

**REQUEST FOR PROPOSAL
FLEET FUEL CARD SERVICES
FOR THE NAVAJO POLICE DEPARTMENT**

BID NUMBER. 17-08-1718JJ

I. PURPOSE OF REQUEST.

The Navajo Police Department (NPD) of the Navajo Nation is requesting proposals for furnishing Fleet Fuel Card Services consistent with the following requirements and general conditions. A list of existing department purchased vehicles is attached herein (Attachment B). The number, make/model and composition of vehicles may change without prior notice.

The selection will be based on overall price, services, performance and reliability of the proposers. The NPD's needs are outlined in the following Request for Proposal ("RFP").

The NPD reserves the right to reject in part or in whole all proposals submitted, and to waive any technicalities for the best interest of the NPD.

II. TIME SCHEDULE.

It is the NPD's intent to follow the following process and timetable, resulting in the selection of a vendor. At the NPD's discretion, it may change the estimated dates and the process set forth below as it deems necessary including but not limited to interviews.

NPD issues RFP.	August 31, 2017
Deadline for Submittal of Proposals 5:00 pm.	September 22, 2017
Evaluation and intent to select of proposal	September 25, 2017
Notice of proposal selection and initiate 164 Review process	September 27, 2017
Award of Contract by the Navajo Nation (tentative date)	December 27, 2017

III. INSTRUCTION FOR PROPOSERS.

A. All proposals must be addressed to:

Delivery: Joanne James, Buyer
Purchasing Service Department
Admin Building One
Window Rock Boulevard
Window Rock, Arizona 86515

Mailing: Joanne James, Buyer
Purchasing Service Department
Post Office Box 9000
Window Rock, Arizona 86151

- B. Any questions or inquiries regarding the scope of work should be brought to the attention of

Leonard Redhorse III, Police Lieutenant
Navajo Police Department
Office of the Chief of Police
928-871-6363 (phone)
928-871-7087 (fax)
lredhorse@navajo-nsn.gov

- C. All proposals must be in a sealed envelope and clearly marked "**NPD Fleet Fuel Card Services BID NUMBER. 17-08-1718JJ**". The name and address of the proposing business must be shown on the face of the envelope.
- D. All proposals must be received by 5:00pm on Friday, September 22, 2017. Proposals will not be accepted after this deadline. Three (3) copies of the proposal must be enclosed in the sealed envelope. In addition to the copies of the proposals, please submit a PDF copy of the proposals. No facsimile, electronic or telephone proposals will be accepted.
- E. Proposals should be prepared simply and economically, providing a straight forward, concise description of provider capabilities to satisfy the requirements of the request. Special bindings, colored displays, promotional materials, etc. are not desired. Emphasis should be on completeness and clarity of content. Please refer to Proposal Organization and Format section.
- F. The NPD will notify proposers that have been preliminarily selected near or on the date indicated in the above time schedule.

IV. SELECTION CRITERIA.

CRITERIA	WEIGHT GIVEN
1. Compliance with the RFP Requirements, per scope	25 POINTS
2. Experience and qualifications	25 POINTS
3. Fuel Rebate / Discount Offered	15 POINTS
4. Total Cost of Solution / Fees	25 POINTS
5. Data Integration / Transactions Information	10 POINTS
TOTAL CRITERIA WEIGHT	100 POINTS

Each proposal will be independently evaluated on Criteria1 through 5.

V. SCOPE OF SERVICES.

The scope of service, operating procedures, and vehicles to be covered are attached herein as Exhibit A and Attachments A and B.

VI. TERMS AND CONDITIONS.

- A. The NPD reserves the right to reject any and all proposals, and to waive minor irregularities in any proposal.
- B. The NPD reserves the right to request clarification of information submitted, and to request additional information from any proposer.
- C. The NPD reserves the right to award all or a portion of the required services to more than one qualified proposer at the NPD's sole discretion.
- D. The contract resulting from acceptance of a proposal by the NPD shall be in a form supplied or approved by the NPD, and shall reflect the specifications in this RFP. The NPD will not consider changes to its sovereignty, indemnification and insurance.
- E. After preliminary selection and prior to contract award, the NPD will meet with the Proposer to review procedures for invoicing, payment, reporting, if any, and monitoring contract performance.
- F. The Proposer should expect to schedule semi-annual meetings with designated NPD staff to review service performance.

- G. The NPD shall not be responsible for any costs incurred by the firm in preparing, submitting or presenting its response to this RFP.
- H. Nothing in the RFP is intended to or shall have the effect of waiving any privileges or immunities afforded the Navajo Nation including, but not limited to, sovereign immunity or official immunity and it is expressly agreed that the Navajo Nation retains such privileges.

EXHIBIT A
SCOPE OF SERVICE

GENERAL PROVISIONS

The NPD is seeking proposals for Fleet Card Fueling Services. The Fleet Card will be used primarily for fuel purchases for specialty programs under the NPD. The NPD, as its discretion, may wish to extend its use to non-fuel purchases or minor services or repairs; may wish to limit product type(s); and may wish to limit per transaction or daily quantities. Pay-at-the-pump sales and/or manual sales transactions should be available at all fueling locations.

The requirements below are intended to give a general guideline or parameters for what the NPD will require. It is encouraged that proposers provide additional features and options that are available with their fuel card solution. The proposer's technical proposal presented should address the requirements below, as well as explain and/or describe additional features, options and benefits of the proposed solution.

- A. Estimated annual fuel usage on fleet fueling cards is 7,155 gallons of unleaded gasoline and 3,000 gallons of diesel. Approximate usage does not constitute an order, but only implies the probable quantity the NPD will use. Product(s)/Service(s) will be ordered on an as-needed basis. Approximate number of vehicles to be authorized: 12 current (90 anticipated maximum). The NPD reserves the right to add or delete any driver or vehicle at any time without additional expense. Approximate number of drivers to be authorized: 28 current (90 anticipated maximum). Service shall be available, however, to an unlimited number of drivers and vehicles. At the NPD's discretion they should be able to add vehicles and drivers at will, without any additional fees.
- B. The NPD's fleet fuel card usage is primarily in the Navajo Nation which is located in the states of Arizona, New Mexico and Utah. The cards may be used in any location which accepts vendor's fueling card. Fuel is purchased on an as-needed basis, with

no guaranteed minimum per month to be purchased.

- C. Fleet card fueling services must be universal with locations throughout Arizona. The term “universal” in this document means that generally all major gas stations, such as: Conoco, Amoco, Chevron, Citgo, Fina, Getty, Mobil, Exxon, Sunoco, Valero, Coastal, Hess, Shell, Diamond Shamrock, Gulf Oil, etc., as well as many other regional/local companies are currently accepting the card for purchase at their stations. Provider must have multiple locations within each state. It is desirable that Provider have multiple locations within the Navajo Nation.
- D. The NPD requests a beginning credit limit of \$30,000. The NPD may request that this limit be extended upwards during the contract period should the NPD’s usage increase or should fuel prices escalate. Please indicate time frame needed for approval of increased credit limit. System access by users shall not be denied without prior notification to the NPD.
- E. Proposer must describe in detail the nature and extent of all fees applicable to their program, i.e., monthly/annual card fees, transaction fees, software fees, report fees, etc. Additionally, detail expenses related to implementation, including, but not limited to software integration, training and specialized reports (provided detail as attachment to this form.). Complete Attachment A Fees & Discount/Rebate Form and include in your proposal.
- F. The NPD desires that the cards be assigned to the vehicle and that the driver be assigned a PIN number which shall be valid for use with any NPD authorized vehicle. A six-digit, all numeric PIN is preferred.
 - 1. Explain in detail your company’s process of issuing cards:
 - i. Initial issue
 - ii. Additional issue
 - iii. Reissue/renewal
 - 1. Explain in detail your company’s process of issuing driver ID/PIN numbers. The NPD should have the ability to assign the PIN numbers.
 - 2. NPD must be able to define a minimum of two prompts required for the vehicle being fueled. At a minimum, this would include the six digit driver ID and an odometer reading for the vehicle being fueled.

- G. The proposer shall provide monthly statements of all charges and other amounts due. The NPD shall be responsible for all authorized charges, provided that the use is within the required authorization control limits assigned by the NPD. All non-electronic sites shall be noted on the monthly billing. Any purchase which was not electronically authorized and may result in a balance temporarily exceeding the billing cycle or single purchase limits shall not constitute any additional charges being added to the billing. Non-fuel transactions shall be flagged and item(s) purchased shall be identified on billing and reports. Original fuel card receipts shall be given to the driver at the time of the purchase.
- H. The NPD shall not be liable for charges resulting from the unauthorized use of any credit card. For this purpose, an unauthorized use is one that was incurred by someone other than an authorized NPD employee who did not have actual, implied, or apparent authority to use the credit card. Please provide your company's security measures concerning lost/stolen cards, as well as security measures to ensure that no unauthorized use of the cards occurs at such time when at the pump card use is not available and a manual inside transaction is required.
- I. Contractor shall provide driver receipts for all purchases; shall provide 24-hour customer service for any problems arising from fueling (such as assistance in resolving issues related to miscoded pump fuel type, questionable transactions, and Point of Sale unit problems; and shall provide 24-hour customer service for reporting lost/stolen cards or unauthorized users. Please provide a listing of all other services provided by your company. Also, please indicate if new driver information packets are furnished by your company and what charge, if any, is applicable. Website access for adding, terminating, or re-instating drivers and vehicles is required, with optional telephone access.
- J. Please include in this proposal your company's procedure for cancellation of cards. Website access is highly preferred.
- K. The fleet card shall not be used, under any circumstances, for cash advances from banks, automated teller machines, or any location providing such advances. The Proposer shall ensure that all accounts are blocked from this type of activity.
- L. Please provide the NPD with your company's detailed procedures for reporting and

replacing lost/stolen cards.

- M. Cards may require special card embossing, such as the name of the department, a vehicle number and a 24 hour customer service number. Please state if such cards will be available.
- N. Please give details and list services/reports that would be available to the NPD through your website. The NPD highly prefers to have the ability to view drivers and status both active and inactive; view vehicles and status both active and inactive; request vehicle/driver status change via internet; request to add vehicle/driver via internet; to view current transactions; and to view report data. In addition, the system should have the ability to export transaction data to the NPD in Excel format. Transaction data should include but not be limited to: date, time of transaction, location, vendor name, quantity purchased, cost per gallon, gross cost, federal taxes, net cost, driver identification and product. This access will be at no cost to the NPD. Data shall be easily queried and have the ability to generate varied on-line and printed reports based on NPD's needs.
- O. Please furnish sample invoicing.
- P. All fuel transactions shall require driver ID and an odometer entry or equipment identifier for non-vehicular purchases. At a minimum, the Contractor shall insure that the following data is contained on the original receipt give to the driver at the time of each fleet card purchase:
 - 1. Vehicle Number
 - 2. Vehicle Card Number
 - 3. Department and Division
 - 4. Odometer Reading
 - 5. Vehicle tank capacity reference
 - 6. Name of Fueling Site
 - 7. Location of Fueling Site
 - 8. Transaction Date
 - 9. Transaction Time
 - 10. Number of Fuel Gallons
 - 11. Fuel Type (unleaded regular, unleaded plus, unleaded premium, diesel)

12. Fuel Cost per Gallon
13. Total Fuel Cost
14. Non-Fuel Purchases or Repair Costs, if any
15. Total Sale

Please indicate whether the above information will be included on receipts for manual purchases also. If all information will not be included, please indicate the items that will be included. NPD may request additional reports as needed throughout the contract term. These reports will flag for inconsistencies, such as low number of miles between fueling, inactivity on fuel card, etc.

- Q. The proposer shall include as part of this proposal an explanation of their dispute resolution process. The NPD reserves the right to modify or not consider this process as they deem necessary in the final agreement.
- R. The proposer shall include as part of this proposal a detailed listing of all reports available to the NPD under the standard agreement and costs, if any associated with each report. Proposer shall state if information is available for selected time frame (e.g. from date to date) and/or on a daily, weekly, and monthly basis. Also, please indicate if custom reports are available and the cost associated with such reports if applicable. Please submit a sample copy of all reports detailed in this section. Proposer shall describe manner of reporting and identifying non-fuel products purchased such as DEF, oils, antifreeze, etc.
- S. The proposer shall provide in the submittal of the proposal the following information:
 1. Listing of all stations that accept the fueling card offered
 2. Total number of fueling sites in the Navajo Nation (Arizona, New Mexico and Utah)
 3. Total number of fueling sites in the continental USA
 4. Turnaround time for vehicle and driver authorization. Should indicate the time via fax/telephone, US mail, e-mail or website.
- T. The proposer should indicate the price per gallon discount/rebate off the pump prices offered to the NPD, if any. If a sliding scale, please so indicate.
- U. Proposer shall include, with their proposal, a detailed list of any/all charges that may be incurred by the NPD, which have not been covered in this RFP.

- V. The NPD is interested in learning about enhanced features and services that reach beyond the NPD's basic requirements. Proposer should include with this RFP response a detailed description of all additional services offered and costs associated with such services. Said services shall be considered as available options only. Any additional options will not be weighted in evaluated and award of this RFP response.
- W. The proposed fleet fuel card solution should allow for the exporting of transactional data in a sequel server database. The timing and frequency of the availability to export this data should be explained in the proposal submitted. Please note any additional tracking capabilities your solution provides as well as any past experience in merging data with fleet fuel card transaction data.
- X. Delivery Location/Designated Person: Fleet fueling cards shall be delivered to
1. Headquarters' Property
 2. Navajo Police Department, or designated agent,
 3. Navajo Police Headquarters, Window Rock, Arizona 86515.

PROPOSAL ORGANIZATION AND FORMAT

A. Proposal should be submitted on 8.5 by 11 – inch paper bound securely. Proposals must contain and be organized as shown below. Each section should be separated by numbered tabs.

Cover clearly displaying the title of the RFP

1. Tab 1: Table of Contents
2. Tab 2: Introductory letter, to include the name of firm and contact information for the primary NPD contact with the firm.
3. Tab 3: Company biography and other information: provide a brief company history including date founded, number of employees, company headquarters location and operating locations, and past projects and accomplishments. Proposers may also provide any other general information that the Proposer believes is appropriate to assist the NPD in its evaluation.
4. Tab 4: Experience, Past Performance, and Capacity: Proposers must submit under this tab a concise description of its experience, past performance and capacity to deliver the proposed services.
5. Tab 5: Customer and Card Services: Provide overview of customer service to include support services, System Access Process as outlined in Exhibit A (F), issuance/cancellation of cards, reporting lost/stolen cards, card design, and disputed transaction resolution, ability to block cash advances, liability and security.
6. Tab 6: Fuel Card Transaction Sites and Fuel Transaction Data: List of sites accepting fuel card transactions as outlined in in Exhibit A (S) and availability of pump transaction data as outlined in in Exhibit A (P). Also include availability of real-time-data through web portal or website.
7. Tab 7: Invoicing and Reporting: Provide sample of invoice, process for tax-exemption application, overview of reporting as outlined in in Exhibit A (R), and availability of other reporting capabilities outside what is requested in this RFP. This section of the response should include all experience and ability to interface with outside software sources for migration of data.

8. Tab 8: Fees & Discounts/Rebates: Provide a list of all applicable fees as outlined in Exhibit A (E) and any additional fees that the NPD could be subject to as well as all applicable discounts and rebates being offered. Include a completed Attachment A of this RFP in this section of your response.
9. Tab 9: Litigation: Provide the style and cite of any current/pending litigation and any litigation settled or disposed within the past five (5) years against the Proposer, including its parent, sister or subsidiary companies and proposed sub- contractors.
10. Tab 10: References; Provide three (3) references from similar municipalities, organizations and/or entities that Proposer has provided with similar services.
11. Tab 11: Form W-9
12. Tab 12: Navajo Nation Certification Regarding Debarment and Suspension

Attachment A – Fees, Discounts & Rebates Overview

Fees: Proposer must describe in detail the nature and extent of all fees applicable to their program; i.e., monthly/annual card fees, transaction fees, software fees, report fees, etc

Fees:	
Monthly Card Fees	
Annual Card Fees	
Transaction Fees	
Late Payment Fees/Late Charges	
Software Fees	
Report Fees	
Charges for replacement cards (Lost or stolen)	
Charges for special embossing of cards	
APR %	
Other Fees or Charges	

Discounts/Rebates: The Proposer should indicate the price per gallon discount/rebate off the pump prices offered to the NPD of the Navajo Nation, if any. If a sliding scale, list the breaks based on volume of gallons purchased per month.

Flat

<u>Rate</u>	
-------------	--

Discounts/Rebates per Gallon:

Sliding Scale

<i>Gallons per Month</i>	<i>Discounts/Rebates per Gallon:</i>

Attachment B – Departmental Purchased Vehicles

- 10 2018 Chevrolet 4WD Tahoe
- 1 2018 Chevrolet ½ ton 1500 truck
- 1 2018 Chevrolet Impala 6 cylinder

Request for Taxpayer Identification Number and Certification

**Give Form to the
 requester. Do not
 send to the IRS.**

Print or type See Specific Instructions on page 2.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶ _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
	5 Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	6 City, state, and ZIP code	
	7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number									
				-			-		
or									
Employer identification number									
				-					

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here	Signature of U.S. person ▶	Date ▶
------------------	----------------------------	--------

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

**NAVAJO NATION CERTIFICATION
Regarding Debarment and
Suspension**

Applicant acknowledges that to the best of his/her knowledge that their company and principal participants on this contract:

- 1. Are not debarred, suspended, or otherwise slated for debarment, ineligible and/or excluded from participation on Federal, State, and Tribal Government contracts etc.

- 2. Are not presently nor have been under criminal indictment or civilly charged by a governmental entity (Federal, State, and Tribal Government) for fraud, forgery, falsification, theft, bribery, destruction of records, receiving stolen property and other criminal offenses in the administration of a government contract.

- 3. Have not been terminated for cause or convenience by a governmental entity in the administration of a government contract (Federal, State, and Tribal Government).

- 4. If the Navajo Nation determines that the Certificate provided herein is not true, it will be grounds to terminate the contract and pursue other legal remedies.

Applicant's Address

Name & Signature of Applicant

Type or Print Name

Signature Date