

REQUEST FOR PROPOSALS
BID NO. 21-02-2423LE

PROPOSAL DUE DATE : April 1, 2021

DESCRIPTION : AMBULANCE MAINTENANCE & SERVICE

CONTACT PERSON : Mr. Chris Kescoli
DEPARTMENT OF EMERGENCY MEDICAL
SERVICE
DIVISION OF PUBLIC SAFETY
TELEPHONE NO. (928) 871-6410
EMAIL: ckescoli@navajo-nsn.gov

RETURN ALL RESPONSES TO :

DELIVER TO : THE NAVAJO NATION
PURCHASING SERVICES DEPARTMENT
1st Floor, Administration Building #1
WINDOW ROCK, ARIZONA 86515
ATTN: Ms. Lorita Etsitty
TELEPHONE NO. (928) 871-6316

MAIL TO : THE NAVAJO NATION
PURCHASING SERVICE DEPARTMENT
POST OFFICE BOX 9000
WINDOW ROCK, ARIZONA 86515
ATTN: Ms. Lorita Etsitty
TELEPHONE NO. (928) 871-6316
*NOTE: THE BID NUMBER AND THE VENDOR
MUST BE INDICATED ON THE OUTSIDE OF THE
PACKAGE.

SECTION I

INFORMATION ONLY NO RESPONSE TO THIS SECTION IS REQUIRED

- A. ISSUING OFFICE:** This request for Proposals (RFP) is issued by the Purchasing Services Department of the Navajo Nation, P.O. Box 9000, Window Rock, Arizona 86515
- B. PURPOSE:** This RFP provides prospective respondents with sufficient information to enable them to prepare and submit proposals for consideration.
- C. SCOPE:** This RFP contains the instructions governing the proposals to be submitted and material to be included therein; mandatory requirements which must be met to be eligible for consideration; and other requirements to be met by each proposal.
- | D. SCHEDULE OF ACTIVITIES: | DEADLINE: |
|--|--------------------------|
| 1. Public Advertisement | March 18, 25, 2021 |
| 2. Prospective respondents inquire deadline
(No questions accepted after this date) Inquiries and questions will be answered at any time prior to this date. Questions to this RFP may be verbal or in writing. | March 26, 2021 @ 5:00 pm |
| 3. Due date for proposal | April 1, 2021 @ 5:00 pm |
| 4. Opening of proposals and evaluation | April 6, 2021 |
| 5. Award date for contract | April 7, 2021 |
- E. INQUIRIES:** Prospective respondents may make telephone or written inquiries concerning this RFP to obtain clarification of requirements. No inquiries will be accepted after the inquiry deadline listed in Section D. Mailed inquiries are to be addressed to:

**THE NAVAJO NATION
PURCHASING SERVICES DEPARTMENT
POST OFFICE BOX 9000
WINDOW ROCK, ARIZONA 86515
ATTN: Ms. Lorita Etsitty
TELEPHONE (928) 871-6316**

- F. ADDENDUM OF SUPPLEMENT TO THIS REQUEST FOR PROPOSALS:** In the event that it becomes necessary to revise any part of this RFP, an addendum will be issued.

- G. PROPOSALS SUBMISSION:** Bidders who are mailing their proposals should allow sufficient time for mail delivery to insure receipt by the time specified. It is recommended they be sent by certified mail to the address indicated on the cover sheet of this RFP.
- H. THREE (3) COPIES OF PROPOSALS ARE REQUIRED:** (including the original) and should be delivered in a sealed envelope; also include the name and address of the individual or firm submitting the proposal.
- I. LATE RECEIPT OF PROPOSALS:** Late proposals will not be accepted. It is the responsibility of the bidder to ensure the proposal arrives in the Purchasing Services department prior to the date and time specified.
- J. REJECTION OF PROPOSALS:** The Purchasing Services Department reserves the right to reject any or all proposals and to waive informalities and minor irregularities in proposals received.
- K. PROPRIETARY INFORMATION:** Any restriction on the use of data contained within any proposals must be clearly stated in the proposal itself. Proprietary information submitted in response to this RFP will be handled in accordance with applicable purchasing procedures. Each and every page of the proprietary material must be labeled or identified with the word "proprietary".
- L. RESPONSE MATERIAL OWNERSHIP:** All material submitted regarding this RFP shall become the property of the Navajo Nation and will not be returned to the bidder. Responses received will be retained in file and may be reviewed by any person after final selection has been made, subject to Paragraph K above. The Purchasing Services Department has the right to use any or all system ideas presented in reply to this RFP, subject to limitations outlined in paragraph K above. Disqualification or non-selection of a bidder or bid does not eliminate this right.
- M. INCURRING COSTS:** The Navajo Nation Purchasing Service Department is not liable for any cost incurred by the bidders prior to issuance of an agreement, contract and/or purchase order.
- N. ACCEPTANCE OF PROPOSAL CONTENT:** The contents of the proposal of the successful bidder will become contractual obligations if acquisition action ensues. Failure of the successful bidder to accept these obligations in a purchase agreement, purchase order, delivery order or similar acquisition instrument may result in cancellation of the award and such bidder may be removed from future solicitations. The Navajo Nation Purchasing Services Department reserves the right to pursue appropriate legal action in the above set of circumstances.
- O. EVALUATION PROCEDURES AND CRITERIA:**
1. General Procedures:
 - a. An ad hoc committee will judge the merit proposals received in accordance with the criteria defined herein.

- b. Failure of a bidder to provide any information requested in this RFP may result in disqualification of the proposal. All proposals must be endorsed with the signature of a responsible official having the authority to bind the offeror or to the execution of the proposal.
- c. The sole objective of the ad hoc committee will be to select the bidder whose proposal is most responsive to the Navajo Nation Purchasing Services Department. The specifications within this RFP represent the minimum performance necessary for response. On the basis of the evaluation criteria established in this RFP, the ad hoc committee will select and recommend the bidder who best meets this objective.
- d. Evaluation Criteria: The following criteria will be used by the ad hoc committee in the selecting process for contract award. The technical proposal factors will be rated on a scale of 10-100 with weight relations as stated below:

<u>Technical Proposal Factors:</u>	<u>Points:</u>
<u>Completeness of the proposal</u>	20
<u>Respondent's demonstrated capabilities and qualifications</u>	15
<u>Respondent's past performance on similar Bid Proposals</u>	15
<u>Respondent's maintainability and recommendations</u>	10
<u>Respondent's logistical and service support</u>	15
<u>Cost</u>	25

TOTAL: 100

- P. STANDARD CONTRACT:** The Navajo Nation reserves the right to incorporate standard contract provision into any contract negotiations as a result of a proposal submitted in response to this RFP.
- Q. RETURN OF PROPOSALS:** The Navajo Nation has no obligation to return any proposal received in response to this RFP.
- R. GOVERNING LAW:** This procurement and any agreement with offerors that may result shall be governed by the laws of the Navajo Nation.
- S. ALTERNATE PROPOSALS:** Alternate proposals will not be accepted and will be deemed non-responsive.

SECTION II

PROPOSAL FORMAT AND ORGANIZATION

A. NUMBER OF COPIES

Proposer shall provide three (3) identical copies of the proposal to the location specified for the submission of proposals in Section I, Paragraph H, on or before the closing date and time for receipt of proposal.

B. PROPOSAL FORMAT

All proposals must be typewritten on standard 8.5 x 11 paper (larger paper is permissible for charts, spreadsheets, etc.) and placed within a binder with tabs delineating each section, as necessary.

1. Proposal Organization

The proposal must be organized and indexed in the following format and must contain as minimum all list items in the sequence indicated.

- a. Table of Contents
- b. Letter of Transmittal
- c. Bid Proposal
- d. Exceptions & Clarifications
- e. Professional References
- f. Copy of certifications, insurance, W-9
- g. Appendix (if needed)

Any proposal that does not adhere to these requirements may be deemed non-responsive and rejected on that basis.

Proposer may attach other materials which they feel may improve the quality of their response. However, the material should be included as items in the appendix.

2. Letter of Transmittal

Each proposal must be accompanied by a letter of transmittal. The letter of transmittal must:

- a. Identify the submitting organization with a brief description;
- b. Identify the name and title of the person authorized to contractually obligate the organization;
- c. Identify the name, title and telephone number of the person authorized to negotiate the contract on behalf of the organization;
- d. Identify the names, title and telephone numbers of person to be contacted for clarification;

- e. Be signed by the person authorized to contractually obligate the organization; and
- f. Acknowledge receipt of any and all amendments to the RFP.

SECTION III

SCOPE OF SERVICES Ambulance Maintenance & Service

1. General Scope

Furnish all labor, equipment, materials and supervision to perform general repair services, preventative maintenance services, emergency repair services, towing and inspection for ambulances.

2. AMBULANCE PREVENTATIVE MAINTENANCE

The Navajo Nation Department of Emergency Medical Service's ambulance preventative maintenance shall be defined as routine inspection, servicing, repair, and replacement of equipment components on a regular basis so as to facilitate operations with downtime at a minimum. The program shall be in accordance with industry recognized best fleet management practices and shall comply with the original equipment manufacturer (OEM) specifications, warranties, and recommendations. The successful contractor's program shall at a minimum, include the specifications outlined herein, however, are subject to modification upon approval by the Department's representative. The Contractor shall have means to repair and or replace all parts of the ambulance when approved by the Department's representative. All ambulances will be picked up and delivered to the appropriate EMS Field Office where that ambulance is assigned and the Department representative at which time the work being requested and/or that has been performed will be confirmed and finalized. Additionally, work may be completed at the EMS Field Office to reduce ambulance down time. The following items, and all listed safety inspections on every ambulance shall be completed prior to it being returned for service. It is imperative that every vehicle returned for service shall be complete as to repairs and safety checks. All safety issues will be immediately brought to the attention of the Department representative.

A. Frame/Suspension

- | | |
|-----------------------------|---------------------------------|
| 1. Frame rails/ross members | 2. Spindles and Bushings |
| 3. Frame fasteners | 4. Axle Beam/housing |
| 5. Leaf springs/ fasteners | 6. Axle shafts |
| 7. Air springs/ fasteners | 8. Axle power divider |
| 9. Torque arm | 10. Differential/2-speed shift |
| 11. Shocks | 12. Upper/Lower control arms |
| 13. Ball joints | 14. Wheel seals/lubricant level |
| 15. Kingpins | 16. Tires/lugs/wheels |

B. Engine

1. Preventive Maintenance
2. Fuel lines I fittings
3. Oil level I condition
4. Fuel I water separator
5. Oil leaks
6. Fuel tanks I mounting
7. Engine mounts I hardware
8. Air inlet piping I mounting
9. Electronic controls I codes
10. Turbo
11. Operation (running)
12. Blower
13. Coolant level I condition
14. Charge-air cooler
15. Radiator
16. Exhaust manifold
17. Hoses I lines I fittings
18. Exhaust pipe I muffler

C. Transmission

1. Mounts I hardware
2. Universal joints I slip yoke
3. Oil level I condition
4. Carrier bearings
5. Oil leaks
6. Output and input yokes
7. Shifter I linkage
8. Fasteners
9. Electronic control I codes
10. Driveline brake

D. Electrical System

1. Batteries I cables I connectors
2. Dash lights
3. Starter motor I ignition switch
4. Headlamps
5. Solenoids I relays I switches
6. Marker I clearance lamps
7. Interlock systems
8. Turn indicators I hazard lamps
9. Alternator I wiring I bells
10. Brake I backup lamps
11. Rectifiers
12. Ground I step /clearance lamps
13. Isolators
14. Flood I spot I scene lights
15. Inverter I converter
16. Compartment lighting
17. Voltage warning device
18. Air conditioning system
19. Auto load management
20. Wipers I washers
21. Auxiliary battery charger
22. Emergency warning lights
23. Shore power receptacle
24. Backup alarm
25. Radio I intercom
26. City horn I Air horn
27. Operator alert devices

E. Cab and Interior

1. Glass I windows I mirrors
2. Cab lift system
3. Seats I mounting
4. Cab lift motor /lines/ cylinders
5. Doors I hinges I latches
6. Cab lift supports
7. Cab mounts I structure
8. Cab lift pivots I latches
9. Equipment mounting
10. Air conditioning repair/service

F. Braking System

1. Parking brake | controls
2. Drain valves
3. Drums | rotors
4. Air tanks | mounting
5. Air compressor
6. Brake air chambers
7. Pedal assembly
8. Slack adjusters
9. Brake air valves
10. Cams | wedges
11. Hoses | lines | switches
12. Brake shoes | pads
13. Air dryer
14. Calipers

G. Body and Compartments

1. Compartment structures
2. Tread plate | diamond plate
3. Hinges | seals | latches | stops
4. Equipment mounting devices
5. Hazard warning system
6. Paint | corrosion
7. Steps | platforms | grab rails
8. Graphics | decals

The Fleet consist of:

Twelve (12) 2018 Ambulances

- **Make: Chevy 3500HD 4X2 Type I**
- **Engine: 6.0 Gas Engine**
- **Transmission: 4L80**

Sixteen (16) 2020 Braun Ambulances

- **Make: Ford F-350 4x4**
- **Engine: 6.7 Diesel Engine**
- **Transmission: 10R140**
- **2021 Ford Model Chassis**

Three (3) 2014 Ambulances

- **Make: Chevy 3500 Express Cutaway 4X2 Type III**
- **Engine: 6.6 Diesel Engine**
- **Transmission: 6L90 RWD**

Two (2) 2011 Ambulances

- **Make: Chevy 3500 Express Cutaway 4X2 Type III**
- **Engine: 6.6 Diesel Engine**
- **Transmission: 6L90 RWD**

One (1) 2013 Ambulance

- **Make: Chevy 3500 Express Cargo 4X2 Type II**
- **Engine: 6.6 Diesel Engine**
- **Transmission: 6L90 RWD**

One (1) 2004 Ambulance

- **Make: Ford E-450 SuperDuty Type III**
- **Engine: 6.0 Diesel Engine**
- **Transmission: Torqshift 4x2**

One (1) 2005 Ambulance

- **Make: Ford F-350 SuperDuty 4x4 Type I**
- **Engine: 6.0 Diesel Engine**
- **Transmission: 5R110W RWD**

Field Office Locations:

Arizona

1. Window Rock, Arizona
2. Chinle, Arizona
3. Fort Defiance, Arizona
4. Kayenta, Arizona
5. Inscription House, Arizona
6. Red Mesa, Arizona
7. Tuba City, Arizona
8. Winslow, Arizona
9. Pinon, Arizona

New Mexico

1. Crownpoint, New Mexico
2. Tohatchi, New Mexico
3. Torreon/Ojo Encino, New Mexico
4. Shiprock, New Mexico
5. To'hajiilee, New Mexico

The Navajo Nation Fleet Management Department is responsible for the maintenance and repairs to the Navajo Nation Department of EMS's fleet.

At this time, we would like to establish a vendor for the remainder of the year to perform regular repairs and general maintenance to the Navajo Nation EMS Ambulance Fleet. The following items will assist us in determining the lowest responsible bidder for our Ambulance Maintenance & Service Contract.

Standard Hourly Rate for Labor	_____
Overtime Hourly Rate	_____
Emergency Hourly Rate	_____
Mark-up on parts (List Price)	_____
Pick-up and Delivery	_____
Mark-up on Towing%	_____
Mark-up on Substitutional Work%	_____
Sales Tax%	_____

Yes No