



DEPARTMENT OF AGRICULTURE

NAVAJO NATION DIVISION OF NATURAL RESOURCES

REQUEST FOR PROPOSALS

RFP BID NO. 24-06-3390GC

Four (4) All-Terrain Vehicles

NNDA Horse Managements Program is soliciting sealed bid proposals for the procurement of three (3) 700 All-Terrain Vehicles and (1) 450 All-Terrain Vehicle with Trade in of four (4) 450 All-Terrain Vehicles. The request is for the upcoming Equine Rescue Operations throughout the Navajo Nation with the beginning timeframe of summer 2024. The Navajo Nation is comprised of various terrain and multiple microclimate geographies providing significant challenges to all off-roading vehicles in pursuit of livestock. To ensure optimal performance, it is in the best interest to procure durable machines capable to withstand the rigid landscapes for multiple jobs in the field.

The contractor/consultant's sealed proposal shall respond to the Time Schedule identified in the RFP Time Schedule.

Time Schedule:

1. RFP Submittal Deadline July 12, 2024
2. Evaluation of RFP Friday July 16, 2024
3. Selection of RFP Friday July 16, 2024

Submittal Deadline:

Sealed Proposal(s) must be received by mail or in person by Friday, July 12, 2024 at 5:00PM DST

ALL PARTIES RESPONDING TO THIS BID NO. 24-06-3390GC ARE INSTRUCTED TO SUBMIT A SEALED BID PACKAGE WITH THE FOLLOWING LABEL TO THE FOLLOWING ADDRESS:

**ATTN: GRACE COAN – THREE (3) 700 ALL-TERRAIN VEHICLES and ONE (1) 450 ALL-TERRAIN VEHICLES
"DO NOT OPEN"**

Deliver to: **BID NO. 24-06-3390GC**
NAVAJO NATION DEPARTMENT OF PURCHASING SERVICES
2559 WINDOW ROCK BLVD / FIRST FLOOR
WINDOW ROCK, ARIZONA 86515
ATTN: GRACE COAN

OR Mail to: **BID NO. 24-06-3390GC**
NAVAJO NATION DEPARTMENT OF PURCHASING SERVICES
PO BOX 3150
WINDOW ROCK, ARIZONA 86515
ATTN: GRACE COAN

Inquiries regarding this RFP should be submitted in writing (emails, facsimile, regular mail) to Senior Extension Agent of Navajo Nation Department of Agriculture at: ocbegay@navajonsn.gov or call at number 928-871-6605. Questions regarding this procurement will be accepted until July 11, 2024. Any attempt by a Bidder to contact a member of the Department of Agriculture staff outside the RFP Process, in an attempt to gain knowledge or an advantage, may result in disqualification of Bidder.

The Navajo Nation reserves the right to waive any informalities or irregularities in this RFP; or reject any or all proposals, whenever such rejection is deemed in the best interest of the Navajo Nation.

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 Agriculture in Window Rock, Arizona. Delivery shall be made within 120 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 qualification from the vehicle manufactures. 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, rule, and regulations.

AWARD OF BID – REJECTION OF BID

The NNDA reserves the right to accept bids all or in part. At the time of acceptance, the NNDA also reserves the right to increase or decrease quantities of any item at the same price bid. The NNDA reserves the right to reject any or all bids or to accept any bid that in its judgment 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 businesses 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.

Instruction 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.

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 account 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".

Processing of Payments

The payment procedures established by the Division of finance shall be adhered to and are to begin whenever goods are delivered and accepted.

BID INSTRUCTIONS

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

ATTN: RFP BID NO. 24-063390GC
GRACE COAN - THREE (3) 700 ALL-TERRAIN VEHICLES AND
ONE (1) 450 ALL-TERRAIN VEHICLES
"DO NOT OPEN"
NAVAJO NATION DEPARTMENT OF PURCHASING SERVICES
PO BOX 3150
WINDOW ROCK, ARIZONA 86515

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

SCHEDULE OF ACTIVITES

DEADLINE

- | SCHEDULE OF ACTIVITES | DEADLINE |
|--------------------------|---------------|
| 1. Due Date for Proposal | July 12, 2024 |
| 2. Bid Opening | July 16, 2024 |

PROPOSAL SUBMISSION

Sealed bid proposals shall be delivered to the Navajo Nation Department of Purchasing Services, 2559 Window Rock Blvd / First floor Window Rock, P.O. Box 3150, Window Rock, Arizona, 86515 before 5:00 p.m. on July 12, 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

Bid Opening meeting is scheduled for July 16, 2024. Location will be at Window Rock Department of Agriculture.

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 PROPOSALS

BID NO. 24-06-3390GC

Three (3) All-Terrain Vehicles

SPECIFICATIONS

ENGINE

Engine Type	686cc liquid-cooled SOHC 4-stroke
Bore x Stroke	102.0mm x 84.0mm
Compression Ratio	10.0:1
Fuel Delivery	Fuel injection (YFI), 44mm
Transmission	Ultramatic V-belt with all-wheel engine braking; H,L,N,R,P
Final Drive	Lever-operated 2WD/4WD; shaft
Fuel Capacity	4.8 gallon

CHASSIS

Suspension/Front	Independent double wishbone, 7.1-in travel
Suspension/Rear	Independent double wishbone with Anti-sway bar, 9.1 travel
Brakes/Front	Dual hydraulic disc
Brakes/Rear	Multi-disk wet brake
Tires/Front	AT25 x 8 – 12
Tires/Rear	AT25 x 10 - 12

DIMENSIONS

LxWxH	81.5 in x 46.5 in x 48.8 in
Seat Height	33.9 in
Wheelbase	49.2 in
Max. Ground Clearance	10.8 in

REQUEST FOR PROPOSALS

BID NO. 24-06-3390GC

One (1) All-Terrain Vehicles

SPECIFICATIONS

ENGINE

Engine Type	421cc liquid-cooled SOHC 4-stroke;2 valves
Bore x Stroke	84.5mm x 75.0mm
Compression Ratio	10.0:1
Fuel Delivery	Fuel injection (YFI), 34mm
Transmission	Ultramatic V-belt with all-wheel engine braking; H,L,N,R,P
Final Drive	Lever-operated 2WD/4WD; shaft
Fuel Capacity	3.7 gallon

CHASSIS

Suspension/Front	Independent double wishbone, 6.7-in travel
Suspension/Rear	Independent double wishbone with Anti-sway bar, 9.1 travel
Brakes/Front	Dual hydraulic disc
Brakes/Rear	Multi-disk wet brake
Tires/Front	AT25 x 8 – 12
Tires/Rear	AT25 x 10 - 12

DIMENSIONS

LxWxH	80.1 in x 46.5 in x 45.7 in
Seat Height	33.7 in
Wheelbase	48.8 in
Max. Ground Clearance	9.6 in

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

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