

**REQUEST FOR PROPOSALS**  
**BID # 24-05-3361LE**

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The Navajo Nation Department of Water Resources – Technical, Construction and Operations Branch (NNDWR-TCOB) is seeking qualified suppliers to provide a bid proposal for a 2024 Chevrolet Tahoe LT, 5.3L V-8 Engine, 4WD or equivalent.

The proposal shall include one (1) original and three (3) duplicate copies of the following:

1. Fee Schedule in its own sealed envelope inside the bid packet. Clearly indicate “FEE SCHEDULE” on the sealed envelope.

The proposer who submits the best proposal in terms of best quality and lowest cost on the specified materials will be selected. Adherence to the bid instructions is paramount, otherwise, the bid will be disqualified for non-compliance.

Proposals shall be delivered, in person, or in a sealed envelope to:

“2024 Chevrolet Tahoe LT, 5.3L V-8 Engine, 4WD or equivalent  
BID #: 24-05-3361LE – DO NOT OPEN”  
Attn: Lorita Etsitty  
ADMINISTRATION BUILDING #1, 1<sup>st</sup> FLOOR  
Window Rock Blvd.  
Window Rock, Arizona 86515

Or mailed to:

Navajo Nation Office of the Controller  
Purchasing Services Department  
Attn: Lorita Etsitty  
Administration Building #1  
Window Rock Blvd.  
P.O. Box 3150  
Window Rock, Arizona 86515  
“2024 Chevrolet Tahoe LT, 5.3L V-8 Engine, 4WD or equivalent  
BID #: 24-05-3361LE– DO NOT OPEN”

Bid documents and supplemental information regarding the project is available online at [www.nnooc.org](http://www.nnooc.org) link: Purchasing Section, RFPs/Advertisements. If there are any questions regarding this Request for Proposal, call Katrina Sam at 928-729-4130 or email at [ksam@navajonnsn.gov](mailto:ksam@navajonnsn.gov).

The Navajo Nation reserves the right to reject any and all proposals not within projected budget and may elect to award the contract not solely on the bid amount but the bidder's qualification. The due date for proposal is July 10,2024 by 5:00 PM.

## **INSTRUCTIONS TO BIDDERS AND GENERAL INFORMATION**

### **SCOPE OF WORK**

Equipment must be new. Pricing shall include equipment, warranty, sales tax, freight, discounts, etc. Shipping and delivery are to Navajo Nation Department of Water Resources in Fort Defiance, Arizona.

Delivery shall be made within 60 days after a purchase order has been issued. Specifications regarding warranty on materials shall be included in the proposal.

The Navajo Nation is not responsible for any "Down Time" including late delivery of materials, any act of negligence on the part of the supplier and any unforeseen occurrence. These are not billable to the Navajo Nation and will not be considered for payment.

### **SPECIFICATIONS**

See attached specifications.

### **CONDITIONS GOVERNING THE INVITATIONS FOR BIDS**

Must be authorized and fully certified licensed dealership that meets all the standards and qualifications from the vehicle manufacturers. Since the Navajo Nation is a Sovereign government, all contracts entered shall comply with all Navajo Nation laws, rules and regulations as well as applicable federal laws, rules and regulations.

### **AWARD OF BID – REJECTION OF BID**

The NNDWR reserves the right to accept bids all or in part. At the time of acceptance, the NNDWR also reserves the right to increase or decrease quantities of any item at the same price bid.

The NNDWR reserves the right to reject any or all bids or to accept any bid that in its judgement will be in the best interest of the general public. It is the intention to award contract to the lowest responsible bidder best meeting the requirement.

### **PREFERENCE OF NAVAJO AND INDIAN-OWNED BUSINESS**

Preference of Navajo and Indian-owned business will be given under the Navajo Nation Business Opportunity Act, 5 NNC §201 et. Seq., and the Navajo Nation Procurement Act 12 NNC §303. Certification of Navajo Owned Business will be assured by certificate held by the Navajo Business Regulatory Department.

**NAVAJO NATION SALES TAXES**

All work performed within the territorial jurisdiction of the Navajo Nation is subject to the six percent (6%) Navajo Sales TAX. 24 N.N.C. §601 et. seq. The Navajo Nation shall withhold from each payment to the “CONTRACTOR” 6% of the total invoice amount associated with work performed within the Navajo Nation. This amount reflects the Navajo Sales Tax due on such invoice amount. This 6% shall be transferred to the Office of the Navajo Tax Commission as a payment of the tax on behalf of the “CONTRACTOR”.

**BID INSTUCTIONS**

All bid proposals shall be submitted in a sealed envelope, marked, and addressed as follows:

“2024 Chevrolet Tahoe LT, 5.3L V-8 Engine, 4WD or equivalent  
BID #: 24-05-3361LE - DO NOT OPEN”

The name and address of the bidding firm should be shown in the upper left-hand corner of the envelope.

**EVALUATION AND CRITERIA**

Each bid must be accompanied by a letter of transmittal. The letter of transmittal shall contain the following:

1. Provide Statements of Qualifications
2. Identify the name, title, telephone numbers of person authorized to negotiate on behalf of the organization
3. Certified licensed dealership that meets all standards and qualifications
4. Navajo Preference Certificate of Eligibility issued by the Navajo Business Regulatory Department
5. Required Insurance documents, i.e. Certificate of Liability Insurance
6. Completed and signed W-9 Form
7. Completed and signed Navajo Nation Certification Regarding Debarment and Suspension

The following point criteria will be used by the bid committee in the selection process for contract award. Proposals will be evaluated to determine the best vendor.

<b>Evaluation Criteria</b>	
Priority 1 or 2 vendor a. Priority One vendor (10 pts.) b. Priority Two vendor ( 5 pts.) c. Non-Priority vendor ( 0 pts.)	10
Bid Organization a. Typed written on 8-1/2” X 11” paper b. Binding and indexing c. One original bid and 3 copies	5
Letter of Transmittal a. Provide Statements of Qualifications b. Identifying individual(s) as specified above c. Provide completed and signed documents, Certificate of Liability Insurance, NN Regarding Debarment and Suspension, W-9 Form	15

Conditions Governing the Invitation for Bids Must be authorized and fully certified licensed dealership that meets all the standards and qualifications from the vehicle manufacture of facilities	10
Proposed Cost a. Equipment b. Warranty c. Extended warranty (with cost/without cost) d. availability	60
<b>Total Score</b>	100

### SCHEDULE OF ACTIVITES

### DEADLINE

1.	Public Advertisement	June 17, 2024
2.	Due Date for Proposal	July 10, 2024
3.	Bid Opening (subject to change)	July 17, 2024

### AVAILABILITY OF BID DOCUMENTS

Bid Proposal documents are available on the web site at [www.nnooc.org](http://www.nnooc.org) and at the Navajo Nation Purchasing service located at the Administration Building #1–1<sup>st</sup> Floor, Window Rock Boulevards, Window Rock, Arizona 86515 between the hours of 8:00 A.M. and 5:00 P.M. Monday through Friday. For more information, contact Katrina Sam at (928) 729-4130.

### PROPOSAL SUBMISSION

Sealed bid proposals shall be delivered to the Navajo Nation Purchasing Services, Administration Building #1-1<sup>st</sup> Floor, Window Rock Boulevard, P.O. Box 3450, Window Rock, Arizona, 86515 before 5:00 p.m. on July 10, 2024. Respondents who are mailing their proposals should allow sufficient time for mail delivery to ensure receipt by the time specified. **Late proposal will not be accepted.**

### BID OPENING

Proposed bid opening is July 17, 2024. Bid opening will be conducted via conference call or in person. For more information, contact Katrina Sam at (928) 729-4130.

### WITHDRAWAL OF BID

No bid proposal shall be withdrawn for a period of 60 calendar days after the opening of bid without the consent of the owner.

### DEVIATIONS

All specifications listed are intended to be preferred design and performance. Where deviations from the specification are necessary, bidder will render equivalent reliability or performance. If there is insufficient room for detailing deviation, please indicate “see deviation” and attach, clearly indicating the bullet number on any such attachments. Failure to detail all such deviations will provide a basis for rejections of the entire proposal. Substantial deviations will not be considered.

## REQUEST FOR PROPOSAL

BID # 24-05-3361LE

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### 2024 Chevrolet Tahoe LT, 5.3L V-8 Engine, 4WD or equivalent SPECIFICATION

Specs:

- One (1) 2024 Chevrolet Tahoe
- Exterior Color: Iridescent Pearl Tricoat, Black or Sterling Grey Metallic
- Interior Color: Black, Beige, Dark Beige
- Windows: Power and all tinted (front tint and back tint windows)
- Wheel Size: 18" 265/60R18
- Drive Type: 4WD
- Engine: 5.3L V8 engine
- Trim Levels: LT
- Transmission: Automatic/ 10-speed A/T
- Passenger Capacity: 7/8 seats
- EPA Est. MPG: 15 City/ 20 Hwy
- Equipped with Highway Safety Kit
- Manufacturing Warranty 5 Years/ 60,000 mileage coverage
- Towing Package: Tow Hitch
- All-weather floor liner

# Request for Taxpayer Identification Number and Certification

Go to [www.irs.gov/FormW9](http://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.

<b>Print or type. See Specific Instructions on page 3.</b>	<b>1</b>	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.)		
	<b>2</b>	Business name/disregarded entity name, if different from above.		
	<b>3a</b>	Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only <b>one</b> 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) _____ <b>Note:</b> 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) _____	<b>4</b> 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) _____  <i>(Applies to accounts maintained outside the United States.)</i>	
	<b>3b</b>	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"/>		
	<b>5</b>	Address (number, street, and apt. or suite no.). See instructions.	Requester's name and address (optional)	
	<b>6</b>	City, state, and ZIP code		
	<b>7</b>	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.

<b>Social security number</b>									
				-					
<b>or</b>									
<b>Employer identification number</b>									

**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.

<b>Sign Here</b>	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](http://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

**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