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MEMORANDUM

TO: Heavy Equipment Dealers and Manufacturers
FROM: Jason Bennett
Director - Business Development
North Carolina Sheriffs' Association
DATE: January 18, 2023
RE: 2023/2024 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) 2023-2024 Heavy Equipment Procurement Program. The NCSA has made the decision to go out to bid for all equipment. Enclosed you will find the NCSA's Heavy Equipment Procurement Program's official bid calendar which outlines all important dates and deadlines leading up to contracts being awarded on May 18, 2023. The 2023-2024 contract will be effective May 18, 2023, through May 17, 2024.

All bidding will be completed through our online bidding system, VendorLink. All vendors who wish to participate must register with VendorLink to have access to submit a bid. Registration will be open January 18, 2023, through March 21, 2023. 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 but do need to ensure you are listed as a Planholder for Bid 24-08-0421. No bids or required documents will be accepted outside of VendorLink, and the Association will not accept any hard bid submissions for Bid 24-08-0421. All vendors will be responsible for uploading build sheets, option sheets (must include list of models available for upgrades/downgrades), and all required bid documents.

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 24-08-0421 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 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", found in the "documents" section of VendorLink under



100% Membership

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Fax: (919) 783-5272 • E-mail: ncsa@ncsheriffs.net • www.ncsheriffs.org

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

Bid 24-08-0421, and provide to Kaylyn (e-mail below) by **January 27, 2023**. 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 throughout the United States. 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 2023-2024 bid period will also be available on VendorLink.

We hope you will participate in this year's bidding process. 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 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 Heavy Equipment Procurement Program.

Enclosure (1)



**North Carolina Sheriffs' Association
2023-2024 Heavy Equipment Calendar
Bid 24-08-0421**

Program Introduction and Solicitation		
	Start Date	Due Date
Solicitations to Vendors	January 18, 2023	January 18, 2023
Vendor Registration - <i>All bidders must create an account with VendorLink prior to the bid period opening</i>	January 18, 2023	March 21, 2023
Invitation to Bid Announcement Publication and Advertisement	January 25, 2023	January 25, 2023
NAPC Advertisement	January 25, 2023	January 25, 2023
New/Updated Model Specification Review 1		
	Start Date	Due Date
Equipment Requests due to NCSA - <i>Any equipment that needs to be available for bidding for the 2023-2024 contract year.</i>	January 27, 2023	January 27, 2023
First Draft Bid Package available in VendorLink for Vendor Review	February 10, 2023	February 10, 2023
Vendor Responses to First Draft Bid Package due to NCSA - <i>Any additional changes that need to be made to the list of equipment that will go out to bid.</i>	February 17, 2023	February 17, 2023
New/Updated Model Specification Review 2		
	Start Date	Due Date
Pre-Bid Conference RSVP due to Kaylyn Mitman at kmitman@ncsheriffs.net	February 6, 2023	February 6, 2023
Pre-Bid Conference for all Vendors - <i>Proximity Hotel (Greensboro, NC) *</i>	February 16, 2023 at 10:00 am EST	February 16, 2023 at 1:00 pm EST
Second Draft Bid Package available in VendorLink for Vendor Review	March 3, 2023	March 3, 2023
Vendor Responses to Second Draft Bid Package due to NCSA - <i>Any additional changes that need to be made to the list of equipment that will go out to bid.</i>	March 10, 2023	March 10, 2023
Bid Finalization and Announcement		
	Start Date	Due Date
NCSA Finalizes List of Equipment Eligible for Bidding	March 21, 2023	March 21, 2023
Bid Period Open - <i>All bidding must be completed within VendorLink for a bid to be considered .</i>	March 24, 2023	April 21, 2023 at 12 noon EST
Deadline to Submit Bid - <i>All pricing and required documents to be submitted within VendorLink .</i>	April 21, 2023	April 21, 2023 at 12 noon EST
Bid Tabulation Results Posted by NCSA	April 26, 2023	April 26, 2023 by 5:00 pm EST
Review of Bid Submissions by NCSA	April 28, 2023	May 12, 2023
Intent to Award Published by NCSA and Bidder Review of Award	May 15, 2023	May 15, 2023
Bid Award Announcement and Publication - <i>All awarded contracts go into effect.</i>	May 18, 2023	May 18, 2023

*Proximity Hotel
704 Green Valley Road
Greensboro, NC 27408
(Meeting will be held in the Weaver Room - Lunch will be provided)