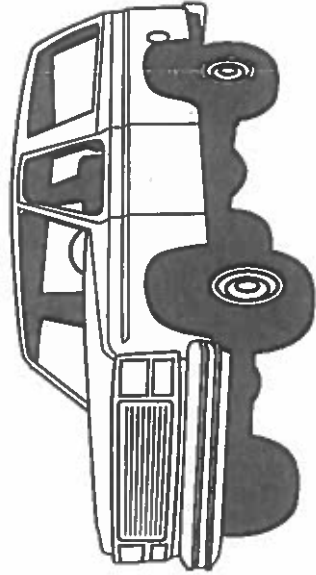




# THE NAVAJO NATION

## Employee Surplus Vehicle Sale



PMD is authorized to use the NADA yellow book average trade in value as the base value; deducts for mileage; adds the NADA value for 4WD, deducts for wear and tear to arrive at a minimum (threshold) fair value and adds 1.25% for a maximum value.

The Fleet Management Department issues vehicle condition reports that are for classification of mechanical operation only and are not warranties for purposes of any general or particular use and driving, which shall be the sole responsibility of the purchaser, who accepts the vehicle in its condition "as is". All sales are in "as is" condition and final.

Surplus vehicles are categorized into two condition groups: group one consists of vehicles indicated to be OPERATIONAL (numeric); group two consists of vehicles indicated to be NON-OPERATIONAL (alpha).

The condition report, the fair value, maximum value, vehicle number and item number are displayed on the vehicles for sale.

### Sale Notice

PMD posts the sale notice, provides 10 working days for inspection and bid submittals and schedules a time and date for bid opening. PMD hours of business apply in all times indicated throughout this pamphlet.

The notice consists of; item number, vehicle identification number (VIN), description (year, make, model), fleet number, mileage, fair value, maximum value and condition group.

Upon bid opening, bids are sorted and tabulated from high to low bid. The results are posted at PMD for viewing by bidders.

### Payment

Acceptable payments are cash, money order or cashiers check only! *Personal checks are not*

accepted! Successful bidders make payment at the Cashiers Office by notice provided by PMD. Cashiers checks and money orders shall be made payable to: The Navajo Nation.

### Rules

Navajo Nation employees in the following employment categories are authorized to place bids; 1) Regular Full Time, 2) [REDACTED]

[REDACTED] (inquire for clarification). PMD is authorized to verify employment status with Personnel Management Department.

Employees on current payroll deduction are not authorized to participate. PMD is authorized to verify current deductions with Financial Services.

Employees are authorized to make payment in payroll deduction, cash down and full payment. Some factors determine the type of payment available to an employee, these are; sole bids, successive bids, high bids and tied bids. Inquire with PMD employee coordinating sales.

Employees are only authorized to place two (2) bid forms. Bid forms submitted in excess this limit will invalidate all bid forms.

Employees are only authorized to receive one (1) vehicle per sale and sale site regardless the method of payment.

Employees, family members and representatives are not authorized to receive and place bids or receive bid forms for another employee.

PMD is authorized to reject bids below the fair value and above the maximum value. Rejected bids are not negotiable.

When bids are unsealed from the bid box, changes to bid forms are not permitted. Bid forms placed into the sealed bid box shall not be retracted for viewing, corrections or withdrawals.

Bids are not transferable to other vehicles and not negotiable.

Bid forms shall be filled out completely and accurately. Incomplete and inaccurate bid forms will be rejected.

On rotation, bidders are authorized to receive two sets of keys to start vehicles. Vehicles are not permitted to be test driven in or out of the storage yard.

No one below the age of 18 is permitted in the vehicle storage yard. Public intoxication is not permitted on Navajo Nation premises.

For emergency and business purposes, bidders are not permitted to park their vehicles and work vehicles on PMD premises. Navajo Nation employees may park their official vehicles or POV on premises for business purposes but shall remove their vehicle if inspecting or participating in the bid. Space permitting, bidders with handicap placards and passengers may park on PMD premise.

Bidders may have vehicles mechanically inspected at the storage site at the bidder's expense. Driving the vehicle in the yard is not authorized.

Bidders and attendees are responsible for the actions of their dependents, guests and representatives.

Faxing or any form of electronic transmittal of bid forms is not authorized and shall be rejected.

Letters of bid offers are not authorized and shall be rejected.

### Payment

Full payment in the prescribed method of payment is due within 24 hours after the bid results are posted. PMD is authorized to notify

the next high bidder when a bidder fails to pay the bid amount when due without recourse.

**Title Transfer, Bill of Sale and Notary**

PMD processes title transfer, Bill of Sale and notary on all vehicles sold.

There is no fee for title transfer, Bill of Sale and notary in the initial processing of forms. In the event of loss or change to original documents, PMD is authorized to require a \$2.00 notary fee for each document and a \$4.00 title duplicate fee.

Title transfers are processed completely with all required information. PMD is not authorized to release incomplete title transfers and bill of sale.

**Sold Notice**

PMD electronically transmits "Sold Notice" to Motor Vehicle Departments as required by state law for all vehicles sold.

Buyers are responsible for penalties and fees for registering and titling vehicles in the required time allowed in their state of residence.

**Tie Bid**

In the event of a tie bid or successive ties;

1. PMD shall schedule a date and time for bidders tied for a vehicle. Failure by a tied bidder to attend the scheduled date and time is grounds for disqualification for a tie bid.
2. PMD is authorized to use the lot (name) drawing method to determine an award to a tie bidder.
3. A bidder scheduled to attend a tie bid may authorize a representative to participate on bidder's behalf. The representative shall not be under the age of (18).

4. Bid amount shall be immediately due when an award to a tie bid is determined. A bidder's representative may make payment on their behalf.

**Protests**

The only category authorized to be protested is the result of a tie bid award.

~~The only items authorized to be protested are:~~

- a. cash counts,
- b. arrival times,
- c. the minor age of a representative.

Protests shall immediately and verbally be filed with PMD representative supervising a tie bid in the presence of all tied bidders.

Protests are invalid when filed exclusive of the above process.

The Navajo Nation, Property Management and employees, during the conduct of surplus vehicle sales, are not responsible for loss or damage to bidder's personal property.

**FAILURE TO ABIDE BY RULES IS GROUNDS FOR BID REJECTION!**

**THE NAVAJO NATION**

Office of the Controller  
Property Management Department

P.O. Box 90  
Fl. Defiance, Arizona 86504  
(928)729-4000/4100 Fax (928) 729-2724

Crownpoint Property Management  
(505)786-5458 Fax (505)786-2398

Tuba City Property Management  
(928)283-3104 Fax (928)283-3105