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MEMORANDUM

TO: Fire/EMS/Law Enforcement Specialty Vehicles
Vendors and Manufacturers

FROM: Jason Bennett
Director - Business Development
North Carolina Sheriffs' Association

DATE: February 1, 2023

RE: 2023-2024 Contract Year

This letter serves as the Association's official solicitation to vendors and manufacturers for the North Carolina Sheriffs' Association's (NCSA) 2023-2024 Fire/EMS/Law Enforcement Specialty Vehicles Procurement Program. The NCSA has made the decision to implement Section 1.3 *Term of Contract* of the Association's Terms and Conditions. All current contracts held under Bid 23-03-0524 will extend (rollover) for one additional year upon mutual agreement. The rollover contract will be effective June 18, 2023 – June 17, 2024 and will be published as Bid 23-03-0524R beginning June 18, 2023.

All current contract holders who wish to extend their contract held under Bid 23-03-0524 for one additional year must sign the Rollover Agreement that will be emailed on May 15, 2023. The signed Rollover Agreement must be returned to Anna Martin at amartin@ncsheriffs.net as a pdf file by June 1, 2023. Failure to do so will result in automatic removal from the rollover contract (Bid 23-03-0524R) and all current contracts held under Bid 23-03-0524 will expire on June 17, 2023.

Any current contract holders who do not wish to rollover their contract for the upcoming contract year must notify Anna by June 1, 2023. You may choose to not rollover all items currently held on contract 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 Anna at amartin@ncsheriffs.net by May 22, 2023. 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. If you need to submit a price



100% Membership

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increase for Catalog Discount items, please contact Anna Martin for further instructions. Please note that rollover pricing will not go in effect until June 18, 2023.

In addition to extending all current contracts for one additional year, the NCSA will also go out to bid for any specialty vehicle that is not currently offered under Bid 23-03-0524. A copy of the Association's current contract can be found at <https://ncsheriffs.org/services/fire-ems-law-enforcement-procurement-program>.

Enclosed you will find the NCSA's Fire/EMS/Law Enforcement Specialty Vehicles Procurement Program's official 2023-2024 bid calendar. All bidding for Bid 24-04-0524 will be completed through the Association's online bid system, VendorLink. All vendors/manufacturers who wish to participate must register with VendorLink and be listed as a Planholder to have access to submit a bid. All vendors/manufacturers will be responsible for uploading build sheets, option sheets, and all required bid documents. No bids or required documents will be accepted outside of VendorLink, and the Association will not accept any hard bid submissions for Bid 24-04-0524. These awarded contracts will also go into effect on June 18, 2023.

The Association has created helpful tools to utilize as you complete your bid package. These tools can be found within the "documents section" of Bid 24-04-0524 in VendorLink and include the following: Bid Submission Checklist, Build and Option Sheet Sample Guide, and VendorLink Vendor Reference Guide. Please ensure you utilize these tools as you complete your bid package.

The NCSA looks to our vendor and manufacturer partners for recommendations on which new specialty vehicles 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 Anna by **February 15, 2023.** We encourage all bidders to pick the most popular base models you wish to include and have all other applicable options, accessories, subscriptions, etc. 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 United States. Additional information on our Fire/EMS/Law Enforcement Specialty Vehicles Program can be accessed at <https://ncsheriffs.org/services/fire-ems-law-enforcement-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 2023-2024 bid period will also be available in VendorLink.

We hope you will participate in this year's rollover and bidding processes. Please contact Anna Martin at amartin@ncsheriffs.net or at (919) 459-1072 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 Anna Martin at amartin@ncsheriffs.net to be removed from our distribution list.

I look forward to working with you in 2023. 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 Fire/EMS/Law Enforcement Specialty Vehicles Procurement Program.

Enclosure (1)



**North Carolina Sheriffs' Association
2023-2024 Fire/EMS/Law Enforcement Specialty Vehicles Calendar
Bid 23-03-0524R & Bid 24-04-0524**

Program Introduction and Solicitation		
	Start Date	Due Date
Solicitations to Vendors	February 1, 2023	February 1, 2023
Vendor Registration - <i>All bidders must create an account with VendorLink prior to the bid period opening</i>	February 1, 2023	April 17, 2023
Invitation to Bid Announcement Publication and Advertisement	February 8, 2023	February 8, 2023
NAPC Advertisement	February 8, 2023	February 8, 2023
New/Updated Specialty Vehicles Review 1		
	Start Date	Due Date
Fire/EMS/ Law Enforcement Specialty Vehicles Addition Requests due to NCSA - <i>Any items that need to be available to bid for the 2023-2024 contract year. (Do not submit any items your company currently holds a contract for under Bid 23-03-0524 if signing the rollover agreement)</i>	February 15, 2023	February 15, 2023
Pre-Bid RSVP due to Anna Martin at amartin@ncsheriffs.net - <i>Meeting materials will be emailed to all who RSVP.</i>	February 22, 2023	February 22, 2023
First Draft Bid Package available in VendorLink for Vendor Review	February 28, 2023	February 28, 2023
Pre-Bid Conference for all Vendors - <i>Will be held via Zoom.</i>	March 1, 2023 at 10:00 am EST	March 1, 2023 at 10:00 am EST
Vendor Responses to First Draft Bid Package due to NCSA - <i>Any additional changes that need to be made to the list of Fire/EMS/Law Enforcement Specialty Vehicles that will go out to bid under Bid 24-04-0524 .</i>	March 10, 2023	March 10, 2023
New/Updated Equipment and Software Review 2		
	Start Date	Due Date
Second Draft Bid Package available in VendorLink for Vendor Review	March 28, 2023	March 28, 2023
Vendor Responses to Second Draft Bid Package due to NCSA - <i>Any additional changes that need to be made to the list of Fire/EMS/Law Enforcement Specialty Vehicles that will go out to bid under Bid 24-04-0524.</i>	April 5, 2023	April 5, 2023
Bid Finalization and Announcement		
	Start Date	Due Date
NCSA Finalizes list of Fire/EMS/Law Enforcement Specialty Vehicles that will go out to bid under Bid 24-04-0524	April 18, 2023	April 18, 2023
Bid Period Open - <i>All bidding must be completed within VendorLink for a bid to be considered .</i>	April 21, 2023	May 24, 2023 at 12 noon EST
NCSA to provide Rollover Agreement for signature to vendors who currently hold a contract under Bid 23-03-0524.	May 15, 2023	May 15, 2023
Deadline to Submit Price Increase Request to amartin@ncsheriffs.net for Bid 23-03-0524R - <i>Current contractors only.</i>	May 22, 2023	May 22, 2023
Deadline to Submit Bid for Bid 24-04-0524 - <i>All pricing and required documents to be submitted within VendorLink</i>	May 24, 2023 at 12 noon EST	May 24, 2023 at 12 noon EST
Bid Tabulation Results Posted by NCSA	May 26, 2023	May 26, 2023 by 5:00 pm EST
Review of Bid Submissions by NCSA	May 29, 2023	June 14, 2023
Deadline for current contractors to submit Rollover Agreement to amartin@ncsheriffs.net (<i>Vendors who hold a contract under Bid 23-03-0524</i>)	June 1, 2023	June 1, 2023
Deadline for current contractors who do not wish to sign the Rollover Agreement to submit confirmation to amartin@ncsheriffs.net (<i>Vendors who hold a contract under Bid 23-03-0524</i>)	June 1, 2023	June 1, 2023
Intent to Award Published by NCSA and Bidder Review of Award	June 15, 2023	June 15, 2023
Bid Award Announcement and Publication - <i>All awarded contracts go into effect - Bid 24-04-0524</i>	June 18, 2023	June 18, 2023
All rollover contracts go into effect - <i>Bid 23-03-0524R</i>	June 18, 2023	June 18, 2023