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MEMORANDUM

TO: Heavy Equipment Dealers and Manufacturers
FROM: Jason Bennett
Director - Business Development
North Carolina Sheriffs' Association
DATE: January 13, 2022
RE: 2022/2023 Heavy Equipment Contract Year

This letter serves as the Association's official solicitation to dealers and manufacturers for the North Carolina Sheriffs' Association's (NCSA) 2022-2023 Heavy Equipment Procurement Program. The NCSA has made the decision to implement Section 1.3 *Term of Contract* of the Association's Terms and Conditions and rollover all contracts currently held under Bid 22-06-0426. The rollover contract will be effective May 18, 2022 – May 17, 2023 and published as Bid 22-06-0426R.

All vendors who agree to rollover contracts for the upcoming contract year must complete the provided rollover agreement and submit to Kaylyn Mitman, NCSA Manager – Business Development at kmitman@ncsheriffs.net by February 1, 2022, as a pdf file.

Any vendors who do not wish to rollover their contract for the upcoming contract year must notify Kaylyn by February 1, 2022. You may choose to not rollover for all items or individual items. Please provide the list of the items you wish to not roll over by item number in numerical order.

All vendors who agree to rollover their contracts for the upcoming contract year may submit a price increase for each item number currently on contract. Price increase requests must be submitted to Kaylyn at kmitman@ncsheriffs.net by April 18, 2022. When submitting your request, please submit as an excel file with the following columns completed: item number, company name (how it is listed on the contract), and percent you would like to increase your current pricing by. Dollar amounts for your price increases will not be accepted. Please note the rollover pricing will not go in effect until May 18, 2022.

In addition to rolling over all contracts, the NCSA will also go out to bid for any equipment that is not currently offered under Bid 22-06-0426. A copy of the

IN MEMORIAM

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Richmond County
Executive Committee Member
2015-2021

DR. HUBERT A. PETERKIN
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100% Membership

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

Association's current contract can be found at <https://ncsheriffs.org/services/2021-2022-heavy-equipment-offered>.

Enclosed you will find the NCSA's Heavy Equipment Procurement Program's official 2022-2023 bid calendar. All bidding for Bid 23-07-0421 will be completed through the Association's online bid system, VendorLink. All dealers/manufacturers who wish to participate must register with VendorLink to have access to submit a bid. All dealers/manufacturers 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 23-07-0421 will be open January 13, 2022 through March 25, 2022. 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 23-07-0421. These contracts will also go into effect on May 18, 2022.

The NCSA looks to our dealer and manufacturer partners for recommendations on which new models and equipment to add to our program. As the Association works to prepare the first draft bid package, please complete the "Add/Delete Form" and provide to Kaylyn by **January 26, 2022**. 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 across the Southeast. Additional information on our Heavy Equipment Program can be accessed 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. All important documents relating to the 2022-2023 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, NCSA Manager – Business Development, 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 North Carolina, please contact Kaylyn Mitman at kmitman@ncsheriffs.net to be removed from our distribution list.

I look forward to working with you in 2022. 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
2022-2023 Heavy Equipment Calendar
Bid 22-06-0426R & Bid 23-07-0421**

Program Introduction and Solicitation		
	Start Date	Due Date
Solicitations to Dealers and Manufacturers	January 13, 2022	January 13, 2022
Vendor Registration - <i>All bidders must create an account with VendorLink prior to the bid period opening</i>	January 13, 2022	March 25, 2022 at 5:00 pm EST
Invitation to Bid Announcement Publication and Advertisement	January 21, 2022	January 21, 2022
NAPC Advertisement	January 21, 2022	January 21, 2022
New/Updated Model Specification Review 1		
	Start Date	Due Date
Equipment Addition Requests due to NCSA - <i>Any equipment that needs to be available for bidding for the 2022-2023 contract year. Note: Current contract items not permitted.</i>	January 13, 2022	January 26, 2022
Deadline for current contractors to submit rollover agreement to kmitman@ncsheriffs.net	February 1, 2022	February 1, 2022
Deadline for current contractors choosing to not rollover to submit confirmation to kmitman@ncsheriffs.net	February 1, 2022	February 1, 2022
First Draft Bid Package available in VendorLink for Dealer/Manufacturer Review	February 7, 2022	February 7, 2022
Dealer Responses to First Draft Bid Package due to NCSA - <i>Any additional changes that need to be made to the list of equipment .</i>	February 14, 2022	February 14, 2022
New/Updated Model Specification Review 2		
	Start Date	Due Date
Pre-Bid Conference for all Dealers and Manufacturers - <i>More information to follow .</i>	February 15, 2022	February 15, 2022
Second Draft Bid Package available in VendorLink for Dealer/Manufacturer Review	February 28, 2022	February 28, 2022
Dealer Responses to Second Draft Bid Package due to NCSA - <i>Any additional changes that need to be made to the list of equipment .</i>	March 7, 2022	March 7, 2022
Bid Finalization and Announcement		
	Start Date	Due Date
NCSA Finalizes List of Equipment Eligible for Bidding	March 21, 2022	March 21, 2022
Bid Period Open - <i>All bidding must be completed within VendorLink for a bid to be considered .</i>	March 23, 2022	April 21, 2022 at 12 noon EST
Deadline to Submit Price Increase Request for Bid 22-06-0426R - <i>Current contractors ONLY</i>	April 18, 2022	April 18, 2022
Deadline to Submit Bid - <i>All pricing and required documents to be submitted within VendorLink .</i>	April 21, 2022	April 21, 2022 at 12 noon EST
Bid Tabulation Results Posted by NCSA	April 26, 2022	April 26, 2022 by 5:00 pm EST
Review of Bid Submissions by NCSA	April 28, 2022	May 12, 2022
Intent to Award Published by NCSA and Bidder Review of Award	May 13, 2022	May 13, 2022
Bid Award Announcement and Publication - <i>All awarded contracts go into effect - Bid 23-07-0421</i>	May 18, 2022	May 18, 2022
All rollover contracts go into effect - <i>Bid 22-06-0426R</i>	May 18, 2022	May 18, 2022