



## North Carolina Sheriffs' Association Heavy Equipment Procurement Program

### Frequently Asked Questions

**Question –** Who can participate?

**Answer –** Any local government agency can participate in the North Carolina Sheriffs' Association Heavy Equipment Procurement Program.

*All government agencies must follow their local governing purchasing ordinances.*

**Question -** What kind of heavy equipment is offered on the NCSA's Heavy Equipment Procurement Program?

**Answer -** The NCSA Heavy Equipment Procurement Program provides all government agencies over 6,000 separate equipment offerings.

The NCSA Program provides government agencies with: refuse trucks, street sweepers, excavators, shredders, compactors, speed monitors, and more.

The NCSA Program offers over 135 equipment categories.

**Question -** Does a local government agency have to register or become a member of the North Carolina Sheriffs' Association?

**Answer -** No. All government agencies can participate in the NCSA's Heavy Equipment Procurement Program without joining the North Carolina Sheriffs' Association.

There is no registration with the North Carolina Sheriffs' Association required and no registration fee required. A government agency does not need to be a member of the North Carolina Sheriffs' Association to purchase off this Heavy Equipment Procurement Program.

**Question -** *Is there a commission fee (previously known as an administrative fee)?*

**Answer -** Yes. Dealers must include a three quarters of one percent (.0075) commission fee in their base Bid prices, and their quotes and pricing for all additional equipment items (options), excluding any state regulated fees including tags. The three quarters of one percent fee will be incorporated into, and made a part of, the total invoice amount and shall not be treated or added as a separate line item. Fees are based on the total invoice cost of the new Heavy Equipment or equipment, excluding trade-ins. Trade-ins and other exchanges will not reduce or impact the NCSA Commission fee calculation. No other administrative fee(s) will be applicable to any transaction relative to the contract.

This commission fee is non-negotiable and will be collected on all purchase orders using the NCSA Heavy Equipment Procurement Program.

This commission fee is used by the North Carolina Sheriffs' Association to continue to support all sheriffs' offices in the State of North Carolina with ongoing support, education, and necessary training.

**Question -** **Can the North Carolina Sheriffs' Association help with an Interlocal Purchasing Agreement (ILA) or Master Agreement?**

**Answer -** Yes! Please contact Jason Bennett, North Carolina Sheriffs' Association, at 919-459-8195 or at [jbennett@ncsheriffs.net](mailto:jbennett@ncsheriffs.net) to begin the process of having an ILA established for your county or city.

**Question - How does the North Carolina Sheriffs' Association choose the heavy equipment dealers on this Heavy Equipment Procurement Program?**

**Answer -** The North Carolina Sheriffs' Association conducts a solicitation for participation throughout the Southeast. The NCSA sends out over 300 solicitations to heavy equipment dealerships and manufacturers asking to participate in the NCSA's Heavy Equipment Procurement Program.

The NCSA develops, with the assistance of dealers and manufacturers within the Southeast a comprehensive listing by dealer/manufacturer of equipment specifications that are most popular with government agencies. Once these equipment specifications are developed and the Price Sheet entries have been approved, the NCSA goes out to bid on each piece of equipment.

Each participating heavy equipment dealer or manufacturer are required to submit both an electronic bid and a hard-bid submission, along with submitting all required cooperative purchasing documentation.

This competitive process provides multiple sources of supply based on a pre-set maximum price which the Customer will pay. Contracts will be awarded to all responsive and responsible bidders. Any Price Sheet entries received that do not meet solicitation requirements will be considered non-responsive.

**Question - How long are the NCSA's Vehicle Procurement contracts effective?**

**Answer -** All contracts are effective for 365 days. All contracts become effective on May 18<sup>th</sup> and will expire on May 17<sup>th</sup>. A contract may be renewed by mutual agreement between the NCSA and the Contractor, at the sole option and discretion of the NCSA, for up to two additional consecutive years, on a year to year basis.

The NCSA has worked with each vehicle manufacturer to ensure all NCSA pricing is locked in for one full contract year, despite any changes

in a piece of equipment's model year. There are few exceptions of which the NCSA will accept on an individual basis.

**Question - If I am the manufacturer can I participate?**

**Answer -** Manufacturers may hold the contract. If an individual dealer who represents the manufacturer chooses to participate, they must submit their own bid and hold their own contract. The contract holder is responsible for providing the NCSA with a copy of all purchase orders.

All manufacturers must also ensure any proper warranty work can be completed for all agencies submitting a purchase order.

**Question - What are the steps to use the North Carolina Sheriffs' Association Heavy Equipment Procurement Program?**

**Answer -** Step 1 - Access the North Carolina Sheriffs' Association's Heavy Equipment Procurement Program's website. You can access the website by typing <https://ncsheriffs.org/services/heavy-equipment-procurement-program> into your internet browser window.

On the NCSA Heavy Equipment Procurement website, you will find all heavy equipment contracts, all equipment listed on our program, the price for each piece of equipment, an easy to use dealer directory, and much more. Everything you will need to procure equipment off the NCSA Program is found on this website.

Step 2 - Find the piece(s) of equipment you are looking to purchase by downloading the official Bid Award Announcement for all heavy equipment offered on the program, found on the Association's Heavy Equipment Procurement website. This announcement includes the name of each equipment category and each brand/model broken down by dealer/manufacturer, the price for each piece of equipment, and a hotlink to each equipment's full specification to include information on options (standard, add, and delete) and option discounts. *Please click on the blue brand/model title to access that equipment's full specification.*

Step 3 - Access the NCSA's Dealer Directory by visiting the Association's Procurement website. A copy of the dealer directory is also located on the Association's Procurement website.

Step 4 - Contact the dealer for the piece(s) of equipment you wish to purchase to begin the purchasing process.

Step 5 - Issue your purchase order directly to the contracted dealer/manufacture for the piece(s) of equipment you wish to purchase and a copy to the North Carolina Sheriffs' Association to [kmitman@ncsheriffs.net](mailto:kmitman@ncsheriffs.net). A copy of all purchase orders is due to the NCSA within 10 business days once they have been issued. All dealers/manufacturers involved in a purchase and the purchasing agency must submit a copy of the purchase order.

**Question -** How can a government agency learn more about the NCSA's bidding processes, delivery instructions, requirements for the participating dealers/manufacturers, and more on the NCSA's Heavy Equipment Procurement Program?

**Answer -** The North Carolina Sheriffs' Association has an official Terms and Conditions document that regulates the Program. A copy of the Terms and Conditions can be found by visiting the Association's Heavy Equipment Procurement website.

All contracted dealers/manufacturers have agreed to abide by all Terms and Conditions listed within this document.

**Question -** Who does a county or city agency call when they need assistance or help? Who can we contact if we have issues with a contracted dealer?

**Answer -** Please contact either Jason Bennett, North Carolina Sheriffs' Association, at 919-459-8195 or [jbennett@ncsheriffs.net](mailto:jbennett@ncsheriffs.net) or Kaylyn Mitman, North Carolina Sheriffs' Association, at 919-459-6471 or [kmitman@ncsheriffs.net](mailto:kmitman@ncsheriffs.net).

**Question -** How can I stay up to date on all information relating to the North Carolina Sheriffs' Association Heavy Equipment Procurement Program?

**Answer -** You can sign up by visiting the Association's Heavy Equipment Procurement website. You will receive all future updates relating to this Heavy Equipment Procurement Program.