

## REQUEST FOR PROPOSAL

BID NO: 25-12-3947SB

Date: December 12, 2025

Project Title: Navajo Nation Department of Fire & Rescue Service: All-Terrain Vehicle and Utility Terrain Vehicle, service, maintenance, and repairs.

### Project Schedule:

Advertisement of RFP	12/12/2025 – 12/31/2025
Requests for Information Due Date:	12/23/2025 @ 5 p.m. MST
Bid Due Date:	12/31/2025 @ 5 p.m. MST

### Proposal:

All interested parties are invited to review and respond to this Request for Proposal at their discretion. All questions pertaining to the contents of this RFP as a respondent can contact via email John Williams, Fire Chief – NNDFRS/NDPS at [johnwilliams@navajonnsn.gov](mailto:johnwilliams@navajonnsn.gov), no later than 5:00 PM (local time in Window Rock, AZ) on December 23, 2025.

All parties responding to this bid are instructed to submit or send four (4) proposals (1 original and 3 copies) to the following address:

The Navajo Nation  
Division of Finance – Purchasing  
Attention: 25-12-3947SB, Buyer  
Administration Building # 1  
Window Rock Blvd.  
Window Rock, Arizona 86515

All responses to this bid shall be sent in a sealed envelope, including a return address, and clearly marked on the outside of the envelope, the following:

BID # 25-12-3947SB  
NAVAJO NATION DEPARTMENT OF FIRE & RESCUE:  
ALL-TERRAIN VEHICLE AND UTILITY TERRAIN VEHICLE, SERVICE,  
MAINTENANCE, AND REPAIRS  
DO NOT OPEN BID PROPOSAL

I. DESCRIPTION OF THE ORGANIZATION

The Navajo Nation Department of Fire & Rescue NNDFRS is a growing program operating eight (8) fire stations located throughout the Navajo Nation in Arizona and New Mexico. It is increasing its inventory of emergency vehicles to support fire rescue services on the Navajo Nation. The NNDFRS is seeking qualified vendors specializing in All-Terrain Vehicles (ATVs) and Utility Terrain Vehicles (UTVs) service, maintenance, and repairs for the department owned ATVs and UTVs.

II. SCOPE OF THE CONTRACT

The Navajo Nation intends to enter a professional services contract with one (1) responsible, qualified, and independent Contractor to complete all work as described in the attached scope of work for a period of five (5) years.

III. RESPONDENT REQUIREMENTS

All respondents must have the capabilities listed herein, including sufficient detailed information with regard, to experience and expertise in meeting the following requirements:

1. A legitimate and credible vendor with a minimum of five (5) years' experience and history with providing the described services.
2. The Navajo Business Opportunity Act 5 NNC § 201, 205 will apply.
3. Federal requirements, if applicable.

IV. SCOPE OF WORK (See Attached)

V. REQUIREMENTS

The respondent will furnish all requested information as specified in the RFP.

VI. PROPOSAL CONTECT AND REQUIRED INFORMATION

Please utilize the outline described below with four (4) copies.

1. Organizational letter: Letter expressing your interest and a brief description of your proposed services. Do not reveal or refer to the cost in this letter.
2. Organization qualifications and project experience. You may include references.
3. Scope of Work.
4. Service Specifications (if any).

5. Copies of licenses, certifications, insurance certificates, and other relevant documents.
6. Sub-contractor information, if applicable.
  - a. Sub-contractor work should not exceed certain percentage of the entire project.
7. Costs to be submitted in a separate sealed envelope. Detailed breakdown of costs: Material, Labor, and other applicable costs; 6% Navajo Nation Sales Tax.
8. Compliance: Any proposal that does not adhere to this format and does not address each specification, requirement, or scope of work as outlined, may be deemed non-responsive and rejected on that basis.

VII. EVALUATION PROCESS (pre-qualifying process)

1. Evaluation Criteria
  - a. Qualifications, credentials, and minimum five (5) years' work experience. This includes the capabilities to provide all requested services. (20 Points)
  - b. Quality of service, ability, reliability, and warranty services. (30 Points)
  - c. Location and ability to facilitate/travel to locations on the Navajo Nation. (20 Points)
  - d. Navajo Preference. (5 Points)
  - e. Cost (Separate Sealed Envelope). (25 Points)
2. Applicable Federal Requirements.
3. The Navajo Nation Department of Fire & Rescue reserve the right to interview respondents if deemed necessary due to tied scores or other legitimate matters.
  - a. This may entail a presentation from the respondent for clarification and/or details on products or other requirements. The presentation will be, presented at the respective sites (if necessary). It is NNDFRS intention to award one (1) vendor to provide all services as specified.

VIII. TYPE OF CONTRACT

The Navajo Nation will utilize a standard Professional Services Contract for the procurement of goods and services for this project.

IX. PERIOD OF PERFORMANCE

The period of performance will be determined and negotiated based on the schedule proposed by the respondent and the contract implementation date.

X. TECHNICAL DIRECTION

The Navajo Nation Department of Fire & Rescue point of contact John Williams, Fire Chief for all inquiries relating to the project and other matters. Questions and responses will be, shared with all respondents. Chief Williams' email address is: [johnwilliams@navajo-nsn.gov](mailto:johnwilliams@navajo-nsn.gov)

XI. PAYMENT AND SUBMISSION OF INVOICES

The Navajo Nation Professional Services Contract will describe this section.

XII. RIGHTS

The Navajo Nation reserves the right to reject any all proposals, in whole or in part based on the requirements set forth in this RFP.

XIII. AGREEMENT TERMS AND CONDITIONS

The Navajo Nation is not bound to enter a contract under the RFP and may issue a subsequent RFP for the same services, and The Navajo Nation is a sovereign government and all contracts entered into as a result for the RFP shall comply with the Navajo Nation law, rules, and regulations, including the Navajo Preference in Employment Act, and applicable federal law, rules, regulations. This procurement and any RFP with respondents may result shall be, governed by the laws of the Navajo Nation and applicable federal law. Nothing herein shall be, constructed as a waiver of the Navajo Nation's sovereign immunity. In addition, the Navajo Nation Business Opportunity Act will apply to the RFP.

The Navajo Nation Professional Services Contract will provide all other legal and contractual obligations, terms, and requirements of this project.

XIV. OTHER

## **SCOPE OF WORK**

Navajo Nation Department of Fire & Rescue Service: All-Terrain Vehicle and Utility Terrain Vehicle, service, maintenance, and repairs.

The Navajo Nation Department of Fire & Rescue Service (FRS) is seeking a proposal for All-Terrain Vehicle and Utility Terrain Vehicle service, maintenance, and repairs. Vendor must submit specifications, service options, pricing, qualifications and accessories.

Vendors must guarantee the quoted prices for the period of October 1 through/and upon funds availability. The FRS with the consent of the vendor shall have the option for end of the contract, the same terms and conditions upon agreement of any price changes.

Vendor must have the ability to work collaboratively with FRS to meet the following key components of the FRS emergency vehicle fleet maintenance program.

- Comprehensive and preventative service and maintenance schedule, and shall have means to repair or replace all parts approved by FRS.
- Full utilization of standard warranty coverage, in accordance and compliance with original equipment manufacturer (OEM) specifications, warranties, and recommendations.
- Excellent customer service and responsiveness to maximize cost efficiencies, minimize unscheduled repairs and down time.
- Timely service, maintenance, and repair services to correct deficiencies and return to in-service status.
- Technical capabilities to perform the required services.

Vendor shall perform, furnish supervision, labor, tools, parts, and equipment to perform diagnostic, inspection, service, repair, and maintenance services. In addition, shall be consistent with best practices, meet all federal, state, and local standards, and follow manufacture's recommendations, that include, but not limited to:

- Oil change/lube
- Tire rotation/repair/replacement
- Brake services/maintenance/repair (hydraulic/air)
- Suspension services/maintenance/repair
- Heat/AC services/maintenance/repair
- Electrical system services/maintenance/repair

- Chassis and frame service/maintenance/repair
- Engine, transmission, electrical system(s), brake(s), body and frame services/maintenance/repair.
- Other service/maintenance/repairs normal/customary/emergency for ATV/UTVs.

**Request for Taxpayer  
Identification Number and Certification**

Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

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

**Before you begin.** For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See Specific Instructions on page 3.	<b>1</b> Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)		
	<b>2</b> Business name/disregarded entity name, if different from above.		
	<b>3a</b> Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only <b>one</b> of the following seven boxes.  <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C corporation <input type="checkbox"/> S corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) _____ <b>Note:</b> Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) _____	<b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):  Exempt payee code (if any) _____  Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____  (Applies to accounts maintained outside the United States.)	
	<b>3b</b> If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions _____ <input type="checkbox"/>		
	<b>5</b> Address (number, street, and apt. or suite no.). See instructions.	Requester's name and address (optional)	
	<b>6</b> City, state, and ZIP code		
	<b>7</b> 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 instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

<b>Social security number</b>									
				-			-		
<b>or</b>									
<b>Employer identification number</b>									
				-					

**Part II Certification**

Under penalties of perjury, I certify that:

- 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
- 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
- I am a U.S. citizen or other U.S. person (defined below); and
- 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 for Part II, later.

<b>Sign Here</b>	Signature of U.S. person	Date
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**General Instructions**

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

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

**What's New**

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

**Purpose of Form**

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

**NAVAJO NATION CERTIFICATION**  
**Regarding Debarment, Suspension, and**  
**Contracting Eligibility**

1. Applicant entity acknowledges that to the best of its knowledge that the Applicant entity, either in its present form or in any identifiable capacity, has not, in accordance with 12 N.N.C. § 361:
  - A. Been convicted of the commission of criminal offenses incident to obtaining or attempting to obtain a public or private contract or subcontract, or in the performance of any such contract or subcontract;
  - B. Been convicted of embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or other offenses indicating a lack of business integrity or honesty, which currently, seriously, and directly affect responsibility as a Navajo Nation contractor;
  - C. Been convicted under antitrust statutes arising out of the submission of bids or proposals;
  - D. Violated contract provisions, including:
    - i. Deliberate failure, without good cause, to perform in accordance with the contract specifications or within the time limit provided in the contract,
    - ii. A recent record of failure to perform or of unsatisfactory performance with the terms of any contract, or
    - iii. Any other cause so serious and compelling as to affect responsibility as a Navajo Nation contractor, including debarment by another governmental entity.
2. Applicant acknowledges that if the Navajo Nation determines that the executed Certification provided herein is untrue or not wholly accurate, it shall be grounds for the Navajo Nation to terminate the contract and pursue other legal remedies, at the Navajo Nation's discretion.
3. Applicant certifies to the best of its knowledge that it is eligible to do business with the



Navajo Nation, in its present form or in any other identifiable capacity, pursuant to 12 N.N.C. § 1501 and 5 N.N.C. § 301. Applicant also acknowledges that per 12 N.N.C. § 1505, it will not be eligible to contract with the Navajo Nation if deemed ineligible by the appropriate department or entity of the Navajo Nation which receives the Applicant’s request for consideration for a business opportunity.

\_\_\_\_\_  
Applicant Name

\_\_\_\_\_  
Name of individual signing on Applicant’s behalf (print)

\_\_\_\_\_  
Applicant Address

\_\_\_\_\_  
Title of individual signing on Applicant’s behalf

\_\_\_\_\_  
Applicant Address

\_\_\_\_\_  
Signature of individual signing on Applicant’s behalf

\_\_\_\_\_  
Applicant Address

\_\_\_\_\_  
Date