

REQUEST FOR PROPOSALS
RFP # 17-04-1654LE
TELEHANDLER WITH INTER-CHANGEABLE ATTACHMENTS
DEPARTMENT OF ROADS, NAVAJO DOT



THE NAVAJO DIVISION OF TRANSPORTATION
DEPARTMENT OF ROADS
P.O. BOX 4620
Window Rock, Arizona, 86515

June 5, 2017



**THE NAVAJO NATION DIVISION TRANSPORTATION
DEPARTMENT OF ROADS**

**REQUEST FOR BIDS
FOR TELEHANDLER WITH INTER-CHANGEABLE
ATTACHMENTS**

Department of Roads – Navajo Division of Transportation is soliciting Bids for the Purchase of Telehandler with Inter-Changeable Attachments. This purchase is for all Road Maintenance and Road Improvement Activities and Services.

Possible Delivery start Date: June 5, 2017 . Please submit Request for Bids with the attached information: RFP# 17-04-1654LE.

DUE BY: June 16, 2017 AT 3:00pm (time) DST

All Bids with complete information can be mailed or dropped off at Navajo Transportation Complex #16 Old Coalmine Road, Mentmore, New Mexico 83719 to Dempsey Chapito, Fleet Coordinator, dchapito@navajodot.org., or to Ardaniel Begay, Principal Contract Analysis, abegay@navajodot.org.

NAVAJO DOT reserves the right to reject all Bids or Re-Bids. ”.

All Postage must be paid in full by the proposer. NDOT will not accept partial paid mail proposal, but will be return to sender.

RFP# 17-04-1654LE .

The Navajo Division of Transportation – Department of Roads Request of Bids Cost for One (1) Telehandler with Inter-Changeable attachments and Navajo Sales Tax 5%, for the Road Maintenance and Road Improvement Activities and Services.

Contract Person: Mr. Dempsey Chapito, Fleet Coordinator
(505) 371-8331 / dchapito@navajodot.org

DESCRIPTION/SPECIFICATION OF EQUIPMENT:

SPECIFICATION:

One (1) each	Equipment with 4 final diesel engine equipped with lowest charged items. 3 speed transmission Engine- 130 - 140 hp Tier IV Final 72” FP Carriage
Performance:	12,000 lb Max lift capacity 70’ Max lift height 53’ 10” Max forward reach Auxiliary hydraulic service on the boom head Heavy Duty Frame/Chassis and roller boom
Fuel Consumption:	72 gal. Maximum
Warranty:	Main Frame, Chassis; Boom/Roller and for the power Train Drive.

Any questions, regarding this Request of Bids may be addressed to Mr. Dempsey Chapito, Fleet Coordinator at Department of Roads, (505) 371-8331.

(LEGAL NOTICES)

RFP TITLE: Telehandler with Inter-Changeable Attachments

RFP NO: # 17-04-1654LE

OPENING DATE: June 05, 2017

**DEPARTMENT OF ROADS, NAVAJO DOT
REQUEST FOR PROPOSALS FOR ONE TELEHANDLER WITH INTER-
CHANGEABLE ATTACHMENTS**

The Navajo Division of Transportation – Department of Roads requests proposal from qualified firms to provide a Telehandler with Inter-Changeable Attachments. This purchase is for all Road Maintenance and Road Improvement activities and services. The Request for Proposals (RFP) method will identify and select qualified firms based on proposal cost and responsiveness of the required proposal documents.

The proposal documents may be obtained from the Department of Roads, Navajo NDOT, Navajo Transportation Complex, #16 Old Coal Mine Road, Mentmore, NM 87319 starting at (date) June 5, 2017, and thereafter, during regular business hours (8:00am to 5:00pm) to June 16, 2017. The Navajo NDOT Complex is located North of NM State Highway 264 and 1.5 east of the New Mexico and Arizona State Line. The Proposals and Proposal Cost are due 3:00pm (DST) on June 16, 2017 at the Department of Roads, Navajo NDOT, Navajo Transportation Complex.

“Proposals received after the time and date specified will not be considered. Post mark’s, faxed or electronically transmitted (email) material will not be considered or accepted”. **All Postage must be paid in full by the proposer. NDOT will not accept partial mail proposal, but will be return to sender.**

Contact Ardaniel Begay, Principal Contract Analyst, Navajo Division of Transportation, and telephone: (505) 371-8351, Fax: (505) 371-8399 and Email: abegay@navajodot.org. Another contact person: Dempsey Chapito, Fleet Coordinator, Department of Roads, and Telephone: (505) 371-8331, Fax No: (505) 371-8399, and Email: dchapito@navajodot.org.

Navajo DOT reserve the right to reject any or all proposals and to wavier informalities in the proposal received, whenever such rejection or waiver is in the best interest of the Navajo Nation.

cc: 164 Review # _____
NDOT Manager

navajodot.org

RFP: TELEHANDLER WITH INTERCHANGEABLE ATTACHEMENTS

RFP NO: #17-04-1654LE

DEPARTMENT OF ROADS, NAVAJO DOT PROPOSAL DOCUMENT TELEHANDLER WITH INTER-CHANGEABLE ATTACHMENTS

SECTION I – OVERVIEW

Navajo Division of Transportation (NDOT) – Department of Roads is releasing a Request of Proposals (RFP) for the purpose of purchasing Telehandler with Inter-changeable attachments from a qualified firms. The heavy equipment shall be within the Navajo Nation in Arizona, New Mexico, Utah and Colorado. The NDOT - Department of Roads is a public transportation operation, is exempt from state and federal taxes in relation to the used of the public maintenance services. NDOT is funded by Federal Highway Administration (FHWA) and Fuel Excise Tax (FET), special revenue of the Navajo Nation.

NDOT - Department of Roads requests proposal from qualified firms to provide maintenance services and selection base on the following criteria: **1)** Specialized Management, administrative technical competence, **2)** Experience in and quality services rendered relative to similar projects on the Navajo Nation, other Indian Reservations and rural communities, **3)** Provide evidence of management capacity and scheduling, staff expertise, internal quality control and organization structure, **4)** Identify the year(s) of availability of the equipment use for maintenance services and the owner or sponsor’s contact person’s name and phone number, **5)** Provide three (3) references of heavy equipment maintenance services that the firm has completed in the last five (5) years.

The Request for Proposals (RFP) process will identify and select a qualified firms based cost and maintenance service availability.

All work accomplished under this contract shall be in accordance with, but not limited to the following: Navajo Nation Regulations and Requirements; Tribal Transportation Programs; Federal Highway Administration (FHWA) standards in 23 CFR subpart G: and other applicable State Manuals, Standards, Guidelines and standard procedures.

Firm’s shall submit one (1) original plus six (6) and identical copies of their Proposal, on or before the closing date and time for receipt or Proposal. Firms may submit only one (1) proposal.

ORIGINAL Proposals must be submitted in a sealed envelope clearly marked:

“DO NOT OPEN – RFP # 17-04-1654LE - Telehandler with Inter-changeable attachments”. The name of the firm submitting the Proposal shall be written legibly and shown on the outside of the sealed envelope. Please include the firm’s address.

The Proposal Documents may be obtained from the Department of Roads, Navajo NDOT, Navajo Transportation Complex, #16 Old Coal Mine Road, Mentmore, NM 87319 starting at 12:00 PM, June 5, 2017 and thereafter, during regular business hours (8:00AM – 5:00PM) to June 16, 2017. The Navajo NDOT Complex is located north of NM State Highway 264 and 1.5 miles east of the New Mexico and

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Arizona State Line. The Proposals and Proposal Costs are due June 16, 2017 at the Department of Roads, Navajo DOT, Navajo Transportation Complex.

Late, facsimiled or e-mailed proposals will not be accepted. These will be returned to the firm un-rated and firms responding in such fashion shall be considered non-responsive. Postage must be paid in full by the proposer. NDOT will not accept partial paid mail proposal, but will return to sender.

Contract award will be subject to availability of funds. The NDOT reserves the right to determine if a proposal meets the terms of the RFP requirements, to accept, or reject any and all proposals received, to negotiate with the firm regarding the terms of their proposals or parts thereof, and to award a contract in the best interest of the Navajo Nation.

I. PROJECT REQUIREMENTS

The Navajo Division of Transportation (NDOT) – Department of Road intends to award a contract to a firm with the most responsible for Navajo Division of Transportation (NDOT) – Department of Roads is requesting a Request of Proposals (RFP) for the purpose of purchasing a Telehandler with Interchangeable attachments from a qualified firm. The heavy equipment shall be within the Navajo Nation in Arizona, New Mexico, Utah and Colorado. NDOT - Department of Roads requests proposal from qualified firm to provide and selection base on the following criteria: **1)** Specialized Management, administrative key personnel with experience and qualification of the business, including a joint venture or association regarding the type of procurement and services required. Provide information about firm's specific experience with similar projects, which demonstrate competence to successfully complete the procurement. **2)** Provide the ideology in the manufacturing equipment, performance and operations specifications availability of serving the equipment. **3)** Provide equipment operating plan, including benefits and features of equipment and compliance with regulations, serviceability and customer support, also warranty options made available for the clients. **4)** Include the past record of performance on similar service contract with government agencies and private industry with respect to such factors as identifying and mitigating risk to control cost, quality, service and ability to meet schedule/orders. **6)** Demonstrate through historical documents that the company has the ability to meet schedule and orders, as well as user demand. Show benefit to Navajo communities, which may include, but not limited to scholarship, donations, volunteer work, mentorship, etc. Provide three (3) references of heavy equipment maintenance service that the firm has completed in the last five (5) years. **5)** Provide information that the firm meets the requirements of the Navajo Business Opportunity Act. **6)** Lastly, the Fee Proposal must be in a separate sealed envelope, included in the Request For Proposal packet.

III. EVALUATION

NDOT –Department of Roads will evaluate and rank the RFP as outlined in the criteria and a contract shall be awarded to the firm, whose offer is most advantageous to the Navajo Nation and meets the programs requirements for the Projects cost, scope and time expectation.

II. CRITERIA

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A maximum total of 100 points are possible in scoring each proposal for the short-list evaluation. A brief explanation of each evaluation category is listed below. Information in one category may overlap information other categories as addressed Scope of Work. Offeror is encouraged to fully address each category completely, as points are assigned for responses to each separate category. The evaluation criteria to be used for the purposes for Short-listing by the Selection Committee for the proposal and the corresponding points values for each criterion are as follows:

Rating System on Evaluation Criteria

- A.** Each proposal will be evaluated and rated as follows. Descriptions of the components are provided – Proposal Content and Evaluation Criteria.

- B.** The qualifications of the PROPOSER to perform the services required, as demonstrated by the following information (20 points possible).
 - 1. Financial Resources (4 points)
 - 2. Experience Record (4 points)
 - 3. Operations and Management personnel (4 points)
 - 4. Current client relationships (4 points)
 - 5. Navajo Nation Tax Commission Certification (4 points)

- C.** The ideology of manufacturing equipment, performance and operation specification (20 points possible)
 - 1. Description of the equipment (4 points)
 - 2. Performance of the Forklift (4 points)
 - 3. Standard Equipment (4 points)
 - 4. Operating Specifications (4 points)
 - 5. Replacement (4 points)

- D.** Provide equipment Operating Plan (20 Points possible)
 - 1. Compliance with Regulation (4 points)
 - 2. Serviceability and Customer Support (4 points)
 - 3. Benefits and Features (4 points)
 - 4. Warranty options (4 points)
 - 5. Invoice format (4 points)

- E.** Historical performance with similar services (20 Points)
 - 1. Historical performance with similar services (4 points)
 - 2. Methods of control and tracking (4 points)
 - 3. Ability to meet schedule and orders (4 points)
 - 4. Benefit to the Navajo Communities (4 points)
 - 5. Provide three (3) references (4 points)

- F.** Evidence that the firm meet the requirement of the Navajo Business Opportunity Act and Proposal Fee in separate sealed envelope. (10 points)
 - 1. Meet the requirements of NBO Act (5 points)
 - 2. Proposal Fee in a separate sealed envelope (5 points)

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RFP Inquiries

All inquiries or request regarding the Proposal Document must be submitted in writing, by mail, fax or email to the Project Contact listed below. Written questions as to the intend or clarity of this RFP can be submitted to the Project Contact until close of business, 5:00 PM (Daylight Saving time) on April 18, 2017. Written responses to written questions and any RFP amendments will be distributed in writing and faxed or emailed to all parties who obtained a RFP documents from the NDOT office. No further questions, in any form, will be entertained after April 20, 2017.

Project Contact: Contact Ardaniel Begay, Principal Contract Analyst, Navajo Division of Transportation, and Telephone: (505) 371-8351, Fax: (505) 371-8399, and Email: abegay@navajodot.org. Another contact person: Dempsey Chapito, Fleet Manager, Department of Roads, and Telephone: (505) 371-8332, Fax: (505) 371-8399, and Email: dchapito@navajodot.org.

Submission of Proposal

All Proposals must be physically submitted to the following address on June 16, 2017, no later than 3:00 PM (local Window Rock, (Daylight Saving Time). Proposals received after this deadline will not be accepted. The date and time will be recorded on each RFP. RFP must be addressed and delivered to Ardaniel Begay, Principal Contract Analyst, Navajo Division of Transportation. NDOT-Department of Roads is located North of NM State Highway 264 and 1.5 miles east of the New Mexico and Arizona State Line. Or, it may be mailed to P.O. Box 4620, Window Rock, Arizona, 86515. Please allow sufficient time for mail delivery to ensure receipt by the due date and time. On the outside of each Proposal must be submitted in a sealed envelope clearly marked: **“DO NOT OPEN – RFP # 17-04-1654LE – “Telehandler with Inter-changeable attachments”**. The name of the firm submitting the proposal shall be written legibly and shown on the outside of the sealed envelope. Please include the firm’s address.

Late, facsimiled or e-mailed proposals will not be accepted. These will be returned to the firm un-rated and firms responding in such fashion shall be considered non-responsive. Postage must be paid in full by the proposer. NDOT will not accept partial paid mail proposal, but will return to sender.

Proof of Contracting Licensing and Professional Registration

The Offeror must provide and show evidence that the key personnel assigned to the Project hold current contracting license and/or professional registration issued by a State agency.

Applicable Laws

The laws of the Navajo Nation shall govern this procurement and any agreement that may result from this procurement.

Responsive Format and Organization

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This section describes the format and organization of the firm's responses. Failure to conform to these guidelines may result in the disqualification of the RFP.

NUMBER OF RESPONSES: The Firm may submit only one (1) RFP.

NUMBER OF COPIES: The Firm shall deliver an original plus six (6) identical copies seven (7) total of their RFP, to the location specified on or before the closing date and time for receipt of proposals. ORIGINALS shall be clearly marked as such. The selection Committee will not collate, merge, or otherwise manipulate the firm's RFP.

RFP Format

All proposals must be typewritten on standard 8 ½ x 11 papers. Foldout sheets, up to a maximum (2) of 11" x 17" sheets will be counted as two (2) pages and shall be labeled as such. Length of the RFP is limited to maximum of thirty (30) pages (printed sheet faces) of text and/or graphic material.

Pages that have photos, charts and graphs will be counted towards the maximum number of pages.

The following documents excluded from five (5) pages maximum count shall include and shall be limited:

1. Front cover (blank on back side)
2. Submittal Letter (one page maximum)
3. Table on Contents (one page maximum)
4. Divider pages (blank except for title information)
5. Professional License(s)
6. Certificate(s) of Insurance
7. Back cover (blank on one side)

RFP ORGANIZATION

The RFP must be organized and indexed in the following format and must contain, as minimum, all listed items in the sequence indicated.

a. Binder #1 (Mandatory Original to include Request for Proposal Number One:

- i. Letter of Submittal
- ii. Table on Contents
- iii. Proposal Summary (optional)*
- iv. Response to Proposal Requirements
- v. Sealed Fee Proposal (separate)

Proposals deemed non-conforming by the Selection Committee in regards to format may be considered non-responsive and may result in disqualification of the proposal. Firms shall contact the Delegated Program Manager to clarify any questions concerning format prior to submission.

PROPOSAL GUIDELINES:

The following guidelines shall be adhered to by offeror's for consideration in the selection process of firms or individuals to perform professional services for the project described. Proposals, which do not include ALL of the listed information will be considered incomplete and non-responsive and will not be considered by the selection committee.

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MANDATORY SUBMITTAL REQUIREMENTS:

The firm shall submit one (1) original and six (6) identical copies of their Proposal for the evaluation selection committee members. Appearance of Request of Proposal is important and professionalism in proposal presentation should not be neglected. The Proposal standards are as follows:

- G.** Submittal Letter – Proposals must be accompanied by a submittal letter. The submittal letter must:
 - a. Identify the submitting business. State the name and address of the organization’s firm or office. Indicate organizational structure (individual, partnership or public, profit or non-profit);
 - b. Identify the name and title of the person(s) authorized by the company to contractually obligate the business for the purpose of this Request for Proposal;
 - c. Identify the names, titles and telephone numbers of persons to be contacted for clarification questions regarding this RFP;
 - d. Be executed (signed) by a person authorized to contractually obligate the firm;
 - e. Acknowledge receipts of any and all amendments to this Request For RFP;
 - f. Project Listing Form – Include with the submittal letter the complete Project Listing Form. All Projects awarded to the proposing firm by the Navajo Nation that are less than 75% complete shall be included on the form. If there are any questions as to the appropriate content of the form, contact the Principal Contract Analyst or Delegated Program Manager for clarification.
 - g. Content will be checked and verified when the Proposals are submitted. Information determined to be inaccurate by the Principal Contract Analyst will be confirmed with the firm and corrected as necessary, prior to scoring by the Selection Committee.

Project Contact: Contact Ardaniel Begay, Principal Contract Analyst, Navajo Division of Transportation, and Telephone: (505) 371-8351, Fax: (505) 371-8399, and Email: abegay@navajodot.org . Another contact person: Dempsey Chapito, Fleet Coordinator, Department of Roads, and Telephone: (505) 371-8331, Fax: (505) 371-8399, and Email: dchapito@navajodot.org.

End of Request of Qualification

Name of Company: _____ Date: _____
 Location of Bid Opening: _____ Time: _____

CRITERIA:

A maximum total of 100 points are possible in scoring each proposal and a brief explanation of each evaluation category is listed below. Proposers are encouraged to fully address each category completely, as points are assigned for responses to each separate category. The evaluation criteria to be used for the purposes for Short-listing by the Selection Committee for the proposal and the corresponding points values for each criterion are as follows:

1. Specialized Management, administrative, key personnel with experience and qualification of the business, including a joint venture or association regarding the type of procurement and services required. Provide information about the firm's specific experience with similar projects, which demonstrates competence to successfully complete the procurement.

20 POINTS

- a. Financial Resources (4) points..... _____ points
- b. Experience Record (4) points _____ points
- c. Operations and Management personnel (4) points..... _____ points
- d. Current client relationships (4) points..... _____ points
- e. Current Navajo Nation Tax Commission Certification (4) points _____ points

TOTAL: _____

2. Provide the ideology in the manufacturing equipment, performance and operation specifications and the availability of servicing the equipment. **20 POINTS**

- a. Description of the equipment (4) points..... _____ points
- b. Performance of the Forklift (4) points _____ points
- c. Standard Equipment (4) points..... _____ points
- d. Operating Specifications (4) points _____ points
- e. Replacements (4) points _____ points

TOTAL: _____

3. Provide equipment operating plan, including benefits and features of equipment and compliance with regulations, serviceability and customer support, also the warranty options made available for the clients. **20 POINTS**

- a. Compliance with Regulations (4) points _____ points
- b. Serviceability and Customer Support (4) points..... _____ points
- c. Benefits and Features (4) points..... _____ points
- d. Warranty Options (4) points _____ points
- e. Invoice Format (4) points _____ points

TOTAL: _____

4. Past record of performance on similar service contract with government agencies and private industry with respect to such factors as identifying and mitigating risk to control cost, quality of service and ability to meet schedule/orders.

Demonstrate through historical documents at that the company has the ability to meet schedule and orders, as well as user demand. Provide three (3) references that the firm has completed in the last five (5) years. **20 POINTS**

- a. Historical performance with similar services (3) points..... _____ points
- b. Methods of control and tracking (3) points _____ points
- c. Ability to meet schedule and orders (3) points _____ points
- d. Benefit to the Navajo Communities (3) points..... _____ points
- e. Provide three (3) references (3) points _____ points

TOTAL: _____

5. Make available the images shown for illustration purposes only, of the actual products, but not intended for purchase. **(10) POINTS**

- a. Illustration to include the ideal balance of reach, height, capacity and maneuverability (5) points..... _____ points
- b. Brochure with the load chart (5) points..... _____ points

TOTAL: _____

6. Evidence that the firm meets the requirement of the Navajo Business Opportunity Act and Fee Proposal in a separate sealed envelope. **(10 POINTS)**

- a. Meet the requirements if NBO Act (5) points..... _____ points
- b. Proposal Fee in a separate sealed envelope (5) _____ points

TOTAL: _____

NAME: _____ TOTAL SCORE; _____

REQUEST FOR PROPOSAL - TABULATION SHEET

Department of Roads - NDOT

NAME OF PROJECT: _____ **/ COMPANY:** _____
LOCATION OF BID: NDOT-DEPARTMENT OF ROADS - CONFERENCE RM. **DATE** _____ **TIME** _____

EVAULATOR'S NAME	Specialized Management (10 Points)				Key Personnel (10 Points)		Engine Description (20 Points)		Equipment Identify (10 Points)		Historical Performance w/Similar Services (20 Points)		Provide Method of Control & Tracking (20 Points)		Firm meets B.R.O Act (10 Points)		Total Score (100 Points)		Cost Separate Cost Break Down	
	√	Score	√	Score	√	Score	√	Score	√	Score	√	Score	√	Score	√	Score	Threshold 80	√	Base Cost	

COMMENTS: _____

 PROCURING PARTY DATE

SEE ATTACHMENT
 PRINT - EVALUATOR NAME

 BUSINESS REGULATORY DEPT. DATE

 SIGNATURE DATE

REQUEST FOR PROPOSAL - TABULATION SHEET

Department of Roads - NDOT

NAME OF PROJECT: TELEHANDLER WITH INTER-CHANGEABLE ATTACHMENTS / COMPANY:
LOCATION OF BID: NDOT-DEPARTMENT OF ROADS - CONFERENCE RM. **DATE** _____ **TIME** _____

EVAULATOR'S NAME	Specialized Management (20 Points)		Manufacturing Equip. & Specification (20 Points)		Equip. Operation Plan (20 Points)		Historical Performance w/Similar Services (20 Points)		Illustration of Products (5 Points)		Brochure with Load Chart (5) points		Firm meets N.B.O. Act (5 Points)		Proposal Fee in Separate Envelope (5) points		Total Score (100 Points)	Cost Separate Cost Break Down	
	√	Score	√	Score	√	Score	√	Score	√	Score	√	Score	√	Score	√	Score	Threshold 80	√	Base Cost

COMMENTS: _____

PROCURING PARTY	DATE	<u>SEE ATTACHMENT</u>	PRINT - EVALUATOR NAME
BUSINESS REGULATORY DEPT.	DATE	SIGNATURE	DATE