



NAVAJO NATION

Navajo Division of Transportation

REQUEST FOR QUALIFICATION

BID NUMBER: 19-05-2066VJ

PROPOSAL DUE DATE: June 03, 2019 at 3:00 P.M. (MST)

PROPOSAL SUBMITTAL LOCATION: Navajo Division of Transportation
#16 Old Coalmine Road
Mentmore, New Mexico 87319

MATERIAL OR SERVICE: Heavy Equipment Maintenance, Repairs,
Parts, Accessories, Supplies, Rental and
related services

PRE-PROPOSAL MEETING DATE: May 22, 2019

TIME: 10:00 A.M. Local Time (MST)

LOCATION: Navajo Division of Transportation
#16 Old Coalmine Road
Mentmore, New Mexico 87319

CONTACT PERSON: Dempsey Chapito
TELEPHONE NUMBER: Phone: (505) 371-8331
Fax: (505) 371-8399
EMAIL: dchapito@navajodot.org

Competitive sealed qualifications for the specified Material or Service must be received by the Navajo Division of Transportation, Mentmore, New Mexico 87319, until the date and time cited in the Proposal

Qualifications must be in the actual possession of the Navajo Division of Transportation at the location indicated, on or prior to the exact date and time indicated above. Late submittals will not be accepted.

Qualifications must be submitted in a sealed envelope. All submittals must marked with **“DO NOT OPEN”** with the **REQUEST FOR QUALIFICATION TITLE, REQUEST FOR QUALIFICATION NUMBER, DUE DATE AND TIME and RESPONDENT’S NAME AND ADDRESS** clearly indicated on the outside of the sealed envelope. All submittals must be completed in ink or typewritten. Questions must be addressed to the CONTACT PERSON listed above.

The Request for Qualification (RFQ) may be obtained from the Navajo DOT, #16 Old Coal Mine Road, Mentmore, NM 87319 starting May 20, 2019 during regular business hours. The Navajo DOT Complex is located north of NM State Highway 264 and 1.5 miles east of the New Mexico/Arizona State Line. Contact the Navajo DOT at 505-371-8301 to request a package. You may also download this RFQ from the Navajo DOT website (www.navajodot.org).

Please submit one (1) Original and six (6) copies of the response to the RFQ.

INTRODUCTION

The Navajo Division of Transportation (herein referred to as the Navajo DOT) is requesting proposals from qualified and experienced firms to provide **HEAVY EQUIPMENT MAINTENANCE, REPAIRS, PARTS, ACCESSORIES, SUPPLIES, RENTAL AND RELATED SERVICES.**

The Navajo DOT requires a contractor who provides a diverse and extensive knowledge in heavy equipment maintenance, repairs and/or rental, parts, supplies, accessories and related services to various locations on the Navajo Nation

Heavy equipment will include, but not be limited to, the following equipment categories: Construction, Maintenance, Semi-trucks, Trailers and Materials Handling. The Navajo DOT has a fleet of approximately 150 pieces of heavy equipment that falls under the heavy equipment category. The coverage will also include any and all future equipment that will be added to the Navajo DOT Fleet.

Requirements and qualifications are defined in detail in the Scope of Services Section of this Request for Qualification. The Navajo DOT seeks a firm that will provide the specified services, supplies, parts, equipment materials, accessories, rental and related services. The contractor must be able to accommodate a high demand for product and services and to fulfill obligations as a contractor and respond to request in a timely manner.

The Navajo Nation reserves the right to incorporate contract provisions which are based on applicable requirements, such as, Navajo Nation Laws, Federal, State, and local requirements, etc. into the contract documents; including provision of the Navajo Business and Procurement Act, at 12 N.N.C. § 1501et seq., and the Navajo Business Opportunity Act, at 5 N.N.C. § 201 et seq.

SCHEDULE OF ACTIVITIES AND TIMELINES

- A. To the extent achievable, the following schedule shall govern the review, evaluation and award of the contract.
- B. This Request for Qualification provides the prospective respondents with sufficient information that will enable them to prepare and submit a proposal for consideration.
- C. Schedule of Activities and Timelines

Schedule of Activities	Timelines
<i>Advertised Period:</i> The RFQ will be advertised	May 20, 2019 – May 30, 2019
<i>Pre-Proposal Meeting:</i> Not mandatory but respondents are encouraged to attend the meeting to review the RFQ. The meeting will be held at the Navajo DOT Complex in Mentmore, New Mexico	May 22, 2019 at 10am (MST)
<i>Deadline to Submit RFQ Inquiries:</i> Questions regarding this RFQ must be submitted <u>in writing</u> , by mail, fax or email	May 24, 2019 at 3pm (MST)
<i>Response to Written RFQ Inquiries:</i> Written responses and any RFQ amendments will be distributed via fax or email to all respondents who received RFQ package	May 30, 2019
<i>RFQ Submittal Deadline:</i> Due date for all RFQ. Late submittal will not be accepted	June 03, 2019, at 3:00 p.m. (MST)
<i>Evaluation of RFQ and Respondent(s):</i> All RFQ submitted in accordance to the terms and conditions will be evaluated	June 04, 2019 – June 05, 2019
<i>Final Selection of Respondent(s):</i> Qualified Respondent(s) will be selected	June 05, 2019

SCOPE OF WORK

A. GENERAL REQUIREMENTS

1. **QUALIFIED FIRMS:** Respondents must meet the minimum qualifications:
 - a. Have a strong national reputable presence in the Heavy Equipment industry.
 - b. Have a distribution model capable of pick up or deliver of 'Materials or Service' to or from the Navajo Nation in Arizona, New Mexico and Utah
 - c. Have a demonstrated sales presence with the Navajo Nation
 - d. Be able to provide the full range of accessories, supplies, equipment, parts, rental, materials and services to meet the high demands of the Navajo DOT

2. **STATUS REPORTS:** The Contractor or its associated dealer must have the ability to provide the status reports confirming delivery dates of 'Material or Service' as agreed upon. These reports shall include, but not be limited to, the following:
 - a. Copy of Contractor's order to the factory.
 - b. Copy of factory acknowledgment of order indicating scheduled date of shipment from factory.
 - c. Factory generated computer status reports.
 - d. Notification to the Navajo DOT of any changes of delivery dates.
 - e. Any special information the Contractor shall have that would affect the timely delivery of the materials and service ordered in accordance with original delivery date promise.

In lieu of written reports submitted to Navajo DOT, the Contractor may be requested to provide Navajo DOT access to website order tracking system. Any on-line system provided must provide the information required above. The Contractor must provide all access codes necessary to view this information.

3. **DELIVERY and DELIVERY DOCUMENTATION:** The following documents are due upon delivery of Materials or Services:
 - a. Detail Invoice on services rendered
 - b. Warranty document
 - c. Inspection document
 - d. Required manuals

Delivery to the Navajo DOT: All deliveries shall be made Monday through Friday from 8:00 a.m. to 5:00 p.m. The Contractor shall be required to give the Navajo DOT a minimum of 24-hour notification during regular business hours prior to delivery with the anticipated time of delivery of Material or Service.

4. **EQUIPMENT INSPECTION:** The Navajo DOT will assist the Contractor or the authorized dealer in arranging for inspection of each piece of equipment received. Each equipment delivered shall be subject to a complete inspection by the Navajo DOT prior to acceptance. Inspection criteria shall include, but not be limited to, conformity to the specifications, mechanical integrity, quality, workmanship and materials. If delivered equipment is not accepted by the Navajo DOT for any reason, all the necessary corrections shall be made without any additional cost to the Navajo DOT

5. **TRAINING:** The Contractor or the authorized dealer shall provide, at no additional cost, training for each basic unit of equipment received. This training shall be adequate to the needs of the typical equipment operator and service technician in order to assure proper operation, utilization and maintenance of the equipment supplied. Any manuals necessary to perform the required training shall be furnished by the Contractor. The trainer shall be factory-trained and thoroughly knowledgeable in equipment operator and service technician functions. Training shall be presented in a quality suitable for videotaping. The Navajo DOT reserves the right to videotape part or all of the training provided at no additional cost.
6. **RENTAL:** The Contractor or its authorized dealer shall provide rental of Heavy Equipment if needed by the Navajo DOT
7. **WARRANTIES:** Contractor or its authorized dealer shall warrant that all equipment and parts furnished are newly manufactured, Original Equipment Manufacturer (OEM) and free from defects in material and workmanship. Warranty and factory work shall be performed before the next end of business day. Warranty shall also guarantee accepted trade standards of quality, fitness for the intended uses, and conformance to promises or specified specifications. No other express or implied warranty shall eliminate the vendor's liability as stated herein.

Total Maintenance and Repair (TMR's) must be agreed upon and presented to the Navajo DOT prior to any work performed.

8. **REPAIR AND MAINTENANCE:** Contractor and its authorized dealer will provide and maintain a factory authorized parts and service facility within a reasonable distance to the Navajo Nation.

For the Navajo DOT, the parts and service facility must be within 200 miles of the Navajo Nation boundary. If repair and maintenances services, including warranty service, is not provided within the specified distance, the Contractor and its authorized dealer shall be responsible for all costs, including fuel and labor, of transporting equipment between the Navajo Nation and the Contractor's service center. The method of transportation must be mutually agreed to by the Contractor and the Navajo DOT prior to transport.

For service calls, the Contractor and its authorized dealer must provide a response at the end of the next business day.

9. **RECALL NOTICES:** In the event of any recall notice, technical service bulletin, software or other important notification affecting equipment and materials from this contract, a notice shall be sent to the purchasing agency representative. For the Navajo DOT, all notices shall be sent to the Navajo DOT Fleet Coordinator. All travel time will be covered by the contractor or its authorized dealer.

B. EQUIPMENT AND PRODUCT REQUIREMENTS:

- EQUIPMENT:** A complete and comprehensive line of new and used Heavy Equipment to support various needs of Navajo DOT is requested. The categories include, but are not limited to, the following:

Agricultural Equipment:

(Please see
ATTACHMENT 'A' for
Airports Management
Equipment Listing)

Material Handling

Fork Lift
Waste Oil Reclamation and
Disposal

Heavy Equipment

(Please see
ATTACHMENT 'A' for
Department of Roads
Equipment Listing)

- 2. CURRENT EQUIPMENT AND PRODUCTS:** All equipment, parts and services being offered in response to this solicitation shall be in current and ongoing production; shall be formally announced for general marketing purposes; shall be a model or type currently functioning in a user environment and capable of meeting or exceeding all specifications and requirements set forth in this solicitation.
- 3. PRICING:** Respondent shall provide a verifiable pricing model that may include, but not be limited to, a discount from a verifiable price index, a reduced net pricing schedule, a hybrid or other supplier specific pricing model. The pricing model shall remain firm and will include all charges that may be incurred in fulfilling requirement(s) for the twelve-month period following contract award. Where applicable, pricing shall be determined by applying Respondent discounts to the prices listed on their manufacturer's price lists, retail price sheets, catalogs or by utilizing the reduced net pricing schedule.

C. SERVICE REQUIREMENTS

1. **SERVICES:** The Navajo DOT is seeking the inclusion of value-add services. These services may be provided by the authorized manufacturer or dealer and sample categories include, but are not limited to:
 - a. **Repair Services:** The ability to provide repair services through authorized manufacturer's facilities or dealers. Repair services may include, but not be limited to, flat rate fee, hourly rate for repairs in shop, hourly rate for repairs in field, weld repairs, machining work, etc. Repair services may also include field repairs.

For Heavy Equipment, trucks and trailers, if the Navajo DOT has the repair services from the Contractor and its authorized dealer, the Navajo DOT may require loaner or rental equipment if the machine is down for more than 3 business days. Until the repair is completed the loaner shall be provided at no additional cost to the Navajo DOT.
 - b. **Maintenance Services:** The ability to provide various maintenance services and options through authorized manufacturer's facilities or dealers. Maintenance services may include scheduled services based upon the manufacturer's recommended guidelines to include, but not be limited to, routine scheduled services, major/minor machine cleaning, etc. Maintenance services may also include field maintenance.
 - c. **Warranties:** The ability to provide a full range of extended warranties. This applies after the factory warranty expires.
 - i. **Training & Education:** The ability to provide on-site and/or online training and educational programs/seminars.
 - j. **Customer Support Services:** The policies on replacements, returns, restocking charges, after hours service, after sales support, out of stock, order tracing, technical feedback, quality assurance for orders and drop shipments.
 - k. **Other Services/Options:** Other value-add services not included in above categories.

INSTRUCTIONS RESPONDENTS

1. DEFINITION OF KEY WORDS USED IN THE SOLICITATION:

For purposes of this solicitation and subsequent contract, the following definitions shall apply:

Navajo DOT: Navajo Division of Transportation

Contract: The legal agreement executed between the Navajo DOT and the Contractor/Firms. The Contract shall include this RFQ document incorporated herein by reference, all terms, conditions, specifications, scope of work, Amendments, the Contractor's offer and negotiated items as accepted by the Navajo DOT.

Contractor: The individual, partnership, or corporation who, as a result of the competitive solicitation process, is awarded a contract by the Navajo DOT.

Contact Person: The Navajo DOT employee or employees who have specifically been designated to act as a contact person or persons to the Contractor and is responsible for monitoring and overseeing the Contractor's performance under this Contract. The person or persons is also authorized to sign and amend contracts on behalf of Navajo DOT.

Respondent: The individual, partnership, or corporation who submits a proposal in response to a solicitation.

May: Indicates something that is not mandatory but permissible.

Shall, Will, Must: Indicates a mandatory requirement. Failure to meet these mandatory requirements, if they constitute a substantive requirement, may, at the Navajo DOT's sole discretion, result in the rejection of a proposal as non-responsive.

Should: Indicates something that is recommended but not mandatory. If the Respondent fails to provide recommended information, the Navajo DOT may, at its sole option, ask the Respondent to provide the information or evaluate the proposal without the information.

2. PRE-PROPOSAL MEETING: If scheduled, the date and time of a Pre-Proposal meeting is indicated on the 'Activities of Schedules and Timeline' page of this document. Attendance at this meeting is not mandatory. Written minutes and/or notes will not be available therefore attendance is encouraged. If a Respondent is unable to attend the Pre-Proposal Meeting questions may be submitted in writing. The purpose of this meeting will be to clarify the contents of this Request for Qualification in order to prevent any misunderstanding of the Navajo DOT's position. Any doubt as to the requirements of this Request for Qualification or any apparent omission or discrepancy should be presented to the Navajo DOT at this meeting. The Navajo DOT will then determine the appropriate action necessary, if any, and may issue a written amendment to the Request for Qualification. Oral statements or instructions will not constitute an amendment to this Request for Qualification.

3. INQUIRIES: Any question related to the Request for Qualification shall be directed to the Contact Person whose name appears above. A Respondent shall not contact or ask questions of the department for whom the requirement is being procured. Respondents must submit written questions via electronic mail or facsimile no later than May 24, 2019 at 3pm (MST). Any correspondence related to a solicitation should refer to the appropriate Request for Qualification number, page and paragraph number. An envelope containing questions should be identified as such, otherwise it may not be opened until after the official proposal due date and time. Oral interpretations or clarifications will be without legal effect. Only questions answered by a formal written amendment to the Request for Qualification will be binding.

4. AMENDMENT OF REQUEST FOR QUALIFICATION: The Respondent shall acknowledge receipt of a Request for Qualification Amendment by signing and returning the document by the specified due date and time.

5. FAMILIARIZATION OF SCOPE OF WORK: Before submitting a proposal, each respondent shall familiarize itself with the Scope of Work, laws, regulations and other factors affecting contract performance. The respondent shall be responsible for fully understanding the requirements of the subsequent Contract. The submission of a proposal will constitute a representation of compliance by the Respondent.

There will be no subsequent financial adjustment, other than that provided by the subsequent Contract, for lack of such familiarization.

6. PREPARATION OF THE RFQ:

- A. All RFQ must be submitted in a sealed envelope clearly marked, **“DO NOT OPEN” with the REQUEST FOR QUALIFICATION TITLE, REQUEST FOR QUALIFICATION NUMBER, DUE DATE AND TIME and RESPONDENT’S NAME AND ADDRESS** Facsimiles or electronic mail proposals shall not be considered.
- B. The firm shall submit one (1) original and six (6) identical copies of their RFQ for the evaluation committee members. Appearance of RFQ is important and professionalism in presentation should not be neglected.
- C. The RFQ standards are as follows:
 - a. This RFQ may not exceed 30 single-sided pages (maximum 8 ½” x 11”) with a minimum of 10 pt. type.
 - b. Pages that have photos, charts and graphs will be counted towards the maximum number of pages.
 - c. The following information is not included in the 30-page limit: proposal front and back cover; cover letter on company letterhead; divider and/or tabs, as long as there is nothing on them; and maximum 1-page resumes of each key team member.
 - d. RFQ submittals should be plastic or metal spiral-bound only. **Please do not submit RFQ submittal in loose-leaf 3-ring binders; these will be considered non-responsive and returned to the firm un-rated.**
 - e. Submissions exceeding the 30-page limit or any resumes exceeding the 1-page limit will be considered non-responsive and will be returned to the Applicant un-rated.
- D. Periods of time, stated as a number of days, shall be in business days.
- E. It is the responsibility of all respondents to examine the entire RFQ package and seek clarification of any requirement that may not be clear and to check all responses for accuracy before submitting the RFQ. Negligence in preparing the RFQ confers no right of withdrawal after due date and time.
- F. The Navajo DOT shall not reimburse the cost of developing, presenting, submitting or providing any response to this solicitation.
- G. Respondent must list any subcontractors to be utilized in the performance of the services specified herein. For each subcontractor, details on respective qualifications must be included.

7. REQUEST FOR QUALIFICATION EVALUATION

- A. All RFQ submittal shall be evaluated and rated in accordance with the criteria outlined in RFQ REQUIREMENTS to provide the SCOPE OF WORK.
- B. The Navajo DOT will rate the proposals based on total points awarded and the top three (3) qualified firms with the highest rating and ranking will be determined as most responsive. The Navajo DOT reserves the right to either interview the top three (3) qualified firms or directly select at least the three (3) top rated and best qualified firms.
- C. In a separate sealed envelope clearly marked as “FEE PROPOSAL”, the firm shall provide a proposed Contract Billing Rate schedule with a verifiable pricing model that may include, but not limited to, a discount from a verifiable price index, a reduced pricing schedule or other vendors specific model. The sealed envelope will not be opened by the Navajo DOT until after the RFQ proposals have been reviewed and ranked.
- D. Additional consideration will be given to those firms who will be utilizing Native American personnel in providing materials services. Provide resume of Native American personnel, including professional certifications, licenses, qualifications and experience. Consideration will be based on the actual number of personnel who will be utilized; and not on the ownership, nor percent ownership, of the firm.

8. AWARD OF CONTRACT

- A. The Navajo DOT may retain the services of at least three (3) of the top rated and ranked firms. Upon selection, individual firm will be notified and the process of initiating a contract will begin. Questions regarding the submitted Contract Billing Rates and Pricing Index will be addressed during this time. Failure to address any questions adequately by the firm shall result in cancellation of the offer. The

Navajo DOT has to right to offer the contract to the next highest rated and ranked firm.

B. The Navajo DOT will issue a Notice to Proceed to the firm upon execution of the contract.

- 9. TAXES:** All services provided within the jurisdiction of the Navajo Nation is subjected to the (6%) Navajo Sales Tax (24 N.N.C. § 601 et seq.).
- 10. EXCEPTIONS TO CONTRACT PROVISIONS:** A response to the RFQ is an offer to contract with the Navajo DOT based upon the contract provisions contained in the Navajo DOT's RFQ, including but not limited to, the specifications, scope of work and any terms and conditions. Respondents who wish to propose modifications to the contract provisions must clearly identify the proposed deviations and any proposed substitute language. The provisions of the Request for Qualification cannot be modified without the express written approval of the authorized agent. If a RFQ or offer is returned with modifications to the contract provisions that are not expressly approved in writing by the authorized agent, the provisions contained in the Navajo DOT's RFQ shall prevailed
- 11. PROPERTY:** All response submitted to the RFQ shall become the property of the Navajo DOT.
- 12. CONFIDENTIAL INFORMATION:** The Navajo DOT is obligated to abide by all public information laws. If the Respondent believes that any portion of the RFQ, offer, specification, protest or correspondence contains information that should be withheld, a statement advising the CONTACT PERSON of this fact should accompany the submission and the information shall be so identified wherever it appears. The Navajo DOT shall review all requests for confidentiality and may provide a written determination to designate specified documents confidential or the request may be denied. Price is not confidential and will not be withheld. If the confidential request is denied, such information shall be disclosed as public information, unless the Respondent submits a formal written objection.
- 13. CERTIFICATION:** By signature on the RFQ signature by an authorized agent, solicitation Amendment(s), or letter accompanying the submittal documents, Respondent certifies:
- A. The submission of the offer did not involve collusion or other anti-competitive practices.
 - B. The Respondent hereby certifies that the individual signing the submittal is an authorized agent for the Respondent and has the authority to bind the Respondent to the Contract.
- 14. WHERE TO SUBMIT PROPOSALS:** In order to be considered, the Respondent must complete and submit its RFQ to the Navajo DOT at the location indicated, prior to or at the exact date and time indicated on the 'Request for Qualification' page. The Respondent's RFQ shall be submitted in a sealed envelope. The words **"DO NOT OPEN" with the REQUEST FOR QUALIFICATION TITLE, REQUEST FOR QUALIFICATION NUMBER, PROPOSAL DUE DATE AND TIME and RESPONDENT'S NAME AND ADDRESS** shall be written on the envelope.
- 15. LATE SUBMITTAL:** Late submittal will be rejected.
- 16. OFFER AND ACCEPTANCE PERIOD:** In order to allow for an adequate evaluation, the Navajo DOT requires an offer in response to this solicitation to be valid and irrevocable up to ninety (90) days after the RFQ due date and time.
- 17. WITHDRAWAL OF REQUEST FOR QUALIFICATION:** At any time prior to the specified solicitation due date and time, a Respondent may formally withdraw the RFQ by a written letter, facsimile or electronic mail from the Respondent or an authorized agent to the CONTACT PERSON. Telephonic or oral withdrawals shall not be considered.
- 18. DISCUSSIONS:** The Navajo DOT reserves the right to conduct discussions with Respondents for the purpose of eliminating minor irregularities, informalities, or apparent clerical mistakes in the proposal in order to clarify an offer and assure full understanding of, and responsiveness to, solicitation requirements.

19. CONTRACT NEGOTIATIONS: Exclusive or concurrent negotiations may be conducted with selected Respondent(s) for the purpose of altering or otherwise changing the conditions, terms and price of the proposed contract unless prohibited. Respondents shall be accorded fair and equal treatment in conducting negotiations and there shall be no disclosure of any information derived from proposals submitted by competing Respondents. Exclusive or concurrent negotiations shall not constitute a contract award nor shall not confer property rights to the successful Respondent. In the event the Navajo DOT deems that negotiations are not progressing the Navajo DOT may formally terminate these negotiations and may enter into subsequent concurrent or exclusive negotiations with the next most qualified firm(s).

20. BUSINESS REGISTRATION: Prior to the award of a Contract, the successful Respondent shall register with the Navajo Nation Business Regulatory Department. For more information contact the Navajo Nation Business Regulatory Department at (928) 871-6544

21. NAVAJO NATION BUSINESS LICENSE: It is the responsibility of the Contractor to have a Navajo Nation Business License throughout the life of this contract or a written determination from the Navajo Nation Business Regulatory Department that a license is not required. At any time during the contract, the Navajo DOT may request the Contractor to provide a valid copy of the business license or a written determination that a business license is not required. For more information contact the Navajo Nation Business Regulatory Department at (928) 871-6544

22. UPON NOTICE OF INTENT TO AWARD: The apparent successful Respondent shall sign and file with the Navajo DOT, within five business (5) days after Notice of Intent to Award, all documents necessary to the successful execution of the Contract.

23. AWARD OF CONTRACT: Notwithstanding any other provision of the Request for Qualification, the Navajo DOT reserves the right to:

- (1) reject any or all proposals, or portions thereof; or
- (2) reissue the Request for Qualification or rebid
- (3) Select multiple contractors

A response to this Request for Qualification is an offer to contract with the Navajo DOT based upon the terms, conditions and Scope of Work contained in the Navajo DOT's Request for Qualification. Proposals do not become contracts unless and until they are executed by the Navajo DOT's Notice to Proceed. All of the terms and conditions of the contract are contained in the Request for Qualification, unless any are modified by a Request for Qualification amendment, a Contract Amendment, or by mutually agreed in the Contract documents.

24. PROTESTS: A protest shall be in writing and shall be filed with the CONTACT PERSON. A protest of a Request for Qualification shall be received at the Navajo DOT not less than five (5) business days before the Request for Qualification due date. A protest of a proposed award or of an award shall be filed within ten (10) days after issuance of notification of award or issuance of a notice of intent to award, as applicable.

A protest shall include:

- A. The name, address, and telephone number of the protestant;
 - B. The signature of the protestant or its authorized agent;
 - C. Identification of the Request for Qualification or Contract number;
 - D. A detailed statement of the legal and factual grounds of protest including copies of relevant documents;
- and
- E. The form of relief requested.

25. PROPOSAL RESULTS: The name(s) of the successful Respondent(s) will be posted on the Navajo DOT website at <http://www.navajodot.org> upon issuance of a Notice of Proceed to Award or upon final contract execution.

PROPOSAL EVALUATION REQUIREMENTS

I. PROPOSAL EVALUATION CRITERIA – (listed in relative order of importance)

- A. Qualification & Experience
- B. Pricing
- C. Method of Services and Products Delivery

II. REQUIREMENTS SPECIFIC TO EVALUATION CRITERIA: The narrative portion and the materials presented in response to this Request for Qualification should be submitted in the same order as requested and must contain, at a minimum, the following:

A. Qualification & Experience

- 1) Provide a brief history and description of your company. Describe your market position in the local government including Navajo Nation, Counties, State and Federal agencies.
- 2) Describe your dealer network and their role in providing products and services under this contract.
- 3) Provide a listing of key personnel who will be assigned to the Navajo DOT's contract. Include their title within your organization and the description of the type of work they may perform.
- 4) Summarize your experience in providing equipment, products and services.
- 5) Please submit any additional information that you feel is applicable to your qualifications and experience.
- 6) Provide the qualifications of technicians that will be servicing equipment throughout the Navajo Nation.
- 7) Describe your quality control program. What is your quality control procedures?

B. Pricing

- 1) Provide a Price Proposal. Submit the Price Proposal as a separate and clearly identified document. The Price Proposal shall minimally include the following: Respondents shall submit pricing based on the Equipment, Product Requirements and Service Requirement categories identified on the Scope of Services. Pricing should be based upon a verifiable pricing structure, such as a fixed percent discount from an index or indices or established price list, etc. Where applicable, Respondents shall provide pricing for all product and services offered. Describe how pricing is determined for a base model equipment purchase and how pricing is determined for options, accessories and services. Identify the price list being used and include an electronic copy (or website link) so that net prices can be determined.

The price proposal should include pricing for equipment, accessories and options, parts, service and any additional value-add goods or services available such as financing, rental and used equipment for purchase from the vendor. Vendors must indicate if discounts are based on manufacturer price lists or dealer price lists.

- 2) Based on your Services and Products delivery, explain how freight is calculated.
- 3) The price structure provided by the Contractor and its authorized dealer is intended to remain constant throughout the term of the Contract. Discuss how often price lists are updated and provide a listing of price list changes that have taken place over the last 3 years. Discuss any known future price list changes or industry changes that will impact pricing over the next 5 years.
- 4) State if pricing is most favorable offered to government agencies. Describe how your firm will ensure this contract will continually offer the best pricing available to Navajo DOT.
- 5) Provide details of and propose additional discounts for volume orders, special manufacturer's offers, minimum order quantity, free goods program, total annual spend, etc.
- 6) Provide information on any ordering methods – such as electronic ordering or payment via Navajo Nation Purchase Card (PCard) or Electronic File Transfer – or other criteria which entitle the Navajo DOT to additional discounts.
- 7) Will payment be accepted via commercial credit card? _____ Yes _____ No
 - a. If yes, can commercial payment(s) be made online? _____ Yes _____ No
 - b. Will a third party be processing the commercial credit card payment(s)? ____ Yes ____ No
 - c. If yes, indicate the flat fee per transaction \$ _____

C. Method of Services and Products Delivery

- 1) Distribution of Services and Products
 - a. Describe how your firm proposes to distribute the equipment, accessories, parts, repair and services Navajo Nation wide.
 - b. Identify all other companies/distributors/dealers that will be involved in processing, handling or shipping the products/services to Navajo DOT.
 - c. Provide the number, size and location of your firm's manufacturing facilities, distribution facilities, warehouses, service facilities and dealer networks as applicable. Include a map showing Heavy Equipment distribution network coverage relative to Navajo.
 - d. Describe your dealer network and their role in providing products, services, etc. under this contract.
- 2) Products and Services
 - a. Provide a detailed written response illustrating how the equipment, accessories, parts, supplies and related services offered will meet the requirements of this solicitation. Respondents shall identify and describe their Heavy Equipment categories. For each proposed category, describe in detail and provide at a minimum the following types of information:
 1. Identification and description of equipment categories offered.
 2. Identify accessories, parts, services, etc. that are available through the manufacturer.
 3. Identify accessories, parts, services, etc. that are available through the authorized dealer.
 4. Provide descriptions, catalog(s) or website links for accessories, parts and supplies offered

5. Describe descriptions, catalog(s) or website links for accessories, parts and supplies offered, including:
 6. types of warranties available (by category or equipment)
 7. description of your warranty claims procedures.
 8. description of your policy addressing warranty issues related to:
 - i. Major Component Failures
 - ii. Defects, bad workmanship that resulted in progressive damage
 - iii. Describe your firm's standard response time to address warranty failure issues.
- b. Is there a dedicated support representative that the Navajo DOT should contact? If yes, provide their name and complete contact information.
 - c. Provide information which details the costs, types, and extents of available extended warranty coverage for Heavy Equipment.
 - d. Describe how your firm is anticipating and ensuring compliance with the Environmental Protection Agency (EPA) emission changes.
 - e. Submit all information that will aid the Navajo DOT in evaluating your proposal
- 3) Service
- a. Provide a detailed written response illustrating how your firm or the authorized dealers will provide services to meet the requirements of this solicitation. Respondents shall provide the proposed services that will meet the Service Requirements section of the Scope of Work outlined in this solicitation. For each proposed category, describe and/or provide details explaining your capabilities. In your response include information such as:
 1. Provide detailed information explaining your service capabilities.
 2. Provided detailed information explaining the service capabilities of your authorized dealers.
 3. Describe the maintenance programs offered.
 4. Describe your training programs, addressing, at a minimum, the following:
 - i. How will equipment training be conducted?
 - ii. Describe the training curriculum for the equipment operators.
 - iii. Describe the training curriculum for the service technicians.
 - iv. How will you accommodate various work shifts?
 - v. What type of documentation is provided with the proposed training?
 - vi. Is a "train the trainer" program available? Is this training different than the regular initial training? Can training sessions be recorded for future use by the agency?
 - vii. Is the training provided by the manufacturer, dealer or both?
- 4) Ordering and Invoices
- a. Describe your order process.
 - b. How do agencies work with your firm to determine appropriate equipment needs?
 - c. Describe the equipment delivery process and your delivery commitment.

- d. What is your standard equipment delivery timeframes?
 - e. How does your firm communicate order cut off dates to your customers?
 - f. Provide details of the capabilities of your E-Commerce website including ability to display contract pricing, on-line ordering, order tracking, search options, order history, technical assistance, lists, technical data and documentation, etc.
 - g. Describe your invoicing process. Is electronic invoicing available? Is summary invoicing available? Are there other options on how an agency receives an invoice?
 - h. Describe how problems – such as a customer ordering a wrong product; a customer receiving a defective or wrong product; etc. – are resolved.
 - i. Will each product be delivered free of distributor advertising?
- 5) Describe any government rebate programs applicable

ATTACHMENT 'A'
NAVAJO DOT
EQUIPMENT LISTING

ATTACHMENT 'A'

Department of Roads Equipment Listing

TRUCKS, WATER TRUCKS, DUMP TRUCKS, LUBE TRUCKS

<u>Year</u>	<u>DESCRIPTION</u>
2006	#1 - Mack CXN613 Transport Truck
2008	#2 - Peterbilt 388 Transport Truck w/Sleeper
2008	#3 - Peterbilt 388 Transport Truck
2008	#4 - Peterbilt 388 Transport Truck
2008	#5 - Peterbilt 388 Transport Truck
2016	#6 - Peterbilt 389 Tractor Heavy Haul
2016	#7 - Peterbilt 389 Tractor Heavy Haul
2007	#11 - Freightliner M2 106, 5000 Gal Water Tk
2007	#12 - Freightliner M2 106, 5000 Gal Water Tk
2009	#13 - Peterbilt 388, 4000 Gal Water Truck
2009	#14 - Peterbilt 388, 4000 Gal Water Truck
2009	#15 - Peterbilt 388, 4000 Gal Water Truck
2009	#16 - Peterbilt 388, 4000 Gal Water Truck
2009	#17 - Peterbilt 388, 4000 Gal Water Truck
2009	#18 - Peterbilt 388, 4000 Gal Water Truck
2009	#19 - Peterbilt 388, 4000 Gal Water Truck
2009	#20 - Peterbilt 388, 4000 Gal Water Truck
2006	#21 - Peterbilt 335 Fuel / Lube Truck
2016	#1 - Peterbilt 337 Full Body Service truck
2010	#22 - Peterbilt 367 Dump Truck/Snow Plow
2010	#23 - Peterbilt 367 Dump Truck/Snow Plow
2010	#24 - Snow Plow/Dump Truck Installed
2010	#25 - Snow Plow/Dump Truck Installed
2010	#1 - Lube/Fuel/Service Combo Truck
2010	#2 - Lube/Fuel/Service Combo Truck
2010	#3 - Lube/Fuel/Service Combo Truck

TRAILERS

<u>Year</u>	<u>DESCRIPTION</u>
2001	BIG TEX 12PI FLATBED 16' Trailer
2007	BIG TEX Flatbed R1122 18' Trailer
2013	BIG TEX Utility Trailer 4XPH 24' Pintle Hook
2013	BIG TEX 3XGN Utility Trailer 24' Gooseneck
2018	BIG TEX 25GN Utility Trailer 24' Gooseneck
2018	BIG TEX 25GN Utility Trailer 24' Gooseneck
2006	DJ 24' Gooseneck Trailer
2008	Doo-Little Cargo Trailer
2013	Diamond Trailer, Goose Neck
2009	Trail-Eze 50-Ton Lowboy Trailer
2007	Trail-Eze 50-Ton, Hydraulic-Tail Trailer

2009	Trail-Eze 50-Ton, Hydraulic-Tail Trailer
2009	Trail-Eze 50-Ton, Hydraulic-Tail Trailer
2010	Trail-Eze 50-Ton, Lowboy Trailer
2010	Trail-Eze 50-Ton, Lowboy Trailer
2010	Trail-Eze 50-Ton, Lowboy Trailer
2006	Holden 50-Ton Lowboy Trailer
2006	Pack Mule 40' Belly Dump Trailer
2009	Pack Mule 40' Belly Dump Trailer
2009	Pack Mule 40' Belly Dump Trailer
2009	Pack Mule 40' Belly Dump Trailer
2006	Pack Mule 40' Belly Dump Trailer
2008	Great Dane 53' Dry Van Cargo Trailer
2008	Great Dane 53' Dry Van Cargo Trailer
2017	Utility 53' Dry Van Cargo Trailer
2009	West-Mark 8,000 Gallon Water Tanker
2009	West-Mark 8,000 Gallon Water Tanker
2009	Ditch Witch Skid Steer W/Trailer - 1559
2009	Ditch Witch Skid Steer W/Trailer - 1312
2012	MEGA CORP 12K Gallon Water Tank
2017	AKSA ETK-211 Generator
2015	MQ Generator KW (M#DCA125SSS) Dilkon
2015	MQ Trailer Pintle Hitch 125US MQ Dilkon
2012	MEGA CORP 12K Gallon Water Tank
2015	Mega Mobile Pump
2015	Ironwolf Alpha Crusher

ATVs

<u>Year</u>	<u>DESCRIPTION</u>
2007	SUZUKI King Quad, 700cc 4WD
2007	SUZUKI King Quad, 700cc 4WD
2017	Polaris 4WD R17RTE99AS RGR1000
2017	Polaris 4WD R17RTE99AS RGR1000

SNOWMOBILES

<u>Year</u>	<u>DESCRIPTION</u>
2009	Arctic Cat M1000 Snowmobile #1
2009	Arctic Cat M1000 Snowmobile #2
2009	Arctic Cat M1000 Snowmobile #3
2009	Arctic Cat M1000 Snowmobile #4

SKID STEER, TRACTOR, BROOM

2009	Skip Loader - 210LJ #1, John Deere
2009	Skip Loader - 210LJ #2, John Deere
2009	Track Load Type Skid Steer, John Deere
2006	New Holland Tractor TL90A
2009	New Holland Tractor- TD5050
	Broce Broom - RJ350

MESSAGE BOARDS

<u>Year</u>	<u>DESCRIPTION</u>
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2016	MX70 HD Rammer Honda Gasoline
2016	MX70 HD Rammer Honda Gasoline
2016	MX70 HD Rammer Honda Gasoline
2016	MX70 HD Rammer Honda Gasoline
2016	Dewalt 6000 watt generator gasoline
2016	Dewalt 6000 watt generator gasoline
2016	Dewalt 6000 watt generator gasoline
2015	Coats Truck tire changer 9000B
FRONT-END LOADERS/COMPACTORS	
<u>Year</u>	<u>DESCRIPTION</u>
2007	966H Front-End Loader, Caterpillar
2008	950H Front-End Loader, Caterpillar
2008	950H Front-End Loader, Caterpillar
2008	938H Front-End Loader, Caterpillar
2014	950K Wheel Loader, Caterpillar
2014	950K Wheel Loader, Caterpillar
2014	950K Wheel Loader, Caterpillar
2014	950K Wheel Loader, Caterpillar
2014	950K Wheel Loader, Caterpillar
2014	950K Wheel Loader, Caterpillar
2006	CS 563E Vibratory Compactor, Caterpillar
2008	CS 56 Vibratory Compactor, Caterpillar
2008	CS 56 Vibratory Compactor, Caterpillar
2009	CS 56 Vibratory Compactor, Caterpillar
2009	Asphalt Roller, Caterpillar (PS360C)
MOTOR GRADERS	
<u>Year</u>	<u>DESCRIPTION</u>
2006	143H MOTOR GRADER, Caterpillar
2006	143H MOTOR GRADER, Caterpillar
2006	143H MOTOR GRADER, Caterpillar
2006	143H MOTOR GRADER, Caterpillar
2007	GD655 MOTOR GRADER, Komatsu
2007	140H MOTOR GRADER, Caterpillar
2007	140H MOTOR GRADER, Caterpillar
2008	140M AWD MOTOR GRADER, Caterpillar
2008	140M AWD MOTOR GRADER, Caterpillar
2008	140M AWD MOTOR GRADER, Caterpillar
2008	140M AWD MOTOR GRADER, Caterpillar
2008	140M MOTOR GRADER, Caterpillar
2008	140M MOTOR GRADER, Caterpillar
2008	140M MOTOR GRADER, Caterpillar
2008	140M MOTOR GRADER, Caterpillar
2008	140M MOTOR GRADER, Caterpillar
2009	140M AWD MOTOR GRADER, Caterpillar
2009	140M AWD MOTOR GRADER, Caterpillar
2009	140M AWD MOTOR GRADER, Caterpillar

2009	140M AWD MOTOR GRADER, Caterpillar
2009	140M MOTOR GRADER, Caterpillar
2009	140M MOTOR GRADER, Caterpillar
2009	140M MOTOR GRADER, Caterpillar
2009	140M MOTOR GRADER, Caterpillar
2009	140M MOTOR GRADER, Caterpillar
2009	140M MOTOR GRADER, Caterpillar
2009	140M MOTOR GRADER, Caterpillar
2014	140M3 MOTOR GRADER, Caterpillar
2014	140M3 MOTOR GRADER, Caterpillar
2014	140M3 MOTOR GRADER, Caterpillar
2014	140M3 MOTOR GRADER, Caterpillar
2014	140M3 MOTOR GRADER, Caterpillar
2014	140M3 MOTOR GRADER, Caterpillar
2014	140M3 MOTOR GRADER, Caterpillar
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2014	140M3 MOTOR GRADER, Caterpillar
2014	140M3 MOTOR GRADER, Caterpillar
2014	140M3 MOTOR GRADER, Caterpillar
2014	140M3 MOTOR GRADER, Caterpillar
2016	140M3 MOTORGRADER, Caterpillar
2016	140M3 MOTORGRADER, Caterpillar

BACK-HOE, SKID STEER, EXCAVATOR, DOZERS, TRACTORS & BROOM

<u>Year</u>	<u>DESCRIPTION</u>
2005	420ITT Backhoe, Caterpillar
2009	450E Backhoe, Caterpillar
2009	450E Backhoe, Caterpillar
2013	420F Backhoe, Caterpillar
2007	CAT HYDROLIC Excavator
2009	623G Elevating Scrapers, Caterpillar
2009	623G Elevating Scrapers, Caterpillar
2008	246C Skid Steer, Caterpillar
2011	Track Type Tractor Caterpillar #1 Dozer D6T
2011	Track Type Tractor Caterpillar #2 Dozer D6T
2016	Track Type Tractor Caterpillar #3 Dozer D6TXL
2018	TL1255 Telehandler, Caterpillar

Airports Management Equipment Listing

TRACTORS, TRAILERS, SNOWPLOWS, ATVs, ATTACHMENTS

<u>Year</u>	<u>DESCRIPTION</u>
2018	PJ Gooseneck FS 252
2018	GR Single Axle Utility 5' X 8' Trailer
2018	PJ Utility Trailer 83" X 18"
2014	Diamond T Gooseneck Trailer
2018	Kubota ZD 1211L
2017	Honda TRX 420 FA6 4X4

2017	Honda TRX 420 FA6 4X4
2018	Cantilever Gate 24' X 5'
2016	Snowdog V-Plow VXF85
2016	Snowdog V-Plow VXF85
2013	John Deere D130 Mower
2013	John Deere D130 Mower
2012	New Holland Frontend Loader 420F / Bucket M#416-24
2012	New Holland Workmaster 65 / 75 Tractor
2014	Kubota M5140HDC Tractor
2018	Crafco Super Seal Coater
2014	Crafco Seal Coater SS250D