



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

President
SHERIFF DAVID A. MAHONEY
Transylvania County

First Vice President
SHERIFF ED McMAHON
New Hanover County

Second Vice President
SHERIFF CHARLES S. BLACKWOOD
Orange County

Third Vice President
SHERIFF DARREN E. CAMPBELL
Iredell County

Secretary
SHERIFF ALAN C. JONES
Caldwell County

Treasurer
SHERIFF ALAN CLONINGER
Gaston County

Chairman - Executive Committee
SHERIFF JOHN W. INGRAM, V
Brunswick 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 KEVIN FRYE
Avery County

SHERIFF ASA B. BUCK, III
Carteret County

DR. HUBERT A. PETERKIN
Sheriff - Hoke County

SHERIFF JAMES E. CLEMMONS, JR.
Richmond County

MEMORANDUM

TO: Heavy Equipment Dealers and Manufacturers
FROM: Jason Bennett
Director - Business Development
North Carolina Sheriffs' Association
DATE: January 15, 2021
RE: 2021/2022 Heavy Equipment Bid 22-06-0426

This letter serves as the Association's official solicitation to dealers and manufacturers for the North Carolina Sheriffs' Association's 2021-2022 Heavy Equipment Procurement Program. The North Carolina Sheriffs' Association (NCSA) is very excited to begin working on the fifth year of our Heavy Equipment Procurement Program. Enclosed you will find the NCSA's Heavy Equipment Procurement Program's official 2021-2022 bid calendar.

As our Heavy Equipment Program continues to grow and expand across North Carolina and in other states, the NCSA is excited to announce this year we will be implementing our new online bid system, VendorLink. As a result of this change and the importance of a smooth transition, the Association will not be implementing the rollover clause for the 2021-2022 contract year. All equipment will fall under Bid 22-06-0426 when contracts are awarded on May 18, 2021.

All bidding will now be completed through VendorLink and all dealers/manufacturers who wish to participate must register with VendorLink to have access to submit a bid. Registration will be open January 15, 2021 through March 25, 2021. 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 22-06-0426.

All dealers/manufacturers will be responsible for uploading build sheets (previously referred to as specifications), option sheets (must include list of models available for upgrades/downgrades), and all required bid documents. The NCSA has extended the length of time you will have to submit a bid to allow all bidders



100% Membership

Post Office Box 20049 • Raleigh, N.C. 27619-0049 • Telephone: (919) SHERIFF (743-7433)

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.

to successfully complete these requirements by the date outlined on the enclosed calendar.

The list of equipment currently offered through our program has been consolidated and uploaded into VendorLink. Please take a moment to review by logging into VendorLink and clicking on the Quote/Bid Items. The NCSA looks to our dealer and manufacturer partners for recommendations on which new models to add to our program as well as any changes that are effective with the new model year on existing equipment. As the Association works to prepare the first draft bid package, if any current contractors are aware of equipment that will not be available for the 2021-2022 contract year please notify Kaylyn by **January 29, 2021**.

Another change you will see this year is for certain groups (previously referred to as lot categories), we will be implementing a Catalog Discount. This option will not be eligible across all groups. If you do not see a group (previously lot category) that is applicable to your product offering(s), we will gladly add a new group. 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 across the Southeast. 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 2021-2022 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 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 2021. 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 22-06-0426 Calendar – 2021-2022**

Program Introduction and Solicitation		
	Start Date	Due Date
Solicitations to Dealers and Manufacturers	January 15, 2021	January 15, 2021
Vendor Registration - <i>All bidders must create an account with VendorLink prior to the bid period opening</i>	January 15, 2021	March 25, 2021 at 5:00 pm EST
Invitation to Bid Announcement Publication and Advertisement	January 20, 2021	January 20, 2021
NAPC Advertisement	January 20, 2021	January 20, 2021
New/Updated Model Specification Review 1		
	Start Date	Due Date
Equipment Addition Requests due to NCSA - <i>Any equipment that needs to be available for bidding for the 2021-2022 contract year.</i>	January 15, 2021	January 29, 2021
Equipment Withdraw Requests due to NCSA - <i>Any equipment that will not be available for the 2021-2022 contract year.</i>	January 15, 2021	January 29, 2021
First Draft Bid Package available in VendorLink for Dealer/Manufacturer Review	February 5, 2021	February 5, 2021
Dealer Responses to First Draft Bid Package due to NCSA - <i>Any additional changes that need to be made to the list of equipment .</i>	February 12, 2021	February 12, 2021
New/Updated Model Specification Review 2		
	Start Date	Due Date
Pre-Bid Conference for all Dealers and Manufacturers - <i>More information to follow .</i>	February 17, 2021	February 17, 2021
Second Draft Bid Package available in VendorLink for Dealer/Manufacturer Review	February 26, 2021	February 26, 2021
Dealer Responses to Second Draft Bid Package due to NCSA - <i>Any additional changes that need to be made to the list of equipment .</i>	March 10, 2021	March 10, 2021
Bid Finalization and Announcement		
	Start Date	Due Date
NCSA Finalizes List of Equipment Eligible for Bidding	March 23, 2021	March 23, 2021
Bid Period Open - <i>All bidding must be completed within VendorLink for a bid to be considered .</i>	March 26, 2021	April 26, 2021 at 12 noon EST
Deadline to Submit Bid - <i>All pricing and required documents to be submitted within VendorLink .</i>	April 26, 2021	April 26, 2021 at 12 noon EST
Bid Tabulation Results Posted by NCSA	April 28, 2021	April 28, 2021 by 5:00 pm EST
Review of Bid Submissions by NCSA	April 30, 2021	May 13, 2021
Intent to Award Published by NCSA and Bidder Review of Award	May 14, 2021	May 14, 2021
Bid Award Announcement and Publication - <i>All awarded contracts go into effect .</i>	May 18, 2021	May 18, 2021