

**REQUEST FOR PROPOSAL
NAVAJO DEPARTMENT OF EMERGENCY MANAGEMENT
THREE EMERGENCY RESPONSE VEHICLES**

BID NUMBER 25-06-3732SB

I. PURPOSE OF REQUEST.

The Navajo Department of Emergency Management (NDEM) is requesting proposals for three emergency response vehicles with the specifications outlined under the Scope of Goods and Services (Exhibit A). Proposals must be all inclusive for an out the door price with the up-fit included in the single price. The selection will be based on overall price, services, performance and reliability of the proposers. The NDEM's needs are outlined in the following Request for Proposal ("RFP").

II. TIME SCHEDULE.

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

NDEM issues RFP.	June 6, 2025
Deadline for Submittal of Proposals by 5:00 PM Mountain	July 8, 2025
Evaluation of submitted proposals	July 9-11, 2025
Notice of conditional selection and initiate award process (tentative)	July 14, 2025
Award by the Navajo Nation (tentative)	August 29, 2025

III. INSTRUCTION FOR PROPOSERS.

A. All proposals* must be addressed to:

Delivery: Sharon Belone, Buyer
Purchasing Service Department
Admin Building One
2559 Window Rock Boulevard / 1ST FLOOR
Window Rock, Arizona 86515

Mailing: Sharon Belone, Buyer
Purchasing Service Department
Post Office Box 3150
Window Rock, Arizona 86515

*Note this delivery and address surname is limited only to the proposal delivery and mailing.

B. All proposals must be in a sealed envelope and clearly marked "**NDEM**

THREE EMERGENCY RESPONSE VEHICLES. 25-06-3732SB

The name and address of the proposing vendor must be shown on the face of the envelope.

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

Sharen Sandoval, Director
Navajo Department of Emergency Management
(505) 422-7374
sharen.sandoval@navajo-nsn.gov

- D. All proposals must be received by 5:00PM Mountain on Tuesday, July 8, 2025. Proposals will not be accepted after this deadline. Two (2) copies of the proposal must be enclosed in the sealed envelope. 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.
- F. The NDEM will notify proposers of the outcome of their proposals on or near the date indicated in the above time schedule.
- G. Proposal Submittal must include:
1. Description of the proposers' experience and capabilities in delivering the requested goods and services to government, corporate or law enforcement agencies. Delivery to law enforcement agencies should be emphasized.
 2. Proposer must include in their RFP a list of three (3) commercial fleet client references that can be used as references. Selected organizations may be contacted to determine the quality of work and services provided. The references should be law enforcement agencies.
 3. Provide insight describing the certification and work experience for the key staff who would be assigned to provide the requested goods and services to the NDEM. Please include specialization of the key staff.
 4. Identify from what location the proposer will provide the goods and service to the NDEM.
 5. Describe systems and mechanisms that would be established to ensure timeliness of response to the NDEM staff and good

communication during and following the project. Specifically, identify how long will it take for the vehicle to be delivered upon receipt of a purchase order.

6. Describe systems and mechanisms that would be established for status reporting during the project.
7. Describe your preference for method of payment and your procedure for billing and other account requirements.
8. COSTS: Provide a proposed fee for the project based on the scope of work as outlined in the proposal. The fee should include the following:
 - a. Base fee for the goods and services outlined.
 - b. Define any additional or variable charges proposed that would be in addition to the base fee.
9. License requirement. Please refer to Section VIII.
10. A completed W-9 Form (Exhibit B)
11. A Navajo Nation Certification Regarding Debarment and Suspension (Exhibit C)

IV. **SELECTION CRITERIA.**

The NDEM will use the following criteria in its evaluation and comparison of proposals submitted. The order in which they appear is not intended to indicate their relative importance. **SELECTION CRITERIA.**

CRITERIA	WEIGHT GIVEN
1. Responsiveness of the written proposal to the purpose and scope of service, completeness and clarity of all required information and any supplemental information provided by the Proposer that will demonstrate the quality of services.	40 POINTS
2. Price.	50 POINTS
3. Ability, experience, financial resources and history of successfully completing contracts of this type, meeting projected deadlines and experience in similar work, location, the character, integrity, reputation, judgment and efficiency of the Proposer.	10 POINTS
TOTAL CRITERIA WEIGHT	100 POINTS

V. SCOPE OF WORK.

The scope of work to be covered are attached herein as Exhibit A.

VI. TERMS AND CONDITIONS.

- A. The NDEM reserves the right to reject any and all proposals, and to waive minor irregularities in any proposal.
- B. The NDEM reserves the right to request clarification of information submitted, and to request additional information from any proposer.
- C. The information submitted will be analyzed and may be shared internally, appear in reports, as appropriate and at the NDEM's discretion. Proprietary, classified, confidential, or sensitive information should be clearly marked in your response. The NDEM reserves the right to use any non-proprietary information. No basis for claims against the NDEM shall arise as a result of a response to this RFP or from the NDEM's use of such information.
- D. The NDEM reserves the right to award all or a portion of the required goods and services to more than one qualified proposer at the NDEM's sole discretion.
- E. The contract resulting from acceptance of a proposal by the NDEM shall be in a form supplied or approved by the NDEM and shall reflect the specifications in this RFP. The Purchase Order Terms and Conditions is attached.
- F. After preliminary selection and prior to contract award, the NDEM will meet with the Proposer to review procedures for invoicing, payment, reporting, if any, and monitoring contract performance.
- G. The NDEM shall not be responsible for any costs incurred by the Proposer in preparing, submitting or presenting its response to this RFP.
- H. The NDEM reserves the right to perform unannounced site visits and interview staff and management prior to selection to determine, among other things if needed:
 - a. Customer service responsiveness;
 - b. Shop organization and operation efficiency; and
 - c. Response time.
- I. The vehicle must be delivered in a timely manner. The bid price shall be F.O.B. to the Window Rock Fleet Management Office, Arizona. The vehicle shall be free from any purchase money or other lien or security

interest.

- J. The Navajo Nation shall receive, at the time of delivery, all pertinent documents necessary for titling and licensing vehicles, documents include the Manufacture's statement of Origin, Odometer statement. The Navajo Nation will be responsible for registering the vehicle.
- K. 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.
- L. The Navajo Nation is a sovereign government and all contracts entered into as a result of the RFP shall comply with the Navajo Nation law, rules and regulations, including the Navajo Preference in Employment Act, and applicable federal law, rules and regulations.

VII. **COMPENSATION**

- A. Present detailed information for the identified goods and services, inclusive of Navajo Nation sales tax (6%) [24 NNC § 201 et seq.]. The Navajo Nation will not pay any other tax associated to this service purchase.
- B. Provide specifics as to definitions of routine versus non-routine tasks, what is fixed as opposed to variable, and how costs are adjusted according to that classification.
- C. In the event you have specific questions regarding the applicability of this tax, please contact the Office of the Navajo Tax Commission, Compliance Department at 928-871-6681.
- D. Payment by the NDEM for the identified goods and services will only be made after the identified goods and services have been delivered and accepted by authorized NDEM representatives This includes all pertinent documents, including invoice and acceptance of the vehicle according to specifications.
- E. The vendors W-9 address must be reflecting on the vendors' addresses.
- F. The successful proposer must align their invoice to the exact verbiage contained on the purchase order reflecting goods purchases.
- G. The NDEM requires that all its vendors have a Department of Treasury Internal Revenue Service Form W-9 on file with the NDEM to accommodate payment. Itemized billings shall be submitted upon completion containing information specified by the NDEM as described in Exhibit A.

VIII. PROPOSAL PRICE

- A. The Navajo Nation requires the proposal to include a sealed bid price. Failure to do so will result in a “non-responsive” classification and rejected. A description of what shall be required in the sealed bid price is in Section 4 of the scope of service.
- B. Please refer to the Office of the Navajo Tax Commission at 928-871-6683 or their website at <http://www.tax.navajo-nsn.gov/> for additional information or guidance on what requires the Navajo Nation sales tax.
- C. Payment by the NDPS for the services will only be made after the services have been performed and accepted by authorized NDPS representatives. Itemized billing shall be submitted upon establish submission tables.
- D. The payment procedures established by the Division of Finance/OOC shall be adhere to and are to begin whenever Goods are delivered and accepted.

IX. LICENSE REQUIREMENT

- A. Proposer must be licensed in the Navajo Nation if performing the goods and services on the Nation or they must be license in the state where the goods and service will be provided.
- B. The Navajo Nation may require the proposer with which a contract is established, prior to the commencement of work, to provide evidence of appropriate professional liability insurance and worker’s compensation coverage. Describe how you would provide and in what coverage amounts.

EXHIBIT A-

SCOPE OF

GOODS

EXHIBIT A

SCOPE OF WORK AND SERVICE

The Navajo Department of Emergency Management is seeking to purchase three (3) vehicles from an authorized and fully certified licensed automotive dealership that meets all the standards and qualifications from the vehicle manufacture in terms of facilities, equipment, parts, tools and trained technicians to handle all required services. All the vehicles will be fully up-fitted for emergency response service to include interior top light bar. See attached Exhibit "A" for complete up-fit specifications. Vehicles must be delivered in a timely manner as bid evaluation will be based on the most responsive bid in accordance to specifications and criteria.

The Navajo Department of Emergency Management is requesting proposals on three (3) emergency response vehicles, 4x4 vehicles up-fitted for emergency response services, for purchase using a Navajo Nation Purchase Order. Please review the Purchase Order Terms and Conditions which are attached. The vehicles will be the newest year model. All materials are to be clean, new and free of any defects. All workmanship is to be of first quality.

1 Vehicle (SUV):

Full size Sport Utility Vehicle (SUV), 4x4

V-8 Engine 5.3L

4x4 or All Wheel Drive.

Color: Grey (light or dark)

Heated seats

Factory Window Tint. Front and rear windows match, add tint if needed.

Factory Wheels.

All weather floor mats

Remote Keyless Entry.

Remote start.

Bluetooth for phone.

12.3" diagonal color driver information center

Trailer Tow Package.

Any other installed factory equipment.

Extended warranty.

1 Vehicle (TRUCK #2):

Full size Pick Up Truck Crew Cab, 4x4

V-8 Engine 6.6L, Allison 10 Speed Auto

4x4 or All Wheel Drive.

Color: White

Heated seats

Factory Window Tint. Front and rear windows match, add tint if needed.

Factory Wheels.

All weather floor mats

Remote Keyless Entry.

Remote start.

Bluetooth for phone.
Trailer side blind zone alert.
Rear camera mirror.
Trailer Tow Package.
Any other installed factory equipment.
Extended warranty.

1 Vehicle (TRUCK #2):

Full size Pick Up Truck Crew Cab, 4x4 Dually
V-8 Engine 6.6L, Allison 10 Speed Auto
4x4 or All Wheel Drive.
Color: White
Heated seats
Factory Window Tint. Front and rear windows match, add tint if needed.
Factory Wheels.
All weather floor mats
Remote Keyless Entry.
Remote start.
Bluetooth for phone.
Trailer side blind zone alert.
Rear camera mirror.
Trailer Tow Package.
Goose neck hitch package.
Any other installed factory equipment.
Extended warranty.

Up-fit (1 SUV):

Headlight light flasher (WHITE/AMBER/RED)
Interior light bar (front and rear) (WHITE/AMBER/RED)
Dome light in driver area
Taillight flasher
All floor charges, installation and programming labor, shop supplies and shipping to be built into the completed unit price for each vehicle.

Up-fit (TRUCK #1):

Front grille lights: Passenger side Power Fascia LED, stud mount, 12 LED, red/white Grill lights, 2 levels.
Headlight light flasher (WHITE/AMBER/RED)
Interior light bar (front and rear) (WHITE/AMBER/RED)
Dome light in driver area
Taillight flasher
Spot light on driver side
All floor charges, installation and programming labor, shop supplies and shipping to be built into the completed unit price for each vehicle.

Up-fit (TRUCK #2):

Front grille lights: Passenger side Power Fascia LED, stud mount, 12 LED, red/white Grill lights, 2 levels.

Headlight light flasher (WHITE/AMBER/RED)

Interior light bar (front and rear) (WHITE/AMBER/RED)

Dome light in driver area

Taillight flasher

Spot light on driver side

All floor charges, installation and programming labor, shop supplies and shipping to be built into the completed unit price for each vehicle.

EXHIBIT B
FORM W-9
(Rev. 05/2024)

EXHIBIT C

Debarment and Suspension

EXHIBIT D

Purchase Order

Terms and

Conditions

EXHIBIT D

Purchase Order Terms and Conditions

- 4
- A. **DELIVERY.** Delivery must be made within thirty (30) days from receipt of this purchase order unless otherwise specified. Time is of the essence and if goods are not delivered within the time specified, the Navajo Nation may reject such goods and cancel the order. Acceptance of later or defective deliveries shall not be deemed a waiver by the Navajo Nation of its right to cancel this order or to refuse to accept further deliveries. The purchase order number, account and project numbers must be shown on all packages, packing slips, invoices and correspondence relating to the order. **BACKORDERS WILL BE ALLOWED ONLY UPON AGREEMENT WITH THE PURCHASING DEPARTMENT.**
- B. **F.O.B POINT.** All prices offered herein are F.O.B. destination (on the Navajo Reservation) unless otherwise specified.
- C. **REQUIREMENT FOR WRITTEN PURCHASE ORDER.** Shipments will not be accepted and invoices will not be honored unless a valid purchase order in writing, has been issued to the vendor by the Purchasing Section of the Navajo Nation.
- D. **TERMS AND ACCEPTANCE.** This order becomes a contract (1) when a signed acknowledgment is received by the Navajo Nation, or (2) when shipment according to schedule of all or any portion of the goods covered by this order shall be made, or (3) when written approval is given vendor by the Navajo Nation of the price and delivery schedule of the goods as stated by vendor if vendor's written acknowledgment of this order contains either (a) a different price or delivery schedule or a different type of item, or (b) no price or no delivery schedule for the item or items to which the Navajo Nation's approval applies. Except as provided in the preceding sentence, a condition of this order is that any provisions printed or otherwise contained in any acknowledgment of this order, inconsistent with or in addition to the terms and conditions herein stated, and any alteration in this purchase order, shall have no force or effect, and that the vendor by such acknowledgment thereby agrees that any such provision therein or any such alteration in this order shall not constitute any part of this contract of purchase and sale. This contract contains the entire agreement of the parties, and failure of either party to enforce any of its rights hereunder shall not constitute a waiver of such rights or of any other rights hereunder.
- E. **BILLING.**
1. Submit original invoice(s) and 2 copies to the Accounts Payable Section. The Navajo Nation, P.O. Drawer 1660, Window Rock, AZ 86515. **DUPLICATE INVOICES WILL NOT BE HONORED.**
 2. Invoicing must be itemized as to items, quantities, unit prices and extended amounts.
 3. Submit a separate invoice for each purchase order. Do not combine invoicing for more than one purchase order.
 4. Invoices must be submitted immediately upon shipment.
 5. Where pricing differences or discrepancies exist between the purchase order and the invoice submitted, the purchase order will prevail. The purchaser reserves the right to accept or reject all quantities delivered not in compliance with the purchase order specifications or in excess of the quantities specified herein.
- F. **CASH DISCOUNT.** The term of any cash discount will be computed from the date of receipt and acceptance of the goods or services procured hereunder, or from the date of receipt of a correct Original invoice, whichever is later.
- G. **TAXES.** Except as may be otherwise provided in this order, the contract price includes all applicable federal, state, Indian and local taxes. In addition, the Navajo Nation claims the transaction is in any event immune from state and local sales, gross receipts, use, compensating and transaction privilege taxes under federal Indian law. Vendor expressly warrants that the contract price does include any allowance for state and local sales, gross receipts, use, compensating and transaction privilege taxes. The Navajo Nation will not reimburse or pay vendor any state and local sales, gross receipts, use, compensating and transaction privilege taxes unless the following conditions are met:
1. A governmental authority asserts a liability for such taxes against vendor has not and will not concede its liability for such taxes except as provided in Paragraph G.3(below); and
 2. The Navajo Nation at its expense is given the full opportunity to contest the liability for such taxes for and on behalf of vendor and with vendor's full cooperation; and
 3. A final determination has been made that vendor is liable for such taxes or the Navajo Nation decides it does not wish to contest vendor's liability for such taxes further.
- H. **FAIR LABOR STANDARDS ACT.** Vendor must certify that goods were produced in compliance with all applicable requirements of section 6,7 and 12 of the Fair Labor Standards Act, as amended, and of regulations and orders of the United States Department of Labor issued under section 14 thereof.
- I. **NAVAJO PREFERENCE.** If this purchase order is issued to a vendor claiming preference under the Navajo Nation Business Preference Law, then acknowledgment and/or delivery against this order shall constitute certification of current compliance, on the part of the vendor, with all applicable provisions of this Law.
- J. **CHOICE OF LAW.** The laws of the Navajo Nation will govern the interpretation, construction and enforcement of this Purchase Order, including, without limitation, the Navajo Uniform Commercial Code.
- K. **CHOICE OF FORUM.** Subject to the limits of applicable law, eg., 1. Navajo Tribe Code et seq., any dispute between the parties will be resolved in the Courts of the Navajo Nation and vendor consents to in personam jurisdiction of such courts in the event of any such dispute.
- L. **INSPECTION, WARRANTY.** Goods or services delivered (whether paid for or not) are subject to inspection, testing, and approval by the Navajo Nation before acceptance. Vendor expressly warrants that all articles, materials, services and work