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MEMORANDUM

TO: Heavy Equipment Dealers and Manufacturers
FROM: Jason Bennett
Director - Business Development
North Carolina Sheriffs' Association
DATE: January 8, 2020
RE: 2020/2021 Heavy Equipment Bid 21-05-0506

I hope this message finds you well. This letter serves as the Association's official solicitation to dealers and manufacturers for the North Carolina Sheriffs' Association's 2020 Heavy Equipment Procurement Program.

The North Carolina Sheriffs' Association (NCSA) is very excited to begin working on the fourth year of our Heavy Equipment Procurement Program. Since implementation, we at the North Carolina Sheriffs' Association continue to hear positive feedback from government agencies across North Carolina and in other states.

Currently, the NCSA offers over 3,500 different pieces of equipment on our cooperative bid program. We are looking forward to adding new heavy equipment from all major heavy equipment manufacturers and we hope you will participate in this year's bidding process. We have put together a heavy equipment procurement website that you can access 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.

The NCSA will implement its roll over clause for Bid 19-03-0504R and Bid 20-04-0506. Any current NCSA contractors who do not want to renew their agreement are to contact Kaylyn Mitman at kmitman@ncsheriffs.net by **February 14th, 2020**. Any dealers who do not notify Kaylyn by this date will be included in



100% Membership

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the rollover agreement. Any contractors who would like to renew their agreement but have equipment that will not be available for the 2020-2021 contract year are to notify Kaylyn by **February 14th, 2020**. This way the Association can remove any equipment that is no longer available to government customers.

Enclosed you will find the NCSA's Heavy Equipment Procurement Program's official 2020 bid calendar. If you are planning on participating please pay close attention to the February 14th date, where the Association is asking for all requests for new and updated heavy equipment specifications. The NCSA looks to our dealer and manufacturer partners for recommendations on which new specifications to add to our program as well as any changes that are effective with the new model year on existing equipment.

Examples of heavy equipment currently offered on our program can be found on our website at: <https://ncsheriffs.org/wp-content/uploads/Bid-20-04-0506-Draft-Lot-Sheet-Lot-Categories.pdf>. Please note if you do not see a lot category that is applicable to your company, we will gladly add a new lot category as we are continuously looking to expand our product offerings. We look forward to growing and providing the benefits of our cooperative bid program to even more county and city agencies across the Southeast.

Pre-registration is now open. All dealers who would like to participate on Bid 21-05-0506 must complete the online Vendor Registration form that can be found on our website at: <https://ncsheriffs.org/procurement/vendor-registration>. Please contact Kaylyn Mitman, NCSA Cooperative Bid Coordinator, at kmitman@ncsheriffs.net or at 919-459-6471 should you have any questions regarding your registration or overall participation in this year's bidding process.

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 2020. 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.

Sincerely,



Jason D. Bennett
Director - Business Development
North Carolina Sheriffs' Association

Enclosure (1)



**North Carolina Sheriffs' Association
Heavy Equipment Bid 21-05-0506 Calendar – 2020-2021**

Note: All existing contracts under Bid 19-03-0504R and Bid 20-04-0506 will rollover for 1 additional year

Program Introduction and Solicitation		
NCSA Heavy Equipment Bid Item	Start Date	Due Date
Solicitations Statewide to Dealers and Manufacturers	January 8, 2020	January 8, 2020
Vendor Pre-Registration	January 8, 2020	February 26, 2020 at 5:00 pm EST
Invitation to Bid Announcement Publication and Advertisement	January 17, 2020	January 17, 2020
New/Updated Model Specification Review 1		
NCSA Heavy Equipment Bid Item	Start Date	Due Date
Request for New/Updated Model Specifications	January 8, 2020	February 14, 2020
Contract Withdraw Requests due to NCSA - <i>All dealers who do not want to rollover for one additional year.</i>	February 14, 2020	February 14, 2020
Equipment Withdraw Requests due to NCSA - <i>Any equipment that will not be available for the 2020-2021 contract year.</i>	February 14, 2020	February 14, 2020
First Draft Bid Package to all Pre-Registered Vendors	March 2, 2020	March 2, 2020
Dealer Responses to Draft Bid Package due to NCSA	March 11, 2020	March 11, 2020
New/Updated Model Specification Review 2		
NCSA Heavy Equipment Bid Item	Start Date	Due Date
Pre-Bid Conference – <i>All Dealers and Manufacturers (10:00 am – 12:30 pm)</i>	March 2020 - Final Date/Location TBA	March 2020 - Final Date/Location TBA
Second Draft Bid Package to all Pre-Registered Vendors	April 3, 2020	April 3, 2020
Dealer Responses to Draft Bid Package due to NCSA	April 10, 2020	April 10, 2020
Bid Finalization and Announcement		
NCSA Heavy Equipment Bid Item	Start Date	Due Date
Price Increase Requests Submitted for Bid 19-03-0504RR and Bid 20-04-0506R	March 23, 2020	March 23, 2020
NCSA Finalizes Lot Sheet	April 17, 2020	April 17, 2020
Bid Period Open - <i>Lot Sheet Submission to NCSA</i>	April 22, 2020	May 6, 2020 at 12 noon EST
Deadline to Submit "Electronic" Bid Responses (<i>Lot Sheet Only</i>)	May 6, 2020	May 6, 2020 at 12 noon EST
Bid Tabulation Results Posted	May 7, 2020	May 7, 2020 by 5:00 pm EST
Deadline to Submit "Hard Copy" Bid Responses	May 8, 2020	May 8, 2020 at 5:00 pm EST
Viewing of Bid Tabulation Results by NCSA	May 13, 2020	May 13, 2020
Intent to Award Published	May 15, 2020	May 15, 2020
Bid Award Announcement and Publication	May 18, 2020	May 18, 2020
Bid 19-03-0504R and Bid 20-04-0506 Rollover Contracts Effective - <i>Now Published as Bid 19-03-0504RR and Bid 20-04-0506R</i>	May 18, 2020	May 18, 2020
Bid 21-05-0506 Contracts Effective	May 18, 2020	May 18, 2020

Pre-Bid Conference:

Location TBD

Electronic Bid Responses are to be submitted to:

kmitman@ncsheriffs.net

Hard Copy Bid Responses to be mailed to:

North Carolina Sheriffs' Association
Attn: Kaylyn Mitman
323 West Jones Street, Suite 505
Raleigh, NC 27603