

REQUEST FOR PROPOSAL
NAVAJO DEPARTMENT OF CORRECTIONS
PRISONER TRANSPORT VANS AND ADMIN VEHICLES
Bid Number: 23-05-3035TT

I. Purpose of Request.

The Navajo Department of Corrections (NDOC) is requesting proposals for prisoner transports vans with specifications outlined under the Scope of Goods and Services (Exhibit A.) Proposals must be all inclusive for an out the door price. The selection will be based on overall price, services, performance and reliability of the proposers. The NDOC's needs are outlined in the following Request for Proposal ("RFP").

II. Time Schedule.

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

NDOC issues RFP	5/25/23
Deadline for Submittals of Proposals by 5:00 pm Mountain	6/14/23
Evaluation of Submitted Proposals	6/21/23
Notice of Conditional Selection and initiate award Process (Tentative)	6/21/23
Award by the Navajo Nation (Tentative)	6/21/23

III. Instruction for Proposers

- A. All proposals * must be addressed to:
- Delivery: Theron Thomas, Buyer
Purchasing Service Department
Admin Building One
Window Rock Boulevard
Window Rock, Arizona 86515
- Mailing : Theron Thomas, Buyer
Purchasing Service Department
Post Office Box 3150
Window Rock, Arizona 86515

- Note this delivery and address surname is limited only to proposal delivery and mailing

B. All proposals must be in a sealed envelope and clearly marked "NDOC VANS 23-05-3035TT" 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

Delores Greyeyes, PhD, MSW, Director
Navajo Department of Corrections
928-245-3240
dgreeyes@navajo-nsn.gov

David Charles, Corrections Lieutenant
Navajo Department of Correction-Crpt
505-786-2062
dcharles@navajo-nsn.gov

- D. All proposals must be received by 5:00 pm mountain standard time on June 14, 2023. 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 NDOC will notify proposers of the outcome of their proposals on June 22, 2023 by letter.
- G. Proposal Submittal should include:
1. Description of the proposer's experience and capabilities in delivering the requested goods and services to government, corporate or law enforcements 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 NDOC. Please include specialization of key staff.
 4. Identify from what location the proposer will provide the goods and services to the NDOC.
 5. Describe systems and mechanisms that would be established to ensure timeliness of response to the NDOC staff and good communication during and following the project. Specifically, identify how long it will take for the vehicle to be delivered upon receipt of a purchase order.
 6. Describe systems and mechanisms that would be established for the status reporting and during the project.
 7. Describe your preference for method of payments and your procedure for billing and other account requirements.
 8. COSTS: Provide a proposed unit cost for each van as outlined in the proposal. This unit price should then be applied to the twelve vans. Tax should be a separate line item.

9. License Requirements. Please refer to section VII.

10. A completed W-9 form (Exhibit B)

11. A Navajo Nation certification regarding Debarment and Suspension (Exhibit C)

IV. SELECTION CRITERIA

The NDOC 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 services, 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 experiences 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 NDOC reserves the right to reject any and all proposals, and to waive minor irregularities in any proposals.

B. The NDOC 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 NDOC's discretion. Proprietary, classified, confidential, or sensitive information should be clearly marked in your response. The NDOC reserves the right to use any non-proprietary information. No basis for claims against the NDOC shall arise as a result of a response to this RFP or from the NDOC's use of such information.

D. The NDOC reserves the right to award all or a portion of the required goods and services to more than one qualified proposer at the NDOC sole discretion.

- E. It is the intent of NDOC to make this purchase using a Navajo Nation Purchase Order. The terms and conditions are attached as Exhibit D.
- F. After preliminary selection and prior to contract award, the NDOC will meet with the proposer to review procedures for invoicing, payment, reporting, if any, and monitoring contract performance.
- G. The NDOC shall not be responsible for any costs incurred by the proposer in preparing, submitting or presenting its response to this RFP.
- H. 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.
- I. The Navajo Nation shall receive, at the time of delivery, all pertinent documents necessary for titling and licensing vehicles, documents include the Manufactures statement of Origin, odometer statement. The Navajo Nation will be responsible for registering the vehicles.
- J. Nothing in the RFP is intended to or shall have the effect of waving any privileges or immunities afforded the Navajo Nation including but not limited to, sovereign immunity or official immunity and its is expressly agreed that the Navajo Nation retains such privileges.
- K. 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 § seg.]. 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 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 Nation Tax Commission, Compliance Department at 928-871-6681.
- D. Payment by the NDOC for the identified goods and services will only be made after the identified goods and services have been delivered and accepted by authorized NDOC representatives this includes all pertinent documents, including invoice and acceptance of the vehicle according to specifications.
- E. The NDOC requires that all its vendors have a Department of Treasury Internal Revenue Service Form W-9 on file with the NDOC to accommodate payment. Itemized billings shall be submitted upon completion containing information specified by the NDOC as described in Exhibit A.

F. Insurance is required to cover the total contract amount and will be reviewed by Navajo Nation Risk management.

G. The total and all-inclusive cost of all the specified elements should be identified as a single line item.

VIII. LICENSE REQUIREMENT

A. Proposer must be licensed in the Navajo Nation if performing the goods and services on the Nation or they must be licensed in the state where the goods and services 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
WORK**

EXHIBIT A

SCOPE OF WORK AND SERVICE

PRISONER TRANSPORT SYSTEM

Twelve Prisoner Transit medium roof 148" wheel Base ¾ ton vehicle

- A. Includes rear step, side step, trim kit, seat belts, seat dividers and (4) multi- interior LED dome Lights.
- B. Prisoner transport interior venting system.
- C. Side and Rear step lighting system.
- D. VHF radio system including programming to NDOC/NDPS radio and roof mounted vehicle antenna system.
- E. Console and Accessories
 - i. Magnetic Mic Clip.
 - ii. Arm Rest.
 - iii. Cup Holder.
 - iv. Two DC power outlets and one USB.
- F. Camera, video and intercom system.
- G. Compact Power management.
- H. Tint two front windows.
- I. MUST BE Emergency Vehicle Technician Certified and must attach proof.
- J. Vehicle wiring: All wiring must be labeled and color coded GXL/SXL wires. Wire connectors must be with MIL-Spec crimps, solder, and heat shrunk. No Exceptions.
- K. All floor charges, installation labor, shop supplies and shipping to be built into the completed unit price for each van.
- L. Vehicle side should be full siding, no windows.

EXHIBIT A

SCOPE OF WORK AND SERVICE

Administrative Vehicles

One mid-size four door sedan passenger car with standard equipment.

- A. VHF radio system including programming to NDOC/NDPS radio and roof mounted vehicle antenna system.
- B. Console and Accessories
 - i. Magnetic Mic Clip.
 - ii. Arm Rest.
 - iii. Cup Holder.
 - iv. Two DC power outlets and one USB.
- C. Compact Power management.
- D. MUST BE Emergency Vehicle Technician Certified and must attach proof.
- E. Vehicle wiring: All wiring must be labeled and color coded GXL/SXL wires. Wire connectors must be with MIL-Spec crimps, solder, and heat shrunk. No Exceptions.
- F. All floor charges, installation labor, shop supplies and shipping to be included into the completed unit price.

One 2500 4x4 rated truck with long bed with standard equipment.

- A. VHF radio system including programming to NDOC/NDPS radio and roof mounted vehicle antenna system.
- B. Console and Accessories
 - i. Magnetic Mic Clip.
 - ii. Arm Rest.
 - iii. Cup Holder.
 - iv. Two DC power outlets and one USB.
- C. Compact Power management.
- D. MUST BE Emergency Vehicle Technician Certified and must attach proof.
- E. Vehicle wiring: All wiring must be labeled and color coded GXL/SXL wires. Wire connectors must be with MIL-Spec crimps, solder, and heat shrunk. No Exceptions.
- F. All floor charges, installation labor, shop supplies and shipping to be built into the completed unit price.

One 1500 4x4 full size SUV with standard equipment with capability for seating of eight.

- A. VHF radio system including programming to NDOC/NDPS radio and roof mounted vehicle antenna system.
- B. Console and Accessories
 - i. Magnetic Mic Clip.
 - ii. Arm Rest.
 - iii. Cup Holder.
 - iv. Two DC power outlets and one USB.
- C. Compact Power management.
- D. MUST BE Emergency Vehicle Technician Certified and must attach proof.
- E. Vehicle wiring: All wiring must be labeled and color coded GXL/SXL wires. Wire connectors must be with MIL-Spec crimps, solder, and heat shrunk. No Exceptions.
- F. All floor charges, installation labor, shop supplies and shipping to be built into the completed unit price.

EXHIBIT B

FORM W-9 (Rev. 10-2018)

Request for Taxpayer Identification Number and Certification

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

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type.
See Specific Instructions on page 3.

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 of the person whose name is entered on line 1. 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: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its 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) _____ <small>(Applies to accounts maintained outside the U.S.)</small>
5 Address (number, street, and apt. or suite no.) See instructions.	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 instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> , later. Note: If the account is in more than one name, see the instructions for line 1. Also see <i>What Name and Number To Give the Requester</i> for guidelines on whose number to enter.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="10" style="text-align: center; font-weight: bold;">Social security number</td> </tr> <tr> <td style="width: 30px; height: 25px;"> </td><td style="width: 30px; height: 25px;"> </td><td style="width: 30px; height: 25px;"> </td><td style="width: 30px; height: 25px;"> </td><td style="width: 30px; height: 25px;"> </td><td style="width: 30px; height: 25px;"> </td><td style="width: 30px; height: 25px;"> </td><td style="width: 30px; height: 25px;"> </td><td style="width: 30px; height: 25px;"> </td><td style="width: 30px; height: 25px;"> </td> </tr> <tr> <td colspan="10" style="text-align: center;">-</td> </tr> <tr> <td style="width: 30px; height: 25px;"> </td><td style="width: 30px; height: 25px;"> </td><td style="width: 30px; height: 25px;"> </td><td style="width: 30px; height: 25px;"> </td><td style="width: 30px; height: 25px;"> </td><td style="width: 30px; height: 25px;"> </td><td style="width: 30px; height: 25px;"> </td><td style="width: 30px; height: 25px;"> </td><td style="width: 30px; height: 25px;"> </td><td style="width: 30px; height: 25px;"> </td> </tr> <tr> <td colspan="10" style="text-align: center;">or</td> </tr> <tr> <td colspan="10" style="text-align: center; font-weight: bold;">Employer identification number</td> </tr> <tr> <td style="width: 30px; height: 25px;"> </td><td style="width: 30px; height: 25px;"> </td><td style="width: 30px; height: 25px;"> </td><td style="width: 30px; height: 25px;"> </td><td style="width: 30px; height: 25px;"> </td><td style="width: 30px; height: 25px;"> </td><td style="width: 30px; height: 25px;"> </td><td style="width: 30px; height: 25px;"> </td><td style="width: 30px; height: 25px;"> </td><td style="width: 30px; height: 25px;"> </td> </tr> <tr> <td colspan="10" style="text-align: center;">-</td> </tr> <tr> <td style="width: 30px; height: 25px;"> </td><td style="width: 30px; height: 25px;"> </td><td style="width: 30px; height: 25px;"> </td><td style="width: 30px; height: 25px;"> </td><td style="width: 30px; height: 25px;"> </td><td style="width: 30px; height: 25px;"> </td><td style="width: 30px; height: 25px;"> </td><td style="width: 30px; height: 25px;"> </td><td style="width: 30px; height: 25px;"> </td><td style="width: 30px; height: 25px;"> </td> </tr> </table>	Social security number																				-																				or										Employer identification number																				-																			
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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 for Part II, later.	

Sign Here	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.

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, later.

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 will conform to the applicable drawings, specifications, samples or other descriptions given in all respects. Vendor further expressly warrants that the goods or services delivered hereunder will be of good quality, material and workmanship, merchantable and free from defects. The warranty shall survive any inspection, delivery, acceptance or payment by vendor of the goods or services.
- M. **OTHER** As used herein, the titles "the Navajo Tribe" and "the Navajo Nation" are synonymous.