

Navajo Division
of
Transportation



Request for Proposals
RFP 20-01-2239LE
Vehicle Purchase

16 Old Coalmine Road
Mentmore, New Mexico 87319
(505)371-8301

Navajo Division of Transportation
REQUEST FOR PROPOSALS (RFP)
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INTRODUCTION

Navajo Division of Transportation (Navajo D.O.T.) is interested in receiving proposals for the following Equipment:

- **TWO (2) GM 2500 4WD Service Body Trucks**

Navajo DOT is not necessarily interested in obtaining the lowest price. The quality of the product, performance, delivery, maintenance, service and other factors will be taken into consideration in the evaluation of this RFP.

Bid Packets/Bid Specifications will be available on Tuesday, January 21, 2020, and for download on our website: www.navajodot.org.

Sealed proposals will be received by the Navajo Division of Transportation, Navajo Transportation Complex, 16 Old Coalmine Road, Mentmore, New Mexico 87319 until 1:00pm, local prevailing time, Friday January 31, 2020.

The supplier is to supply all necessary equipment, freight, manuals as further described in this RFP.

INTENT SUMMARY

The Navajo Nation encompasses Arizona, Utah and New Mexico, where the Navajo Division of Transportation is a key player in maintaining roads on the Navajo Nation. With the number of projects to complete there is a lack of communication equipment to accomplish this task. To complete this objective the Navajo DOT must make a bulk purchase of communication equipment specified in the RFP. Vendors must itemize the communication equipment proposed through this RFP. Cost information must include all expected costs.

PRELIMINARY CALENDAR

Request for Proposals Issued by Navajo Division of Transportation – January 21, 2020.

Closing Date: 1:00 P.M. local prevailing time on Friday, January 31, 2020.

Proposed bid opening – **February 5, 2020 @ 9:00 a.m.**

Navajo DOT reserves the right to change any or all of the dates above, with due notice posted on the website at <http://www.navajodot.org>

RFP COORDINATOR

Upon release of this Request for Proposals (RFP), all vendor communications concerning this acquisition must be directed to the RFP Coordinator listed below:

Abe Wilson, *Fleet Coordinator*
Navajo Division of Transportation
awilson@navajodot.org

Unauthorized contact regarding the RFP with other Navajo Division of Transportation employees may result in disqualification. Any oral communications will be considered unofficial and non-binding on the Navajo Nation.

Vendors should rely only on written statements issued by the RFP Coordinator.

VENDOR QUESTIONS

All questions must be submitted in writing via e-mail to the RFP Coordinator named above. Questions must be received by 10:00 a.m. (MST), January 27, 2020.

GENERAL CONDITIONS

PROPOSAL RESPONSE DATE AND LOCATION

Navajo Division of Transportation must receive the vendor's proposal, in its entirety, no later than 1:00 p.m., Mountain Standard Time in Tse Bonito, New Mexico, on January 31, 2020. Proposals arriving after the deadline will not be considered. All proposals and accompanying documentation will become the property of the Navajo Division of Transportation and will not be returned.

Vendors assume the risk of the method of dispatch chosen. The Navajo Division of Transportation assumes no responsibility for delays caused by any delivery service. Postmarking by the due date will not substitute for actual proposal receipt. Late proposals will not be accepted or considered nor will additional time be granted to any vendor. Proposals may not be delivered by facsimile transmission or other telecommunication or solely by electronic means.

BID CERTIFICATION

Vendors must certify in writing that all proposal terms, including prices, will remain in effect for a minimum of sixty (60) days after the Proposal Due Date, that all proposed capabilities can be demonstrated by the vendor, and that the proposed equipment is currently marketed and sold.

ADDITIONAL FEATURES

Vendors may propose additional features, and must be specifically identified as “additional features” if in their judgment and experience the additional features would add value beyond current costs and buyback value.

STANDARD COMMERCIAL PRODUCT

Vendors must provide a minimum of five (5) references from its current customers where the proposed equipment has been purchased and used. The practical experience of other customers is an important factor in evaluating competing proposals.

EQUIPMENT AVAILABILITY

A survey of vendor references will be made to determine the availability of equipment currently purchased at those sites. If availability levels are found to be less than those contracted for at any of the sites, the proposal may be eliminated from further consideration.

EQUIPMENT BRAND AND TYPE

All equipment proposed through this RFP must be new 2020 equipment.

ADJUSTMENTS

Navajo Division of Transportation reserves the right to select and exclude any equipment for the actual acquisition regardless of the proposal submitted by the vendor. The vendor will be consulted on any such adjustments to determine that the adjustment will not adversely impact the purchase of the equipment. Any change in selection or exclusion will be negotiated between the Navajo Division of Transportation and the selected vendor.

THIRD PARTY VENDOR

Navajo Division of Transportation will accept proposals that include third party equipment only if the proposing vendor agrees to act as prime contractor and guarantor of warranties and performance for all proposed equipment. Vendors must disclose the use of any third party vendor, indicate willingness to assume prime contractor responsibility, define limitations/extent of guarantee, and be authorized to sublicense such third party equipment.

MULTIPLE AND ALTERNATE PROPOSAL OFFERS

Vendors interested in submitting more than one proposal may do so, provided each proposal stands alone and independently complies with the instructions, conditions and specifications of this RFP. Vendors submitting multiple proposals must submit each proposal separately and in its own discrete submittal packet. Submittals including multiple proposals within one packet may be rejected at the sole discretion of the Navajo Division of Transportation.

WAIVER OF MINOR ADMINISTRATIVE IRREGULARITIES

Navajo DOT reserves the right, at its sole discretion, to waive minor administrative irregularities contained in any proposal.

SINGLE RESPONSE

Receipt of fewer than three RFP responses may, at the Navajo DOT's sole discretion, be deemed a failure of competition. In such instance the Navajo DOT may elect to cancel or re-bid the RFP.

PROPOSAL REJECTION

Navajo DOT reserves the right at its sole discretion to reject any or all proposals at any time prior to award without penalty.

WITHDRAWAL OF PROPOSALS

Vendors may withdraw a proposal that has been submitted at any time up to the proposal closing date and time. To accomplish this, a written request signed by an authorized representative of the vendor must be submitted to the Navajo DOT RFP Coordinator. The vendor may submit another proposal at any time up to the proposal closing date and time.

NON-ENDORSEMENT

As a result of the selection of a vendor to supply equipment to the Navajo Division of Transportation; the Navajo Nation is neither endorsing nor suggesting that the vendor's product is the best or only solution. The vendor agrees to make no reference to the Navajo Division of Transportation in any literature, promotional material, brochures, sales presentation or the like without first providing a factual and exact copy of the literature, promotional material, brochures, sales presentation or the like and second, receiving the express written consent of the Navajo Nation, which consent may be withheld at the Navajo Nation's discretion without cause.

RESPONSE PROPERTY OF THE NAVAJO DIVISION OF TRANSPORTATION

All materials submitted in response to this request become the property of the Navajo Division of Transportation. Selection or rejection of a response does not affect this status.

NO OBLIGATION TO BUY

Navajo DOT reserves the right to refrain from contracting with any vendor. The release of this RFP does not compel the Navajo Nation to purchase.

COST OF PREPARING PROPOSALS

Navajo DOT is not liable for any costs incurred by vendors prior to award, which may include but not be limited to preparation and presentation of proposals, response to questions, and demonstrations submitted in response to this RFP.

NUMBER OF PROPOSAL COPIES REQUIRED

Vendors shall submit one (1) original proposal and three (3) copies to the Navajo Division of Transportation.

ERRORS IN PROPOSAL

Navajo DOT will not be liable for any errors in vendor proposals. Vendors will not be allowed to alter proposal documents after the deadline for proposal submission.

Navajo DOT reserves the right to make corrections or amendments due to errors identified in proposals by the Navajo DOT or the vendor. This type of correction or amendment will only be allowed for such errors as typing, transposition or any other obvious error. Vendors are liable for all errors or omissions contained in their proposals. Errors identified after submittal may also result in disqualification at the sole discretion on the Navajo DOT.

After the bid opening and reading of proposals, Navajo DOT will verify bids for correctness of price per unit and the total price. If a discrepancy exists between the price per unit and the total amount price, the price per unit will control the bid total.

INCORPORATION OF RFP AND PROPOSAL IN AGREEMENT

The RFP, including all attachments and addenda, and all promises, warranties, commitments and representations in the successful Proposal shall be binding and shall become obligations of an agreement between the successful vendor and Navajo DOT.

INDEMNIFICATION

In submitting a proposal, the vendor agrees to indemnify and hold Navajo DOT harmless of all liability, risks, costs, claims, actions, suits, demands, losses expenses, injuries and damages of any kind arising directly or indirectly out of, or in connection with, the Navajo Nation's handling of the RFP process, including but not limited to, the rejection of any or all proposals.

ADDENDA

Vendors are responsible for checking the Navajo DOT website for the issuance of any addenda prior to submitting a proposal. The address is <http://www.navajodot.org>

DELIVERY

The proposal shall *include freight charges* FOB – Navajo Nation Fleet Management, Indian Route 100, Window Rock, Arizona.

AWARD AND EXECUTION

Navajo DOT will select the vendor that, in its sole discretion, is the most advantageous to the Navajo Nation. Navajo DOT reserves the right to make an award without further discussion of the proposal submitted; there may be no best and final offer procedure. Therefore, the proposal should be initially submitted on the most favorable terms the vendor can offer. The specifications may be altered by Navajo DOT based on the vendor's proposal and an increase or reduction of services with the vendor may be negotiated before award and execution or purchase order issuance.

PROPOSAL OPENING

All proposals must be submitted to Navajo DOT no later than 1:00 p.m. local prevailing time on January 31, 2020, and must be clearly marked: **“VEHICLE PURCHASE, RFP 20-01-2239LE.”**

At the appointed time of bid opening a bid tabulation sheet shall be prepared containing the name of each Vendor, a description sufficient to identify the item offered and the bid cost per unit. The bid tabulation shall be signed by an authorized Navajo Nation Buyer and a representative from Business Regulatory to ensure the bids are in accordance with the Navajo Nation Business Opportunity Act and Navajo Preference Act.

Only responsive proposals will be accepted for this RFP. Navajo Nation reserves the right to waive any informalities or irregularities in the RFP, or reject any or all bids; to be the sole judge of the suitability of the product offered and to award a contract or contracts for the furnishing of one or more items of the services it deems to be in the best interest of the Navajo Nation.

RFP EVALUATION PROCESS

All proposals will be reviewed to determine compliance with the requirements as specified in the RFP. Proposals will be evaluated on how well the proposal meets the needs of the Navajo Nation, as described in the vendor's response to each requirement and the evaluation criteria identified in this RFP. It is important that the responses be clear and complete so that the evaluators can adequately understand all aspects of the proposal.

EVALUATION COMMITTEE

Navajo DOT will evaluate each responsive proposal using an evaluation committee. This evaluation committee will consist of Navajo DOT employees along with the Roads Department Program Manager. The evaluation Committee shall make a final recommendation to Navajo DOT's Division Director for final approval.

SELECTION PROCESS

The evaluation committee will score each proposal, and may invite the top three vendors for an interview and/or a demonstration. In addition to the demonstration, the evaluation committee may contact the vendor's customer's references and may make site visits to evaluate the vendor's lot for equipment availability.

PROPOSAL REQUIREMENTS

NUMBER OF PROPOSAL COPIES REQUIRED

Vendors shall submit one (1) original proposal and three (3) copies to Navajo DOT.

VENDORS RESPONSIBILITY

When determining whether a vendor's proposal is responsive, or when evaluating a proposal, the following factors may be considered, any one of which will suffice to determine whether a vendor is responsive or the proposal is the most advantageous to the Navajo Nation:

- Freight cost, delivery timeline, quality of service and product support
- Reputation, experience, efficiency of staff and product/equipment knowledge
- Quality and performance of equipment
- Price, model and brand for each equipment
- Maintenance and Life expectancy of equipment
- List of additional features and warranties
- Proposal certification
- Equipment availability

ALL INCOMPLETE PROPOSALS WILL NOT BE CONSIDERED.