



FOR SEALED BIDS ON
Tires and Related Services
Bid 25-04-1024

Coordinated By:
The North Carolina Sheriffs' Association

Submitted For:

Manufacturer Name

DEADLINE TO SUBMIT ALL BID REQUIREMENTS:
12:00 NOON EST – OCTOBER 24, 2024

Bid Submission Checklist for Manufacturers:

Note: All bid submissions and documents must be emailed to Kaylyn Mitman at kmitman@ncsheriffs.net by 12 noon EST on October 24, 2024 for your company's bid to be considered. The Association will not accept any hard copy bid submissions.

Below is a list of action items required for your company's bid submission to be considered:

- A complete and accurate bid package is to be emailed to the email address listed above by the deadline above with the subject line "Bid Submission: NCSA Tire Bid 25-04-1024".
- A legible Authorized Dealer List has been provided as a pdf file to the email address listed above by the deadline above.
- A legible Price List has been provided as a pdf file to the email address listed above by the deadline above.
- Both the Authorized Dealer List and the Price List submitted to the email address listed above reference NCSA Tire Bid 25-04-1024 and the contract effective dates (November 7, 2024 – November 6, 2025).
- The Association's Commission Fee of three-quarters of one percent (.0075) has been included in the pricing submitted.
- Additional Documentation Requirements – See *page 3*.
- This document has been reviewed and completed in its entirety.
- This document has been signed by all required parties and notarized – See *pages 8-9*.

Additional Documentation Requirements:

I acknowledge in addition to submitting this completed document the following are also required to be emailed to Kaylyn Mitman at kmitman@ncsheriffs.net by 12 noon EST on October 24, 2024.

1. **Authorized Dealer List:** *Please ensure you reference the Draft Bid Package previously provided and the Association's Terms and Conditions for the format to use.*
2. **Price Sheet:** *Please ensure you reference the Draft Bid Package previously provided and the Association's Terms and Conditions for the format to use.*
3. **Certificate of Liability:** *Please contact your insurance agency and request the Certificate Holder section include the address below and the description section includes "NCSA Tire Procurement Program Bid 25-04-1024".*

North Carolina Sheriffs' Association
PO Box 20049
Raleigh, NC 27619

Manufacturer Information:

This section is required to complete.

- Company Name: _____
- DBA: _____
- Federal Employer Identification Number (FEIN): _____
- Company Type:
 - Individual (Yes/No) : _____
 - Partnership (Yes/No) : _____
 - Corporation (Yes/No) : _____
 - LLC (Yes/No) : _____
- Minority Business Enterprise: (Yes/No) : _____
- Physical Address: _____
- City, State, Zip: _____
- States Eligible to Sell Within: _____
- Manufacturer Code assigned to the NCSA: _____

Drug-Free Workplace:

By submission of this form, you are hereby certifying that your company does the following:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in section (1).
4. In the statement specified in section (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 90 or any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of sections 1-5 of this document.

Insurance Checklist:

Proposer and Insurance Agent Statement:

We understand the Insurance Requirements of these specifications, as noted by the items checked below, and that evidence of this insurance may be required within five (5) days after bid opening.

1. Workers' Compensation and Employer's Liability per the statutory limits of the State of North Carolina.
2. **(REQUIRED)** Commercial General Liability (occurrence form), limits of liability \$1,000,000.00 per occurrence for bodily injury property damage to include Premises/Operations; Completed Operations and Contractual Liability. Contractual Liability and Contractual Indemnity (Hold harmless endorsement exactly as written in "insurance requirements" of specifications). General aggregate \$3,000,000.00
3. **(REQUIRED)** Automobile Liability - \$1,000,000.00 each occurrence - owned/non-owned/hired automobiles included.
4. Excess Liability - \$_____.00 per occurrence to follow the primary coverages.
5. The NCSA must be named as an additional insured on the liability policies and it must be stated on the Certificate of Liability (*Please provide a pdf version of the Certificate to the NCSA*).
6. **(REQUIRED)** Other insurance as indicated:
 - Builders Risk completed value \$ _____
 - Liquor Liability \$ _____
 - Fire Legal Liability \$ _____
 - Protection and Indemnity \$ _____
 - Employee Dishonesty Bond \$ _____
 - **(REQUIRED)** Other (Garage) \$ 1,000,000.00
7. **(REQUIRED)** Thirty (30) days written cancellation notice required.
8. **(REQUIRED)** Best's guide rating B+:VI or better, latest edition.
9. **(REQUIRED)** The certificate must state the bid number, title, and bidder and insurance agent statement (above).

Iran Divestment Act Certification:

REQUIRED BY N.C.G.S. 147-86.58

As of the date this document was signed, we confirm, as the vendor/bidder that our company is not listed on the Final Divestment List created by the State Treasurer pursuant to N.C.G.S 147-86.58.

The undersigned hereby certifies that he or she is authorized by the vendor/bidder to make the foregoing statement.

No Boycott Israel Certification:

REQUIRED BY N.C.G.S. 147-86.81

As of the date this document was signed, we confirm, as the vendor/bidder that our company is not listed on the Final Divestment List created by the State Treasurer pursuant to N.C.G.S 147-86.81.

The undersigned hereby certifies that he or she is authorized by the vendor/bidder to make the foregoing statement.

Terms and Conditions:

The undersigned declares that he or she has read, understands, accepts and will comply with the terms, conditions, and specifications of this bid and any addenda issued. The failure or omission to review this document shall in no way relieve dealer principal or dealer's authorized agent of obligations with respect to this bid. The submission of a bid and signature below shall be taken as evidence of acceptance of the terms and conditions of this bid.

The undersigned further declares that no other persons other than the dealer principal or dealer's authorized agent herein named has any interest in this bid or in the contract to be taken, and that it is made without any connection with any other person or persons making proposal for the same article and is in all respects fair and without collusion or fraud.

The undersigned further declares that he or she has carefully examined the specifications and is thoroughly familiar with its provisions and with the quality, type, and grade of materials required.

The undersigned further declares that he or she has provided a discount on all options and services included in this bid, and such discount will be included in all customer orders.

The undersigned further declares that he or she understands the financial responsibility associated with this bid as stated in the terms and conditions, and further declares that he or she has the ability to meet the financial responsibility associated with this bid. The principals understand the manufacturer is not guaranteed a profit as a result of a bid award. The manufacturer may experience a loss of revenue as a result of sales based on their actual bid.

The undersigned further declares that he or she proposes to furnish the articles called for within the specified time in this proposal for the price stated on the bid form, and guarantees that parts and service are available within the State of North Carolina.

The foregoing instrument was acknowledged before me on the date listed below by the Dealer/Company Principal and Authorized Representative listed below who is personally known to me or who has produced identification and who did take an oath.

Note: All fields below are required.

- Month: _____
- Date: _____
- Year: _____

Note: All fields below are required (Continue from page 8)

Signature of Dealer/Company Principal

Printed Name of Dealer/Company Principal

Signature of Authorized Representative

Printed Name of Authorized Representative

Signature of Notary Public

State of

Date Commission Expires

County of

(Official Seal or Stamp)

By signing the above, I acknowledge that I have reviewed and accepted the Terms and Conditions contained in pages 1 through 9 of this document and that the information provided herein is true and accurate to the best of my knowledge and belief.