



NORTH CAROLINA SHERIFFS' ASSOCIATION
LAW ENFORCEMENT OFFICERS AND STATE OFFICIALS
OF NORTH CAROLINA

President
SHERIFF DARREN E. CAMPBELL
Iredell County

First Vice President
SHERIFF MIKE ROBERSON
Chatham County

Second Vice President
SHERIFF RICKY T. BUCHANAN
McDowell County

Third Vice President
SHERIFF CLEVELAND "CLEE" ATKINSON, JR.
Edgecombe County

Secretary
SHERIFF ALAN C. JONES
Caldwell County

Treasurer
SHERIFF VAN SHAW
Cabarrus County

Chairman - Executive Committee
SHERIFF CHARLES S. BLACKWOOD
Orange County

Executive Vice President
and General Counsel
EDMOND W. CALDWELL, JR.

EXECUTIVE COMMITTEE
MEMBERS
(Past Presidents)

SHERIFF STEVE BIZZELL
Johnston County

SHERIFF SAM PAGE
Rockingham County

SHERIFF ASA B. BUCK, III
Carteret County

SHERIFF ED McMAHON
New Hanover County

MEMORANDUM

TO: North Carolina Vehicle Equipment and Upfitting Vendors

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

DATE: June 6, 2024

RE: 2024/2025 - Vehicle Equipment and Upfitting Contract Year

This letter serves as the Association's official solicitation to vendors for the North Carolina Sheriffs' Association's (NCSA) 2024-2025 Vehicle Equipment and Upfitting Procurement Program. The NCSA will go out to bid for all products that fall under this program.

Enclosed you will find the NCSA's Vehicle Equipment and Upfitting Procurement Program's official 2024-2025 bid calendar. All bidding for Bid 25-05-0829 will be completed through the Association's online bid system, VendorLink. All vendors who wish to participate must register with VendorLink to have access to submit a bid. All dealers will be responsible for uploading build sheets, option sheets, and all required bid documents.

Registration for Bid 25-05-0829 will be open June 6, 2024 through August 1, 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. No bids or required documents will be accepted outside of VendorLink, and the Association will not accept any hard bid submissions for Bid 25-05-0829. All awarded contracts will go into effect on September 24, 2024.

The NCSA looks to our vendor partners for recommendations on which new products to add to our program. As the Association works to prepare the first draft bid package, please complete the "Add/Delete Form" found within VendorLink and provide to Kaylyn by **June 14, 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 within North Carolina.

Additional information on our Vehicle Equipment and Upfitting Program can be accessed at <https://ncsheriffs.org/vehicle-equipment-and-upfitting-procurement>. 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 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. 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 Vehicle Equipment and Upfitting Procurement Program.



North Carolina Sheriffs' Association
2024-2025 Vehicle Equipment & Upfitting Procurement Calendar
Bid 25-05-0829

Program Introduction and Solicitation		
	Start Date	Due Date
NCSA Publishes Solicitation for Vendors	June 6, 2024	June 6, 2024
Vendor Registration - <i>All bidders must create an account with VendorLink prior to the bid period opening.</i>	June 6, 2024	August 1, 2024
NCSA Publishes Invitation to Bid Announcement and Publication	June 13,2024	June 13,2024
NCSA Publishes NAPC Advertisement	June 13,2024	June 13,2024
NCSA Publishes Newspaper Advertisement	June 13,2024	June 13,2024
New/Updated Model Specification Review 1		
	Start Date	Due Date
Vehicle Equipment & Upfitting Requests due to NCSA (kmitman@ncsheriffs.net) - <i>Any items that need to be available for bidding for the 2024-2025 contract year.</i>	June 14,2024	June 14,2024
NCSA Publishes First Draft Bid Package in VendorLink for Vendor Review.	June 21, 2024	June 21, 2024
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 items that will go out to bid.</i>	June 28, 2024	June 28, 2024
Deadline for Vendors to submit the Pre-Bid Conference RSVP to kmitman@ncsheriffs.net	July 1, 2024	July 1, 2024
New/Updated Model Specification Review 2		
	Start Date	Due Date
Pre-Bid Conference (Zoom) – All Vendors (10:00 am – 12:00 pm)*	July 10, 2024	July 10, 2024
NCSA Publishes Second Draft Bid Package in VendorLink for Vendor Review.	July 16, 2024	July 16, 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 items that will go out to bid.</i>	July 23, 2024	July 23, 2024
Bid Finalization and Announcement		
	Start Date	Due Date
NCSA Finalizes List of Items Eligible for Bidding.	July 30, 2024	July 30, 2024
Bid Period Open - <i>All bidding must be completed within VendorLink for a bid to be considered.</i>	August 2, 2024	August 29, 2024 at 12 noon EST
Deadline for Vendors to Submit Bid Package - <i>All pricing and required documents to be submitted within VendorLink.</i>	August 29, 2024 at 12 noon EST	August 29, 2024 at 12 noon EST
Deadline for 5 Government References to complete NCSA online Government Reference Form for all Vendors Bidding.	August 29, 2024 at 12 noon EST	August 29, 2024 at 12 noon EST
NCSA Publishes Bid Tabulation Results.	August 30, 2024	August 30, 2024 by 5:00 pm EST
NCSA Review of Bid Submissions.	September 3, 2024	September 18, 2024
NCSA Publishes Intent to Award/Bidder Review of Award.	September 19, 2024	September 19, 2024
NCSA Announces and Publishes Official Bid Award - <i>All awarded contracts go into effect.</i>	September 24, 2024	September 24, 2024

* Meeting materials and Zoom login information will be provided to all who RSVP by July 1st, 2024.