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MEMORANDUM

TO: Heavy Equipment Vendors and Manufacturers

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

DATE: January 17, 2024

RE: 2024/2025 Heavy Equipment Contract Year

This letter serves as the Association's official solicitation to vendors and manufacturers for the North Carolina Sheriffs' Association's (NCSA) 2024-2025 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. The NCSA will rollover all contracts currently held under Bid 24-08-0421. The rollover contract will be effective May 18, 2024 through May 17, 2025 and will be published as Bid 24-08-0421R.

All current contractors who agree to rollover their contracts for the upcoming contract year must complete the provided Rollover Agreement and submit the signed agreement to Kaylyn Mitman, NCSA Manager – Business Development at kmitman@ncsheriffs.net by **January 24, 2024**. Any current contractor who does not wish to rollover their contracts for the upcoming contract year must notify Kaylyn by **January 24, 2024**. You may choose to not rollover for all items or individual items. All templates required to be submitted for rollover prices changes, item removal requests, and model name changes can be found in VendorLink under Bid 24-08-0421R. Please ensure you can access this bid number in VendorLink and make note of all upcoming deadlines if your company has signed the Rollover Agreement.

In addition to rolling over all current contracts, the NCSA will also go out to bid for any heavy equipment that is not currently offered under the current contract. A copy of the Association's current contract can be found at <https://ncsheriffs.org/services/2023-2024-heavy-equipment-offered-3>.

Enclosed you will find the official bid calendar which outlines important dates and deadlines for current and new vendors. All bidding for Bid 25-09-0423 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 17, 2024, through March 21, 2024. 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 25-09-0423. No bids or required documents will be accepted outside of VendorLink, and the Association will not accept any hard bid submissions for Bid 25-09-0423. All vendors will be responsible for uploading build sheets, option sheets (must include list of models available for upgrades/downgrades), all required bid documents, and entering pricing and percentage requirements.

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 25-09-0423 in VendorLink and include the following: Bid Submission Checklist (part of the Required Documentation Packet), 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 Bid 25-09-0423, and provide to Kaylyn (e-mail below) by **February 1, 2024**. 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 2024-2025 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 2024. 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
2024-2025 Heavy Equipment Calendar
Bid 24-08-0421R & Bid 25-09-0423**

Program Introduction and Solicitation		
	Start Date	Due Date
NCSA Publishes Solicitation for Vendors	January 17, 2024	January 17, 2024
Vendor Registration - <i>All bidders must create an account with VendorLink prior to the bid period opening</i>	January 17, 2024	March 21, 2024
NCSA Provides Rollover Agreement to Current Contract Holders	January 17, 2024	January 17, 2024
Deadline for Current Contractors to Submit Signed Rollover Agreement or Confirmation to not Rollover to NCSA (kmitman@ncsheriffs.net)	January 24, 2024	January 24, 2024
NCSA Publishes Invitation to Bid Announcement and Publication	January 31, 2024	January 31, 2024
NCSA Publishes NAPC Advertisement	January 31, 2024	January 31, 2024
NCSA Publishes Newspaper Advertisement	January 31, 2024	January 31, 2024
New/Updated Model Specification Review 1		
	Start Date	Due Date
Equipment Requests due to NCSA (kmitman@ncsheriffs.net) - <i>Any equipment that needs to be available for bidding for the 2024-2025 contract year.</i>	February 1, 2024	February 1, 2024
Deadline for Vendors to Submit the Pre-Bid Conference RSVP to kmitman@ncsheriffs.net - <i>Meeting materials will be provided to all who RSVP</i>	February 14, 2024	February 14, 2024
NCSA Publishes First Draft Bid Package in VendorLink for Vendor Review	February 15, 2024	February 15, 2024
Pre-Bid Conference for all Vendors - <i>Meeting will be held via Zoom.</i>	February 21, 2024 at 10:00 am EST	February 21, 2024 at 12:00 pm EST
Deadline for Vendors to Respond to the NCSA (kmitman@ncsheriffs.net) regarding the First Draft Bid Package - <i>Any additional changes that need to be made to the list of equipment that will go out to bid.</i>	February 22, 2024	February 22, 2024
New/Updated Model Specification Review 2		
	Start Date	Due Date
NCSA Publishes Second Draft Bid Package in VendorLink for Vendor Review	March 7, 2024	March 7, 2024
Deadline for Vendors to Respond to the NCSA (kmitman@ncsheriffs.net) regarding the Second Draft Bid Package - <i>Any additional changes that need to be made to the list of equipment that will go out to bid.</i>	March 14, 2024	March 14, 2024
Bid Finalization and Announcement		
	Start Date	Due Date
NCSA Finalizes List of Equipment Eligible for Bidding under Bid 25-09-0423- <i>Published in VendorLink</i>	March 21, 2024	March 21, 2024
Bid Period Open - <i>All bidding for Bid 25-09-0423 must be completed within VendorLink to be considered.</i>	March 26, 2024	April 23, 2024 at 12 noon EST
Deadline for Current Contractors to Submit Rollover Price Increase Requests and Item Withdraw Requests to the NCSA (kmitman@ncsheriffs.net) for Bid 24-08-0421R	March 26, 2024	March 26, 2024
Deadline for Vendors to Submit Bid Package for Bid 25-09-0423 - <i>All pricing and required documents to be submitted within VendorLink.</i>	April 23, 2024	April 23, 2024 at 12 noon EST
Deadline for 5 Government References to complete NCSA online Government Reference Form for Vendors bidding under Bid 25-09-0423.	April 23, 2024	April 23, 2024 at 12 noon EST
NCSA Publishes Bid Tabulation Results	April 24, 2024	April 24, 2024 by 5:00 pm EST
NCSA Review of all Bid Submissions	April 25, 2024	May 13, 2024
NCSA Publishes Intent to Award/Bidder Review of Award	May 14, 2024	May 14, 2024
NCSA Publishes Rollover Contract - <i>Bid 24-08-0421R goes into effect.</i>	May 18, 2024	May 18, 2024
NCSA Announces and Publishes Official Bid Award - <i>All awarded contracts go into effect for Bid 25-09-0423.</i>	May 18, 2024	May 18, 2024