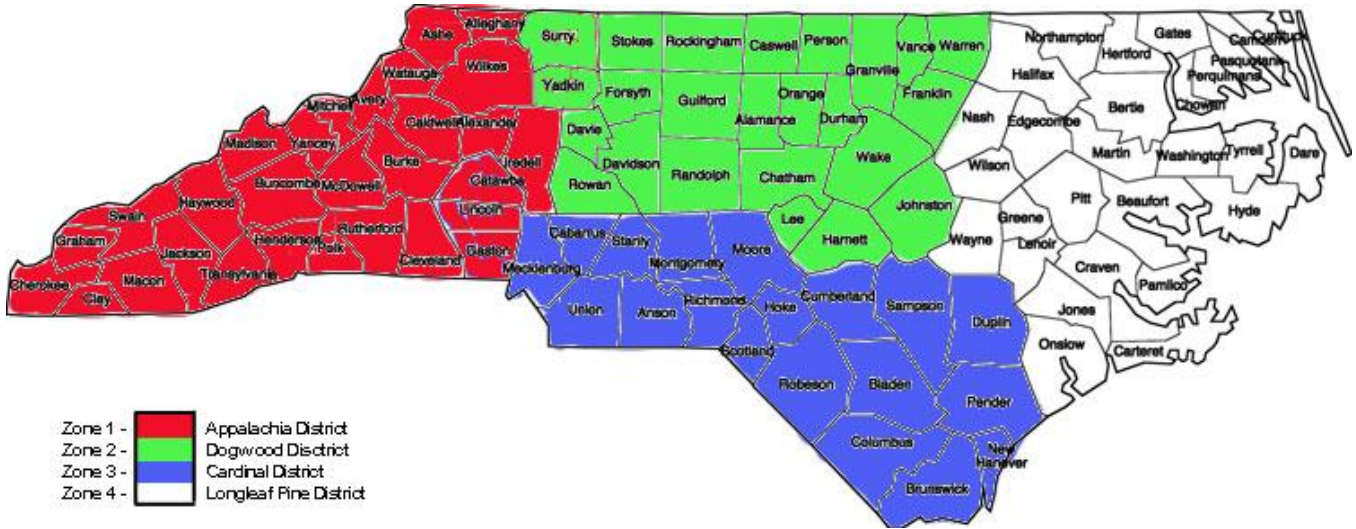
When filling out a purchase order for a vehicle that is to be purchased under the North Carolina Sheriffs' Association's Bid No. 16-02-0929.1, there are certain items of information that must be on the purchase order, or enclosed with the purchase order, to minimize the possibility of errors on the order.

This information includes, but is not limited to, the following:

- Date of order
- Purchase order number
- Originator of purchase order
- Name and number (phone & fax) of contact person responsible for receiving "Confirmation of Order" and scheduling of delivery
- Delivery date required
- Contract number (16-02-0929.1)
- Contract specification number of vehicle(s), number of vehicles ordered and base price of vehicles
- Vehicle ordered (i.e., Chevrolet Impala or Dodge Charger)
- FIN CODE for the North Carolina Sheriffs' Association (KV509) and your agency's FIN CODE when ordering FORD products
- FAN CODE for the North Carolina Sheriffs' Association (443380) and your agency's FAN CODE when ordering GENERAL MOTORS products
- FAN CODE for the North Carolina Sheriffs' Association (00QEE) and your agency's FAN CODE when ordering CHRYSLER products
- CAN CODE (020972) when ordering DAIMLER products
- Individual listing of each option ordered under the contract, along with each option cost
- Individual listing of each non-contract option ordered, along with each option cost
- Total cost of vehicle(s)
- Copy of dealer's quote for non-contract option(s)
- Copy of vehicle(s) specifications (if different from contract specifications)

Inclusion of the above mentioned items will help prevent a possible misunderstanding of the order and will assist in any audit of the purchase orders, or vehicles, which may be deemed necessary in the future.

# ZONE MAP



- Zone 1 -  Appalachia District
- Zone 2 -  Dogwood District
- Zone 3 -  Cardinal District
- Zone 4 -  Longleaf Pine District











































