



NAVAJO POLICE DEPARTMENT
Office of the Chief of Police
P.O. Box 3360
Window Rock, AZ 86515

April 15, 2024

**REQUEST FOR PROPOSALS # 24-04-3314GC
PURCHASE OF A THREE (3) NEW 2024 TOMCAR TX4 VEHICLES**

THIS IS NOT AN ORDER

DATE ISSUED: April 15, 2024

SEALED BIDS WILL BE RECEIVED AT:

THE NAVAJO NATION
Purchasing Services Department
Administration
Building #1 – 1st Floor
Attn: Purchasing Section
Window Rock Blvd
Window Rock, AZ 86515

BID DUE DATES:

**May 03, 2024 BY 5:00 PM MDT
ANY BIDS RECEIVED AFTER THIS
DATE/TIME WILL NOT BE ACCEPTED**

The Navajo Police Department (NPD) is soliciting bids from interested parties to provide the equipment specified herein. Interested parties are invited to submit a bid to supply said items to NPD. Bids must be submitted on the bid form contained herein and must be mailed or delivered to the above address. Bids received via facsimile transmission will be considered non-responsive. The bid shall be in a sealed envelope with the bid number **24-04-3314GC** clearly printed on the face of the envelope. Bids must be complete and in U.S. dollars. See instructions and conditions enclosed herein.

NPD reserves the right to reject any and all bids, or any part thereof, negotiate changes in bids, accept any bids or any part thereof, waive minor informalities or defects in any bids, and not to award the proposed contract if it is in the best interest of the Navajo Nation.

NPD shall not be held responsible for bidder's lack of understanding of what is required by this bid. Should a bidder not understand any aspect of this bid, or require further explanation, or clarification regarding the intent or requirements of this bid, it shall be the responsibility of the bidder to seek guidance from the NPD.

NPD may award a contract resulting from this solicitation to the responsive offeror whose offer conforming to this solicitation will be the most advantageous to the NPD. NPD may reject any or all offers if such action is in the best interest of NPD, and waives informalities and minor

irregularities in offers received. Any resulting contract from this solicitation shall incorporate the Standard Instructions, and General Terms and Conditions incorporated in this solicitation.

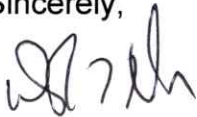
This solicitation is not to be construed as a commitment of any kind nor does it commit the NPD to pay for any costs incurred in the submission of an offer or for any other incurred cost prior to the execution of a formal contract.

BIDDER/VENDOR TERMS AND CONDITIONS: PROSPECTIVE BIDDERS ARE CAUTIONED TO PAY PARTICULAR ATTENTION TO THIS CLAUSE. Bidder/contractor imposed terms and conditions which conflict with this Invitation to Bid terms and conditions are considered counter offers and, as such, will cause the Navajo Police Department to consider the bid non-responsive.

If a bidder attaches additional terms and conditions as part of the bid, such attachments must be accompanied by a disclaimer stating that in the event of conflict between the terms and conditions of this Invitation to Bid and the terms and conditions of the bidder/contractor, the terms and conditions of the Invitation to Bid will prevail.

Please direct all responses and/or questions concerning this invitation to bid to Commander Donnie C. Kee or Harlan Cleveland, Special Operations Coordinator, Navajo Police Department, P.O. Box 3360 Window Rock, AZ 86515, email address donniekee@navajo-nsn.gov and hcleland@navajo-nsn.gov.

Sincerely,



Daryl T. Noon
Chief of Police
Navajo Police Department

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REQUIRED DOCUMENTS

REQUIRED FOR BID. Bids will not be considered if the following documents are not completely filled out and submitted at the time of bidding:

1. Cost Schedule
2. Build Schedule
3. Delivery Schedule
4. **Three (3) COPIES OF THE PROPOSAL ARE REQUIRED:** The original and two (2) copies of the proposals must be delivered and in a seal 10 x 14 manila envelope. The outside of the envelope should be clearly marked with the project name, "**NPD- THREE (3) 2024 TX TOMCARS BID NO: 24-04-3314GC**", and the name and address of the vendor submitting the proposal must be on the face of the envelope. In the lower left corner indication Priority # 1 or 2 if applicable. No facsimile electronic or telephone proposals will be accepted.
5. Instructions to offerors to visibly mark on the outside of the proposal package, if applicable, the offeror's priority status under the Navajo Nation Business Opportunity Act. It is the responsibility of the offeror to identify themselves as certified under the Navajo Nation Business Opportunity Act

APPENDIX A

MINIMUM QUALIFICATIONS

The items to be purchased through this bid are critical to the operation of the Navajo Police Department, any vendor who responds to this bid must meet the following minimum qualifications in order to be considered responsive:

- 1.) Be the original manufacturer, be the distributor / dealer authorized by the manufacturer that routinely maintains an inventory of the requested product as part of its normal business and is authorized by the original manufacturer to serve.
- 2.) Have the authority and capacity to provide full support for all product warranties, including technical "trouble shooting" support.
- 3.) Be able to provide audited financial statements demonstrating the financial ability to meet the requirements of any order that may result from this solicitation.

The NPD may conduct an inspection of the supplier's facility to include its offices and inventory of the items being solicited prior to contract award. All bids submitted in response to this invitation to bid must be signed by an individual with the legal authority to submit the offer on behalf of the company. Bids received from manufacturers/suppliers that do not meet these qualifications will not be considered

APPENDIX B

SPECIFIC TERMS AND CONDITIONS

Any contract resulting from this Invitation to Bid shall incorporate the following terms and conditions contained in this bid package.

Method of Bidding: Bids must be submitted in the spaces provided on the bid sheets of this invitation in accordance with the conditions of bid as stated herein. The bid will not be considered to be complete unless all spaces have been filled in. Consideration for award will be provided to complete bids only. If a bidder wishes to supply additional information, it may include same along with the bid in the sealed bid envelope.

Navajo Police Department Rights in Regards to Bid: The Navajo Police Department reserves the right to reject any of all bids, to waive any informality in bids, to accept in whole or in part such bid or bids as may be deemed in the best interest of the purchaser.

Bidder's Terms and Conditions: Prospective bidders are cautioned to pay particular attention to this clause. Bidder/contractor imposed terms and conditions which conflict with this Invitation to Bid terms and conditions are considered counter offers and, as such, will cause the Navajo Police Department to consider the bid non-responsive.

If a bidder attaches additional terms and conditions as part of the bid, such attachments must be accompanied by a disclaimer stating that in the event of conflict between the terms and conditions of this Invitation to Bid and the terms and conditions of the bidder/contractor, the terms and conditions of the Invitation to Bid will prevail.

Assignment: The agreement to be established as a result of this solicitation shall not be assigned by the contractor in whole or in part without the express written consent of the Navajo Police Department, nor shall the contractor have the right to authorize or permit the use of the Navajo Police Department's equipment or service facilities by third parties without the express written consent of the Navajo Police Department.

Hold Harmless: The contractor shall indemnify the Navajo Police Department against liability and hold it harmless from loss in respect to any and all claims and demands whatsoever rising out of the performance of this agreement. The Navajo Police Department shall not be liable for any costs incurred by the bidder in bid preparation.

F.O.B. Point: All prices quoted *shall be F.O B Destination*. Navajo Police Department – Office the Chief of Police, Suite 207, Quality Inn Complex Window Rock, AZ 86515.

Performance Assurances: Before final award of any contract as a result of this Invitation to Bid, awarded vendor will be required to make adequate assurance of performance in the form of verifiable information to the contract officer. Failure to make adequate assurance shall by signature of this bid render the vendor's bid non-responsive to this Invitation.

Addenda: The NPD procurement officer will attempt to notify all who are known to have received the solicitation documents if any amendments are issued, but it shall be the bidder/offerors responsibility to ascertain prior to submitting a bid/proposal that he/she has received all addenda issued

Delivery Date: Your bid should indicate the earliest firm delivery date after receipt of award. NPD shall fully expect the successful contractor to completely satisfy contract performance requirements in accordance with firm delivery dates offered in the Cost Schedule.

Note: Each bidder shall indicate compliance or exception to each specification item individually in the bid response.

Incurred Costs: The issuance of a solicitation does not obligate NPD to pay for any bid/proposal preparation costs incurred by bidders/offerors and does not obligate NPD to award a contract for supplies/services. All costs incurred as a result of a solicitation or contract negotiations resulting from a solicitation, including travel and personal expenses, are the sole responsibility of the bidder/offeror.

Availability of Funds: NPD's obligation under any contract is contingent upon the availability of funds to pay for contract purchases. No legal liability on the part of NPD may arise until funds are made available for a contract and until the Contractor receives written notice of such availability from the procurement officer. Signature by an authorized NPD representative on the contract award document constitutes written notice of availability of funds.

Public Information: All submitted bids/proposals will be considered confidential until notice of intent to award is issued. After notice of intent to award is issued, all bids/proposals will become public information.

Price: NPD shall receive the benefit of any general reduction in bidder's/offerors price prior to the delivery of supplies or services and in no event shall NPD be charged higher prices than bidder's/offerors similar customers who purchase substantially similar supplies or services under substantially similar circumstances. All pricing on bid submitted shall be exclusive of any federal, state, or local taxes from which NPD is exempt.

Processing of Payments: The payment procedures established by OOC / Division of Finance shall be adhered to and are to begin whenever Goods or Services are delivered and accepted

The bidder shall list any variations from or exceptions to the Terms, Conditions or Specifications of the Solicitation on an attached page.

APPENDIX C
SPECIFICATIONS

Two (2) 2024 TX4 Tomcar Vehicles

Vehicle Chassis:

1. Base OEM vehicle shall be a NEW.
2. 1.5L Gasoline Turbo Engine, 4 Cylinder, 16 Valve
3. On-The-Fly 2WD/4WD Engagement Transmission CVT.
4. Liquid Cooled Cooling System
5. 4 Seat

Suspension:

6. Four-Wheel Independent Suspension.
7. Fox Defense Shocks.
8. Rear Trailing Arms: 13.5" Wheel Travel.
9. Front Dual Arms 14" Wheel Travel.

Additional Equipment:

- Automotive Windshield with electronic wipers
- Removable Half and Full doors
- PRP Suspension
- Dual Fuel Tank
- 10,000 lbs. Winch
- Canopy
- Spare Wheel
- Front and Rear LED Light Bar
- Cushioned PRP Bucket Seats
- Seating/Cargo Configuration
- Vehicle emergency lighting to be Red and Blue
- Infrared Lights IR

APPENDIX C
SPECIFICATIONS

One (1) 2024 TX4 Tomcar Vehicles

Vehicle Chassis:

1. Base OEM vehicle shall be a NEW.
2. 1.5L Gasoline Turbo Engine, 4 Cylinder, 16 Valve
3. On-The-Fly 2WD/4WD Engagement Transmission CVT.
4. Liquid Cooled Cooling System
5. 4 Seat

Suspension:

6. Four-Wheel Independent Suspension.
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- 10,000 lbs. Winch
- Canopy
- Spare Wheel
- Front and Rear LED Light Bar
- Cushioned PRP Bucket Seats
- Seating/Cargo Configuration
- Vehicle emergency lighting to be Red and Blue

APPENDIX D

COST SCHEDULE

A bidder's failure to provide the information requested in this appendix will be cause for rejection of the offer on the basis of non-responsiveness. All prices quoted shall be F.O.B. Navajo Police Department – Office the Chief of Police, Suite 207 Quality Inn Complex Window Rock, AZ 86515. The equipment must comply with the specifications as spelled out in appendix C.

<u>Description</u>	<u>QTY</u>	<u>Price</u>
TomCar with IR package	1	\$ _____
TomCar with IR package	1	\$ _____
TomCar No IR package	1	\$ _____
Delivery Cost	1	\$ _____
TOTAL PURCHASE COST		\$ _____

Delivery Date:

NPD shall fully expect the successful contractor to completely satisfy contract performance requirements in accordance with firm delivery dates offered in the Cost Schedule.

Delivery Date: _____

AWARD CRITERIA: An award will be made to the low, responsive, responsible bidder that meets the requirements as set forth in the specifications and compliance thereof. The Navajo Police Department reserves the right to determine that all offered materials will serve the application intended. Award will be made in the aggregate. The bid award is contingent on the availability of Navajo Police Department funds.

Should the awarded contractor/vendor not meet the delivery date originally offered with its bid, liquidated damages may be assessed as follows: The cost of for the weekly rental of similar type of equipment if needed.

NON-COLLUSION AFFIDAVIT: The Undersigned declares, under penalty of perjury under the laws of the United States, that neither he/she nor the firm, association, or corporation of which he/she is a member, has, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with this Bid.

COMPANY NAME

SIGNATURE BY AND FOR THE BIDDER

COMPANY ADDRESS

PRINTED NAME OF ABOVE BIDDER

CITY, STATE, ZIP

DATE OF BID

CONTACT PHONE NUMBER

CONTACT E-EMAIL

APPENDIX E

FORM W-9 (Rev. 03-2024)

**Request for Taxpayer
Identification Number and Certification**
Go to 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.	1 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.)		
	2 Business name/disregarded entity name, if different from above.		
	3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes.		4 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) _____
	<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) _____ Note: 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) _____		
	3b 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"/>		(Applies to accounts maintained outside the United States.)
	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 *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.

Social security number	
OR	
Employer identification number	

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.

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.

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

APPENDIX F

DEBARMENT AND SUSPENSION

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