

REQUEST FOR PROPOSAL
NAVAJO DIVISION OF AGING AND LONG TERM CARE SUPPORT
One Ford F-150 XLT 4x4

BID NUMBER: 24-04-3328KS

I. PURPOSE OF REQUEST.

The Navajo Division of Aging and Long-Term Care Support (DALTCS) is requesting proposals for (1) Ford F-150 XLT 4x4 or equivalent with the specifications outlined under the Scope of Goods and Services (Exhibit A). Proposals must be all inclusive for an out the door price with the up-fit included in the single price of the Pick Up Truck. The selection will be based on overall price, services, performance and reliability of the proposers. The DALTCS needs are outlined in the following Request for Proposal ("RFP").

II. TIME SCHEDULE.

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

DALTCS issues RFP.	May 20, 2024
Deadline for Submittal of Proposals by 5:00 PM (DST)	May 28, 2024
Evaluation of submitted proposals	May 29-30, 2024
Notice of conditional selection and initiate award process (tentative)	June 03, 2024
Award by the Navajo Nation (tentative)	June 05, 2024

III. INSTRUCTION FOR PROPOSERS.

A. All proposals* must be addressed to:

Delivery: Kimberly Slim, Buyer
Purchasing Service Department
Admin Building One
2559 Window Rock Boulevard / 1ST FLOOR
Window Rock, Arizona 86515

Mailing: Kimberly Slim, Buyer
Purchasing Service Department
Post Office Box 3150
Window Rock, Arizona 86515

*Note this delivery and address surname is limited only to the proposal delivery and mailing.

- B. All proposals must be in a sealed envelope and clearly marked **“DALTCS (1) Ford F-150 XLT OR EQUIVALENT RFP: 24-04-3328KS”**. 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

Anslem Lewis, (D) Health Service Administrator
Division of Aging and Long Term Care Support
Navajo Department of Health
928-871-6868/6869
anslemlewisjr@navajo-nsn.gov

- D. All proposals must be received by 5:00PM Mountain Daylight Saving Time (DST) on Friday, May 0, 2024. 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 straightforward, 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 DALTCS will notify proposers of the outcome of their proposals on or near the date indicated in the above time schedule.
- G. Proposal Submittal must include:
1. Description of the proposers' experience and capabilities in delivering the requested goods and services to government agencies or entities.
 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.
 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 DALTCS. Please include specialization of the key staff.
 4. Identify from what location the proposer will provide the goods and service to the DALTCS.

5. Describe systems and mechanisms that would be established to ensure timeliness of response to the DALTCS staff and good communication during and following the project. Specifically, identify how long will it take for the vehicle to be delivered upon receipt of a purchase order.
6. Describe systems and mechanisms that would be established for status reporting during the project.
7. Describe your preference for method of payment and your procedure for billing and other account requirements.
8. COSTS: Provide a proposed fee for the project based on the scope of work as outlined in the proposal. The fee should include the following:
 - a. Base fee for the goods and services outlined.
 - b. Define any additional or variable charges proposed that would be in addition to the base fee.
9. License requirement. Please refer to Section VIII.
10. A completed W-9 Form (Exhibit B)
11. A Navajo Nation Certification Regarding Debarment and Suspension (Exhibit C)

IV. SELECTION CRITERIA.

The DALTCS 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 service, 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 experience 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 DALTCS reserves the right to reject any and all proposals, and to waive minor irregularities in any proposal.
- B. The DALTCS 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 DALTCS' discretion. Proprietary, classified, confidential, or sensitive information should be clearly marked in your response. The DALTCS reserves the right to use any non-proprietary information. No basis for claims against the DALTCS shall arise as a result of a response to this RFP or from the DALTCS' use of such information.
- D. The DALTCS reserves the right to award all or a portion of the required

goods and services to more than one qualified proposer at the DALTCS' sole discretion.

- E. The contract resulting from acceptance of a proposal by the DALTCS shall be in a form supplied or approved by the DALTCS and shall reflect the specifications in this RFP. The Purchase Order Terms and Conditions is attached.
- F. After preliminary selection and prior to contract award, the DALTCS will meet with the Proposer to review procedures for invoicing, payment, reporting, if any, and monitoring contract performance.
- G. The DALTCS shall not be responsible for any costs incurred by the Proposer in preparing, submitting or presenting its response to this RFP.
- H. The DALTCS reserves the right to perform unannounced site visits and interview staff and management prior to selection to determine, among other things if needed:
 - a. Customer service responsiveness;
 - b. Shop organization and operation efficiency; and
 - c. Response time.
- I. 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.
- J. The Navajo Nation shall receive, at the time of delivery, all pertinent documents necessary for titling and licensing vehicles, documents include the Manufacture's statement of Origin, Odometer statement. The Navajo Nation will be responsible for registering the vehicle.
- K. Nothing in the RFP is intended to or shall have the effect of waiving any privileges or immunities afforded the Navajo Nation including, but not limited to, sovereign immunity or official immunity and it is expressly agreed that the Navajo Nation retains such privileges.
- L. 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 is 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 Tax Commission, Compliance Department at 928-871-6681.
- D. Payment by the DALTCS for the identified goods and services will only be made after the identified goods and services have been delivered and accepted by authorized DALTCS representatives. This includes all pertinent documents, including invoice and acceptance of the vehicle according to specifications.
- E. The vendors W-9 address must be reflecting on the vendors' addresses.
- F. The successful proposer must align their invoice to the exact verbiage contained on the purchase order reflecting goods purchases.
- G. The DALTCS requires that all its vendors have a Department of Treasury Internal Revenue Service Form W-9 on file with the NPD to accommodate payment. Itemized billings shall be submitted upon completion containing information specified by the DALTCS as described in Exhibit A.

VIII. PROPOSAL PRICE

- A. The Navajo Nation requires the proposal to include a sealed bid price. Failure to do so will result in a "non-responsive" classification and rejected. A description of what shall be required in the sealed bid price is in Section 4 of the scope of service.
- B. Please refer to the Office of the Navajo Tax Commission at 928-871-6683 or their website at <http://www.tax.navajo-nsn.gov/> for additional information or guidance on what requires the Navajo Nation sales tax.
- C. Payment by the DALTCS for the services will only be made after the services have been performed and accepted by authorized DALTCS representatives. Itemized billing shall be submitted upon establish submission tables.
- D. The payment procedures established by the Division of Finance/OOC shall be adhere to and are to begin whenever Goods are delivered and accepted.

IX. LICENSE REQUIREMENT

- A. Proposer must be licensed in the Navajo Nation if performing the goods

and services on the Nation or they must be license in the state where the goods and service 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

GOODS

EXHIBIT A

SCOPE OF WORK AND SERVICE

The Division of Aging and Long Term Support (DALTCS) is seeking to purchase One (1) Ford F-150 XLT 4x4 vehicles from an authorized and fully certified licensed automotive dealership that meets all the standards and qualifications from the vehicle manufacture in terms of facilities, equipment, parts, tools and trained technicians to handle all required services. See attached Exhibit "A" for complete up-fit specifications. Vehicles must be delivered in a timely manner as bid evaluation will be based on most responsive bid in accordance to specifications and criteria.

The DALTCS is requesting proposals on One (1) Ford F-150 XLT 4x4 Full size Pick Up Truck for purchase using a Navajo Nation Purchase Order. Please review the Purchase Order Terms and Conditions which are attached. The vehicles will be the newest year model. All materials are to be clean, new and free of any defects. All workmanship is to be of first quality.

The DALTCS vehicle will be used by Senior Center Staff in the performance of their duties. The authorized personnel will provide Food and Transportation services to the communities within the exterior boundaries of the Navajo Nation and will travel on and off the Navajo Nation if needed, in the performance of their official duties and responsibilities. The vehicle will be a full-size Pick Up vehicle equipped with 4x4 capabilities, a solid color and up-fitted for transportation services. See requirements and specifications outlined below.

Vehicle:

Ford F-150 XLT 4 WD 4 Dr

5.0L V8 with Auto Start-Stop Technology and Flex-Fuel Capability

4x4 Wheel Drive

Electronic Ten-Speed Automatic Transmission

Factory Window Tint. Front and rear windows match, add tint if needed.

Factory Wheels.

Remote Keyless Entry.

Trailer Tow Package.

Any other installed factory equipment.

Extended warranty.

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
(print)

Name of individual signing on Applicant's behalf

Applicant Address

Title of individual signing on Applicant's behalf

Applicant Address

Signature of individual signing on Applicant's behalf

Applicant Address

Date

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. <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) _____	
	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) _____	
	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"/> <i>(Applies to accounts maintained outside the United States.)</i>	
	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.

Social security number	
[] [] [] []	- [] [] - [] [] [] [] [] []
or	
Employer identification number	
[] [] [] []	- [] [] [] [] [] [] [] [] [] []

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.

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.

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.