



North Carolina Sheriffs' Association  
Vehicle and Motorcycle Procurement Program

## Frequently Asked Questions

**Question –** Who can participate?

**Answer –** Any local government agency located in the State of North Carolina can participate in the North Carolina Sheriffs' Association Vehicle and Motorcycle Procurement Program.

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

Any local government agency located outside of the State of North Carolina cannot participate in the North Carolina Sheriffs' Association (NCSA) Vehicle and Motorcycle Procurement Program unless purchasing vehicles manufactured by Toyota, Nissan, or Mercedes-Benz.

**Question -** What kind of vehicles and motorcycles are offered on the NCSA's Vehicle and Motorcycle Procurement Program?

**Answer -** The NCSA Vehicle and Motorcycle Procurement Program provides all government agencies over 250 separate vehicle and motorcycle offerings, not including models that are considered to be an upgrade or downgrade on the base vehicle.

The NCSA Program provides government agencies with: pursuit rated and special service vehicles, SUVs, vans, trucks, chassis, administrative vehicles, motorcycles, and hybrid and electric vehicles.

The NCSA Program has secured contracts with Ford, General Motors, Mercedes-Benz, Nissan, Stellantis, Tesla, and Toyota.

**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 Vehicle and Motorcycle Procurement Program without joining or becoming a member of the North Carolina Sheriffs' Association.

There is no registration with the North Carolina Sheriffs' Association required and no registration fee required.

**Question - Is there a commission fee?**

**Answer -** Yes. Dealers must include a three quarters of one percent (.0075) commission fee in their final base Bid prices, and their quotes to buying agencies, and pricing for all additional 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 vehicle or motorcycle, 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 this contract.

This commission fee is non-negotiable and will be collected on all purchase orders using the NCSA Vehicle and Motorcycle 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 or Master Agreement established for your county or city.

**Question - How does the North Carolina Sheriffs' Association choose the vehicle and motorcycle dealers on this Vehicle and Motorcycle Procurement Program?**

**Answer -** The North Carolina Sheriffs' Association conducts a solicitation for dealer participation. The NCSA sends out over 400 solicitations statewide to vehicle and motorcycle dealerships asking to participate in the NCSA's Vehicle and Motorcycle Procurement Program.

The NCSA develops, with the assistance of North Carolina vehicle and motorcycle dealers and manufacturers, vehicle specifications that are most popular with government agencies. Once these vehicle specifications are developed, the NCSA goes out to bid on each vehicle and motorcycle.

After a comprehensive vetting and competitively bidding process, the North Carolina Sheriffs' Association's Vehicle Advisory Committee meets to review all submitted bids per vehicle and motorcycle specification. The Association awards contracts per vehicle and motorcycle to the most responsible and responsive bidding vehicle and motorcycle dealership with the lowest bid.

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

**Answer -** All contracts are effective for 365 days. All contracts become effective on October 2<sup>nd</sup> and will expire on October 1<sup>st</sup> the next year. 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 and motorcycle manufacturer to ensure all NCSA pricing is locked in for one full contract year, despite instances when any changes in a vehicle or motorcycle's model year occur. There are few exceptions of price increases which the NCSA will accept on per vehicle and motorcycle basis.

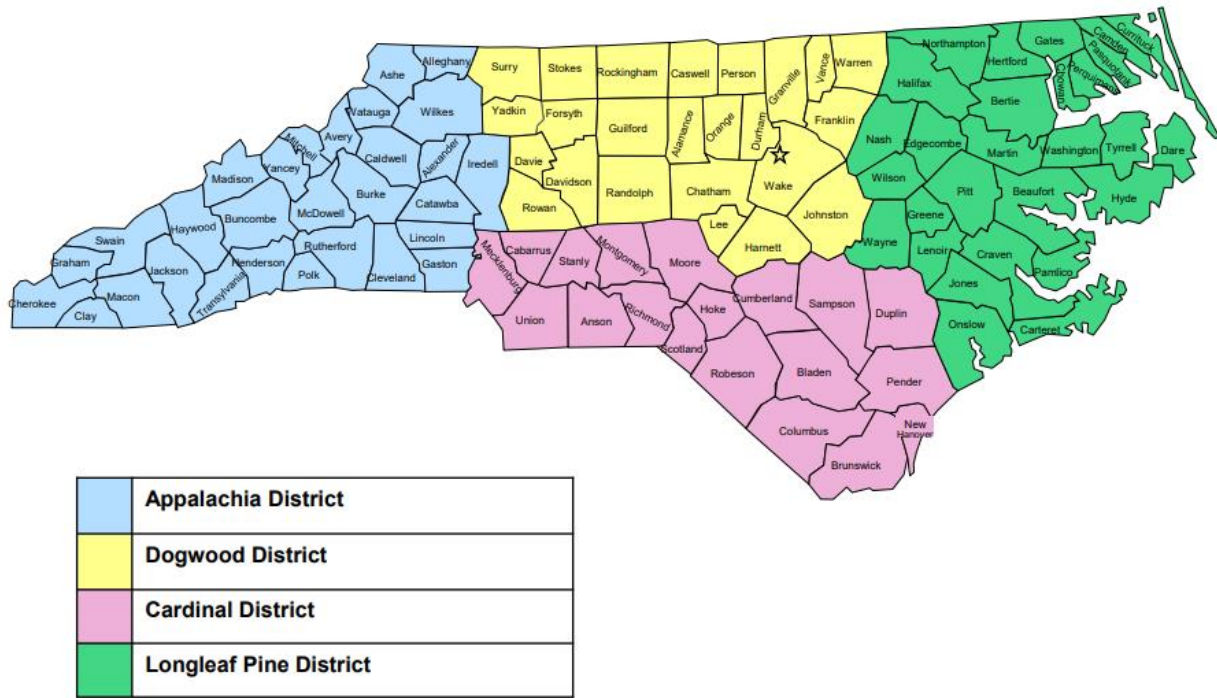
**Question - What is a Zone Delivery Map and are delivery charges included?**

**Answer -** A Zone Delivery Map is a document created by the North Carolina Sheriffs' Association to break the state up into four separate delivery zones. By creating this Zone Map, the NCSA can ensure every county and city government agency can receive the best pricing which includes delivery to either the purchasing agency or the upfitter of the purchasing agency's choice.

To find which delivery zone your county or city is in, please visit the Procurement tab located at [www.ncsheriffs.org](http://www.ncsheriffs.org). Each vehicle and motorcycle on the program will have 4 prices, each broken up by delivery zone. Please match up the delivery zone your agency is located in with the price for each vehicle and motorcycle.

If a government agency would like to pick up their vehicle from the dealership, there is a special delivery zone named as such on each contract award that does not change delivery fees.

## Zone Map



**Question -** What are the steps to use the North Carolina Sheriffs' Association Vehicle and Motorcycle Procurement Program?

**Answer -** Step 1 - Access the North Carolina Sheriffs' Association's Vehicle and Motorcycle Procurement Program's website. You can access the website by typing <https://ncsheriffs.org/services/vehicle-procurement-program-2> into your internet browser window.

On the NCSA Vehicle and Motorcycle Procurement website, you will find all vehicle and motorcycle contracts, all available vehicles and motorcycles listed on our program, the price for each vehicle and motorcycle, an easy-to-use dealer directory, the NCSA Delivery Zone Map, and much more. Everything you will need to procure a vehicle or motorcycle off the NCSA Program is found on this website.

Step 2 - Find the vehicle(s) or motorcycle(s) you are looking to purchase using the NCSA Procurement webpage and click on the type

of vehicle or motorcycle description within the body of the page that best describes the type of vehicle or motorcycle you are looking to purchase. Next you will see a list of all available vehicles and motorcycles under that type broken up by manufacturer.

### Vehicles and Motorcycles Offered

(October 2, 2021 - October 1, 2022)

*Please Note: Additional models are offered as model upgrade/downgrade within the base item number under Bid 22-08-0913. These models will be specified for each item number.*

Chassis	▼	Electric and Hybrid	▼
Motorcycles	▼	Passenger Vehicles	▼
Police Rated Vehicles	▼	Special Service Vehicles	▼
SUVs	▼	Trucks	▼
Vans - Cargo and Passenger	▼		

Next, click on the vehicle or motorcycle you are looking to purchase. You will then see all the information you need to begin your purchase such as the contracted dealer name, the price of the vehicle broken up by delivery zone, option information, and more.

Step 3 - Locate your delivery zone that corresponds to your county or city location. Once you have located the vehicle(s) or motorcycle(s) you are looking to purchase, and your delivery zone, you will see the name of the dealership that won that vehicle or motorcycle's contract.

**Bid Award**

**Contract:** 22-08-0913, Vehicle and Motorcycle Procurement

**Group:** Chassis

**Item:** 1, Daimler, Sprinter Cab Chassis 3500XD 144"WB 6 Cylinder, MXCC44

**Description:** Manufacturer's standard base model specifications and current model year for model/model number listed.

**Model Upgrade/Downgrade:** The mandatory minimum 6% discount only applies to factory options, not the model upgrades/downgrades. The following models are a model upgrade/downgrade to the base model for this line item. Please refer to the option sheet for pricing: Model MXCC76: 3500XD 170"WB 6 Cylinder; Model MXCC74: 3500XD 170"WB 4 Cylinder; Model MXCC46: 3500XD 144"WB 6 Cylinder

**Name of Awarded Dealership**

**Click here for information on vehicle options**

**Click here...**

Zone	Rank	Vendor	Price	Percent (Taken off MSRP for options)	Build File	Options File
Appalachia	Primary	MERCEDES BENZ OF DURHAM	\$39,250.00	6.00%	<a href="#">Build</a>	<a href="#">Options</a>
Dogwood	Primary	MERCEDES BENZ OF DURHAM	\$39,250.00	6.00%	<a href="#">Build</a>	<a href="#">Options</a>
Cardinal	Primary	MERCEDES BENZ OF DURHAM	\$39,250.00	6.00%	<a href="#">Build</a>	<a href="#">Options</a>
Longleaf Pine	Primary	MERCEDES BENZ OF DURHAM	\$39,250.00	6.00%	<a href="#">Build</a>	<a href="#">Options</a>
No Delivery	Primary	MERCEDES BENZ OF DURHAM	\$39,250.00	6.00%	<a href="#">Build</a>	<a href="#">Options</a>

Step 4 - Access the NCSA's Dealer Directory by using the NCSA Procurement webpage.

For supporting documents including all bid awards for each of our bids, please click on the links below.

<a href="#">2021-2022 Awarded Dealers</a>	<a href="#">2021-2022 Bid Award Announcement</a>
<a href="#">2021-2022 Contract Award Agreements</a>	<a href="#">2021-2022 Bid Information</a>
<a href="#">Manufacturer News</a>	<a href="#">VendorLink Registration</a>

Step 5 - Contact the dealer for the vehicle(s) or motorcycle(s) you wish to purchase for your delivery zone to begin the purchasing process. All contact information is located under the Awarded Dealers tab, see above.

Step 6 - Issue your purchase order directly to the contracted dealer for the vehicle(s) or motorcycle(s) 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 the purchase orders have been issued.

**Question -** Can a government agency use this program if they choose leasing over purchasing the vehicles?

**Answer -** Yes! All leasing companies can use the North Carolina Sheriffs' Association's Vehicle and Motorcycle Procurement Program. Please instruct the leasing company that you wish to use the North Carolina Sheriffs' Association's Vehicle and Motorcycle Procurement Program. As well, please instruct the leasing company to issue a copy of the purchase order to the NCSA.

**Question -** How can a government agency learn more about the NCSA's bidding processes, delivery instructions, requirements for the participating vehicle and motorcycle dealerships, and more on the NCSA's Vehicle and Motorcycle 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 Vehicle and Motorcycle Procurement website and clicking on the "Bid Information" block.



All contracted dealers have agreed to abide by all Terms and Conditions listed within this document. Contract Award documents including a Terms and Conditions Agreement Form can also be provided to you and your local agency.

For supporting documents including all bid awards for each of our bids, please click on the links below.



**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 Vehicle and Motorcycle Procurement Program?

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