

**NAVAJO SURFACE MINING PROGRAM
(NAVAJO MINERALS DEPARTMENT)**

**REQUEST FOR PROPOSAL
RFP BID NUMBER: 25-03-3610GC
VEHICLE PURCHASE LESS TRADES**

I. PURPOSE OF REQUEST

The Navajo Nation Surface Mining Program is requesting proposals for two (2) 2024/2025 White Chevrolet Silverado 2500HD Double Cab 4WD trucks that allows for travel on off-road terrain. Purchase will include 2 trade-in work trucks. Proposals must be all inclusive for an out of door price. The selection will be based on the quality of product, delivery, maintenance, overall price, services, performance and reliability of the proposers.

Bid packets/Bid Specifications will be available on **Monday, March 10, 2025**, and for download on the Navajo Nation Office of the Controller (NOOC) website: <https://www.nnooc.org>. Vendors are responsible for checking the NOOC website for the issuance of any addenda prior to submitting a proposal.

All equipment proposed in this RFP must be new 2024/2025 equipment. The supplier is to supply all necessary equipment, freight, and manuals as further described in this RFP.

Contacts for bid packet are:

Grace Coan, Buyer
Navajo Nation Purchasing Department
Phone: (928) 871-6318/6316 Website: www.nnooc.org
Email: gcoan@nnooc.org

Brian Tsingine, Environmental Engineer
Navajo Surface Mining Program
Phone: (928) 871-6674/7944 Website: None
Email: brian.tsingine@navajo-nsn.gov

Navajo Nation Office of the Controller (NOOC)
Website: www.nnooc.org/request-for-proposals/

II. TIME SCHEDULE

The estimated dates and the process set forth below may be revised if deemed necessary, including but not limited to interviews.

Surface Mining Program issues RFP.	March 10, 2025
Deadline for Submittal of Proposals by 3:00 PM MST	April 1, 2025
Evaluation of submitted proposals	April 4, 2025
Notice of conditional selection / Initiate award process (tentative)	April 7, 2025
Award by the Navajo Nation (tentative)	April 11, 2025

III. INSTRUCTIONS FOR PROPOSERS

A. All proposals* must be Addressed to:

Delivery: Navajo Surface Mining Program
Tribal Hill Drive, Building 2920
Window Rock, Arizona 86515
Google Earth Coordinates: 35.680209°N, -109.052534°W

Mailing: Navajo Surface Mining Program
PO Box 3900
Window Rock, Arizona 86515

*Note this delivery and address surname is limited to the proposal delivery and mailing.

- B. All proposals must be in a sealed envelope and clearly marked "Navajo Surface Mining Program – Vehicle Purchase". **The name and address of the proposing vendor must be shown on the face of the envelope(s)** RFP Bid Number 25-03-3610GC.
- C. Proposals arriving after the deadline will not be considered. All proposals and accompanying documentation will become the property of the Navajo Surface Mining Program and will not be returned.
- D. Any questions or inquiries regarding the scope of work should be brought to the attention of

Brian Tsingine, Environmental Engineer
Navajo Surface Mining Program
928-871-6674
brian.tsingine@navajo-nsn.gov

Questions must be received by **Thursday, March 27, 2025**.

- E. All proposals must be received no later than **3:00 PM Mountain Standard Time (MST) on Tuesday, April 1, 2025**. Proposals will not be accepted after this deadline. Vendors shall submit one (1) original proposal, and Three (3) copies of the proposal to the Navajo Surface Mining Program. Proposals must be enclosed within the sealed envelope. No facsimile, electronic or telephone proposals will be accepted
- F. Proposals should be prepared concisely, providing a straight-forward description of provider's ability to satisfy the requirements of the request. Special bindings, colored displays, promotional materials, etc. are not desired. Emphasis should be on completeness and clarity of content.
- G. The Navajo Surface Mining Program will notify proposers of the outcome of their proposals on or near the date indicated in the above time schedule.
- H. Proposal Submittal should include:
 - 1. Description of the proposer's experience and ability to deliver the requested goods and services to the Navajo Nation.
 - 2. The Proposer must include a list of three (3) commercial fleet client references that can be used as references. Selected organizations may be contacted to determine the quality of work and services provided.

3. Delivery of vehicles will be to the Navajo Nation Fleet Management Department in Window Rock, Arizona. Vendor assumes the risk of the method of delivery. The Navajo Surface Mining Program assumes no responsibility for delays caused by any delivery service.
4. The proposal shall include freight charges FOB – Navajo Nation Fleet Management, Indian Route 100, Window Rock, AZ.
5. Description of delivery process, timeline, and contact persons.
6. Specification sheets for the proposed base vehicle and specifications sheets for the proposed upfit of the base vehicle. This shall be used to determine the responsiveness of your proposal to the scope of work.
7. Ensure the proposal cost sheet outlines the price of the vehicle, the upfit and any other related expenses as ONE-unit price extended to two vehicles. Provide a proposed unit cost for each vehicle as outlined in the scope of work (Exhibit A). This unit price should then be applied to the identified number of vehicles. Tax should be a separate line item.
8. An itemized breakdown of costs should be available in the specifications sheet.
9. License requirement.
10. Completed W-9 Form (Exhibit B).
11. Certification Regarding Debarment and Suspension (Exhibit C).

IV. SELECTION CRITERIA

The Surface Mining Program will use the following criteria in its review and evaluation of submitted proposals. The order in which they appear is not intended to indicate their relative importance.

SELECTION CRITERIA	WEIGHT GIVEN
1. Ability to deliver the product within parameters identified in purpose and scope; quality of product.	50 POINTS
2.	
3. Price, model and brand for each equipment.	30 POINTS
4. Experience, reputation, and history of successfully completing contracts of this type, meeting projected deadlines, location, integrity, and responsiveness of the Proposer.	10 POINTS
5. Equipment availability	10 POINTS
TOTAL CRITERIA WEIGHT	100 POINTS

V. SCOPE OF WORK

- A. The scope of work is described in Exhibit A.
- B. **Trade-In Vehicle Details:** The department is offering two vehicles for trade-in as part of the purchase of two new vehicles. These vehicles are owned by the department, and their trade-in value will be deducted from the total cost of the new vehicles. The trade-in vehicles are:
 - i. **Vehicle 1:** 2009 Chevrolet Silverado 2500HD, Crew Cab, WT, 4WD Truck (Exhibit A)
 - ii. **Vehicle 2:** 2010 Chevrolet Silverado 2500HD, Crew Cab, WT, 4WD Truck (Exhibit A)

The proposer should provide an estimated trade-in value for the two vehicles, based on the information provided, and outline how this will be applied to reduce the overall cost of the two new vehicles. The vendor may inspect the trade-in vehicles or base their valuation on the provided details. A formal inspection and final agreement on the trade-in value will be conducted after proposal submission and before final purchase.

Vehicles could be viewed at the Surface Mining Program west parking lot. Any questions or inquiries will comply with III(D) Instructions for Proposers.

VI. TERMS AND CONDITIONS

- A. The Navajo Surface Mining Program reserves the right to reject any and all proposals, and to waive minor irregularities in any proposal.
- B. The Navajo Surface Mining Program reserves the right to refrain from contracting with any vendor. The release of this RFP does not compel the Navajo Nation to purchase.
- C. The Navajo Surface Mining Program reserves the right to request clarification of or additional information from any proposer.
- D. The information submitted will be analyzed and may be shared internally or in federal financial reports at the Surface Mining Program's discretion. Proprietary, classified, confidential, or sensitive information should be clearly marked in your response. The Surface Mining Program reserves the right to use any non-proprietary information. No basis for claims against the Surface Mining Program shall arise as a result of a response to this RFP or from the Surface Mining Program's use of such information. And services to more than one qualified proposer at the Surface Mining Program sole discretion.
- E. It is the intent of Surface Mining Program to make this purchase using a Navajo Nation Purchase Order. The terms and conditions are attached as Exhibit D.
- F. After preliminary selection and prior to contract award, the Surface Mining Program will discuss with the Proposer the procedures for invoicing, payment, reporting, and monitoring contract performance.
- G. The Navajo Surface Mining Program shall not be responsible for any costs incurred by the Proposer in preparing, submitting or presenting its response to this RFP.
- H. The vehicle must be delivered in a timely manner. The bid price shall be Free on Board (FOB) to the Fleet Management Department, Window Rock, Arizona. The vehicle shall be free from any purchase money or other lien or security interest.
- I. Vendor 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.
- J. The Navajo Nation shall receive at the time of delivery all pertinent documents necessary for titling and licensing vehicles, including the Manufacture's Statement of Origin and Odometer statement. The Navajo Nation will be responsible for registering vehicles.

- K. Nothing in the RFP is intended to or shall have the effect of waiving any privileges or immunities afforded by the Navajo Nation including, but not limited to, sovereign immunity or official immunity and it is expressly agreed that the Navajo Nation retains such privileges
- L. The Navajo Nation is a sovereign government, and all contracts entered into as a result of this RFP shall comply with Navajo Nation law, rules and regulations, including the Navajo Preference in Employment Act, and applicable federal laws, rules and regulations
- M. Navajo Surface Mining Program 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.
- N. 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 Surface Mining Program.

VII. COMPENSATION

- A. Present detailed information for the identified goods and services, inclusive of Navajo Nation sales tax at 6 percent (6%) [24 NNC § 201 et seq.]. The Navajo Nation will not pay any other tax associated to this service purchase.
- B. If terms are used, provide definitions of routine versus non-routine tasks; fixed costs versus variable costs, and how costs are applied.
- C. For inquiries regarding the applicability of this tax, please contact the Office of the Navajo Tax Commission, Compliance Department, at 928-871-6681.
- D. Payment from Navajo Surface Mining Program for the goods and services will only be made after the identified goods and services have been delivered and accepted by authorized Surface Mining Program representatives. This includes acceptance of vehicles according to specifications, and the receipt of all pertinent documents, including invoices, are received. The trade-in value of the two vehicles will be credited toward the purchase of the new vehicles. The final total cost of the new vehicles will be adjusted based on the accepted trade-in valuation. The proposer is required to submit their proposed trade-in value as part of their pricing breakdown in the proposal.
- E. All vendors must have a Department of Treasury Internal Revenue Service Form W-9 on file with the Navajo Nation to accommodate payment. W-9 Form must be revised form (Rev. March 2024). Itemized billings shall be submitted containing information specified in Exhibit A.
- F. The total cost of all specified elements should be identified as a single line item.

VIII. LICENSE AGREEMENT

- A. Proposer must be licensed in the Navajo Nation if performing goods and services on the Nation or they must be licensed in the state where the goods and service will be provided.
- B. The Navajo Nation may require the proposer with which a contract is established, prior to the commencement of work, to provide evidence of appropriate professional liability insurance and worker's compensation coverage.
- C. In submitting a proposal, the vendor agrees to indemnify and hold Navajo Surface Mining Program 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.

EXHIBIT A

SCOPE OF WORK

EXHIBIT A

NAVAJO SURFACE MINING PROGRAM

Vehicle Specifications (Minimum): Two (2) Each
2024/2025 White Chevrolet 2500HD Double Cab 4WD trucks
(That allows for travel on off-road terrain)

1. 2024/2025 Chevrolet 2500HD, Double Cab, Standard Bed, LT, 4WD Work Truck
2. Exterior color – white
3. 6.6L V8 Gas engine; 401 hp @ 5200 rpm, 464 lb.-ft of torque @ 4000 rpm
4. Allison 10-speed automatic transmission, heavy duty
5. 3.73 rear axle ratio
6. Automatic locking rear differential, HD rear
7. Power steering system
8. 17" steel wheels
9. LT265/70R17E All-Terrain
10. Spare tire, LT265/70R17E w/lock
11. Tire Pressure Monitoring System
12. Keys – 2 sets w/ remotes
13. Skid plates/underbody shield
14. Black outside power-adjustable vertical trailering mirrors, manual folding/extending
15. 6 airbags, driver, single stage, front passenger, dual-stage, seat-mounted side-impact, head-curtain
16. Air conditioning
17. Tilt wheel/speed control
18. Audio – AM/FM Stereo w/ USB Ports and Bluetooth
19. Jet black, cloth seat trim, Front 40/20/40 split-bench, rear 60/40 split folding
20. Power windows and door lock
21. Vinyl floor covering
22. Floor Mats – Rubber, full coverage, front and rear
23. Recovery hooks
24. Trailering package – to include integrated trailer brake controller, receiver adapter (if applicable), 4-pin and 7-pin connectors
25. Rear window defogger
26. Deep-Tint Glass

EXHIBIT A

NAVAJO SURFACE MINING PROGRAM

Vehicle Specifications Trade-In No. 1

1. 2009 Chevrolet Silverado 2500HD, Crew Cab, WT, 4WD Truck
 2. Exterior Color – White
 3. 4-Door
 4. 6.0L V8 Gas Engine
 5. Mileage at 108,727-miles on 3/7/2025
-

Vehicle Specifications Trade-In No. 2

1. 2010 Chevrolet Silverado 2500HD, Crew Cab, WT, 4WD Truck
2. Exterior Color – White
3. 4-Door
4. 6.0L V8 Gas Engine
5. Mileage at 105,696-miles on 2/27/2025

EXHIBIT B

FORM W-9 (REV. 3-2024)

EXHIBIT C

**DEBARMENT &
SUSPENSION**

EXHIBIT D

PURCHASE ORDER TERMS & CONDITIONS

EXHIBIT D

Purchase Order Terms and Conditions

- A. **DELIVERY.** Delivery must be made within thirty (30) days from receipt of this purchase order unless otherwise specified. Time is of the essence and if goods are not delivered within the time specified, the Navajo Nation may reject such goods and cancel the order. Acceptance of later or defective deliveries shall not be deemed a waiver by the Navajo Nation of its right to cancel this order or to refuse to accept further deliveries. The purchase order number, account and project numbers must be shown on all packages, packing slips, invoices and correspondence relating to the order. **BACKORDERS WILL BE ALLOWED ONLY UPON AGREEMENT WITH THE PURCHASING DEPARTMENT.**
- B. **F.O.B POINT.** All prices offered herein are F.O.B. destination (on the Navajo Reservation) unless otherwise specified.
- C. **REQUIREMENT FOR WRITTEN PURCHASE ORDER.** Shipments will not be accepted and invoices will not be honored unless a valid purchase order in writing, has been issued to the vendor by the Purchasing Section of the Navajo Nation.
- D. **TERMS AND ACCEPTANCE.** This order becomes a contract (1) when a signed acknowledgment is received by the Navajo Nation, or (2) when shipment according to schedule of all or any portion of the goods covered by this order shall be made, or (3) when written approval is given to vendor by the Navajo Nation of the price and delivery schedule of the goods as stated by vendor if vendor's written acknowledgment of this order contains either (a) a different price or delivery schedule or a different type of item, or (b) no price or no delivery schedule for the item or items to which the Navajo Nation's approval applies. Except as provided in the preceding sentence, a condition of this order is that any provisions printed or otherwise contained in any acknowledgment of this order, inconsistent with or in addition to the terms and conditions herein stated, and any alteration in this purchase order, shall have no force or effect, and that the vendor by such acknowledgment thereby agrees that any such provision therein or any such alteration in this order shall not constitute any part of this contract of purchase and sale. This contract contains the entire agreement of the parties, and failure of either party to enforce any of its rights hereunder shall not constitute a waiver of such rights or of any other rights hereunder.
- E. **BILLING.**
1. Submit original invoice(s) and 2 copies to the Accounts Payable Section. The Navajo Nation, P.O. Drawer 1660, Window Rock, AZ 86515. **DUPLICATE INVOICES WILL NOT BE HONORED.**
 2. Invoicing must be itemized as to items, quantities, unit prices and extended amounts.
 3. Submit a separate invoice for each purchase order. Do not combine invoicing for more than one purchase order.
 4. Invoices must be submitted immediately upon shipment.
 5. Where pricing differences or discrepancies exist between the purchase order and the invoice submitted, the purchase order will prevail. The purchaser reserves the right to accept or reject all quantities delivered not in compliance with the purchase order specifications or in excess of the quantities specified herein.
- F. **CASH DISCOUNT.** The term of any cash discount will be computed from the date of receipt and acceptance of the goods or services procured hereunder, or from the date of receipt of a correct Original invoice, whichever is later.
- G. **TAXES.** Except as may be otherwise provided in this order, the contract price includes all applicable federal, state, Indian and local taxes. In addition, the Navajo Nation claims the transaction is in any event immune from state and local sales, gross receipts, use, compensating and transaction privilege taxes under federal Indian law. Vendor expressly warrants that the contract price does include any allowance for state and local sales, gross receipts, use, compensating and transaction privilege taxes. The Navajo Nation will not reimburse or pay vendor any state and local sales, gross receipts, use, compensating and transaction privilege taxes unless the following conditions are met:
1. A governmental authority asserts a liability for such taxes against vendor has not and will not concede its liability for such taxes except as provided in Paragraph G.3(below); and
 2. The Navajo Nation at its expense is given the full opportunity to contest the liability for such taxes for and on behalf of vendor and with vendor's full cooperation; and
 3. A final determination has been made that vendor is liable for such taxes or the Navajo Nation decides it does not wish to contest vendor's liability for such taxes further.
- H. **FAIR LABOR STANDARDS ACT.** Vendor must certify that goods were produced in compliance with all applicable requirements of section 6, 7 and 12 of the Fair Labor Standards Act, as amended, and of regulations and orders of the United States Department of Labor issued under section 14 thereof.
- I. **NAVAJO PREFERENCE.** If this purchase order is issued to a vendor claiming preference under the Navajo Nation Business Preference Law, then acknowledgment and/or delivery against this order shall constitute certification of current compliance, on the part of the vendor, with all applicable provisions of this Law.
- J. **CHOICE OF LAW.** The laws of the Navajo Nation will govern the interpretation, construction and enforcement of this Purchase Order, including, without limitation, the Navajo Uniform Commercial Code.
- K. **CHOICE OF FORUM.** Subject to the limits of applicable law, -, 1. Navajo Tribe Code et seq.. any dispute between the parties will be resolved in the Courts of the Navajo Nation and vendor consents to in person am jurisdiction of such courts in the event of any such dispute.
- L. **INSPECTION, WARRANTY.** Goods or services delivered (whether paid for or not) are subject to inspection, testing, and approval by the Navajo Nation before acceptance. Vendor expressly warrants that all articles, materials, services and work will conform to the applicable drawings, specifications, samples or other descriptions given in all respects. Vendor further expressly warrants that the goods or services delivered hereunder will be of good quality, material and workmanship, merchantable and free from defects. The warranty shall survive any inspection, delivery, acceptance or payment by the vendor of the goods or services.
- M. **OTHER.** As used herein, the titles "the Navajo Tribe" and "the Navajo Nation" are synonymous.