

INVITATION FOR BIDS
NAVAJO NATION JUDICIAL BRANCH – ADMINISTRATIVE OFFICE OF THE
COURTS
PURCHASE OF ONE (1) FULL-SIZE SPORT UTILITY VEHICLE

Bid 25-07-3801SB

Bid Opens: August 8, 2025

Bid Closes: August 15, 2025 at 4 p.m.

The Navajo Nation Judicial Branch – Administrative Office of the Courts (AOC) is currently soliciting sealed bids for the purchase of one (1) full-size 2025 Chevrolet Tahoe LT 4x4 for the AOC's utilization in supporting its tribal courts and programs.

Complete bid packet can be obtained from the Procurement Analyst at rchee@navajo-nsn.gov or at the following address: Navajo Nation Judicial Branch - Administrative Office of the Courts, P.O. Box 520, Window Rock, Arizona 86515

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REQUEST FOR PROPOSAL

BID DUE DATE: August 15, 2025 (4:00 pm MDST)

DESCRIPTION: Request for proposal for One (1) Fleet vehicle

BID NO. 25-07-3801SB

CONTACT PERSON: Raquel Chee, Procurement Analyst
Administrative Office of the Courts
Judicial Branch
THE NAVAJO NATION
Telephone Number: (928) 871-7019
Email: rchee@navajo-nsn.gov

RETURN ALL RESPONSES TO:

DELIVER TO: THE NAVAJO NATION
Judicial Branch
Administrative Office of the Courts
Building 7968A, Window Rock Blvd.
Window Rock Veterans Park
Window Rock, Arizona 86515
ATTN: Raquel Chee, Procurement Analyst
BID NO. 25-07-3801SB

OR

MAIL TO: THE NAVAJO NATION
Judicial Branch
Administrative Office of the Courts
Post Office Box 520
Window Rock, Arizona 86515
ATTN: Raquel Chee, Procurement Analyst
BID NO. 25-07-3801SB

(Must identify Bid# and Company Name on the outside of a sealed envelope)

Please submit an original, and two extra (2) copies of your bid to be enclosed in One sealed envelope, with the following attachments: 2024 W-9, and NN Debarment form.

Proposals will not be accepted after deadline

No facsimile, electronic or telephone proposals will be accepted

Bid shall include vehicle & upfit pricing into One complete price bid

Navajo Nation Judicial Branch follows the Navajo Nation Business Opportunity Act.

A. PURPOSE OF THIS REQUEST FOR PROPOSAL (RFP)

The Navajo Nation Judicial Branch – Administrative Office of the Courts is seeking to purchase One (1) Full-Size Sports Utility Vehicle, the proposed model is a Model CK10706 Tahoe – 4WD 4 dr LT or Equal. The minimum specification sheet is attached as exhibit (A), please review carefully. All respective auto dealers must be from an authorized and fully certified licensed automotive dealership that meets all the standards and qualifications from the vehicle manufacturers in terms of facilities, equipment, parts, tools and trained technicians to handle all required services. Vehicles must be delivered in a timely manner as bid evaluation will be based on most responsive bid. Bid price shall be F.O.B. (Freight on Board) to Window Rock and to the designated delivery point at Fleet Management Department. Vehicles shall be delivered to the Navajo Nation free from any purchase money or other lien or security interest notwithstanding any applicable Navajo Nation sales tax. The manufacturer's published warranty for each vehicle shall apply to all vehicles purchased by the Judicial Branch.

B. CONDITIONS GOVERNING THE PROCUREMENT

Bid price shall be effective on date of award and the availability of funds will determine the number of vehicles to be purchased, and additional Navajo Nation procurement for like-kind and quality of vehicle, also qualified for bid price. Judicial Branch personnel will make on-site visits to either manufacturer's/bidder's facilities, as needed, to ensure compliance with specifications are met, or approve any deviations, if necessary.

Time schedule for advertisement and deadline for bid submissions will follow the chart as indicated:

Advertise Request for Proposal	DATE: August 7 and August 9, 2025
Deadline for RFP Submittals	DATE: August 15, 2025
Official Opening Bid Proposals	DATE: August 18, 2025
Award Bid	DATE: August 19, 2025

The dates on the time schedule are all tentative, any changes will be at the discretion of the Judicial Branch.

The respective bidder must disclose upfit vendor, location, and pricing of all upfit parts and installation fees. Schematics of wiring diagram shall be submitted once bidder is identified. Pricing of the upfit should match the specification/price sheet on all specification exhibits.

A selection criterion will be used to determine an adequate responsive bidder and they are as follows:

Criteria	Weighted Points
Responsiveness/Complete Bid Submission	5 POINTS
Pricing	5 POINTS
Specification	5 POINTS
Vehicle Availability	5 POINTS
Total	20 POINTS

The respective bidder shall include the Navajo Nation Sales Tax, 6% on all goods and services pertaining to this proposal, Navajo Nation sales tax (6%) [24 NNC § 601et seg.]. For more information or specific questions regarding the applicable sales tax, please contact the Office of the Navajo Tax Commission, Compliance Department at 928-871-6681.

The Judicial Branch reserves the right to reject any and all proposals.

All upfit personnel must be EVT (Emergency Vehicle Technician) certified to perform emergency equipment installation and repairs.

The Navajo Nation Fleet Management will receive, at time of delivery of vehicles, all pertinent documents necessary for titling and licensing vehicles, documents include Manufacturer's Statement of Origin, Odometer statement. Provide schematics of the upfit. Only Fleet Management will be responsible for registering all vehicles through the Navajo Nation Property Management Department.

The Navajo Nation is a sovereign government and all contracts entered because of the RFP shall comply with the Navajo Nation Laws, rules and regulations, Navajo Business Opportunity Act and including the Navajo Preference in Employment Act, and applicable federal law, rules, and regulations.

C. SPECIFICATIONS

See the following attachments (exhibit A – Model CK10706 Chevrolet Tahoe 4WD 4 dr LT model or equal), the minimum specification for the one (1) vehicle, including any additional not included in the exhibits. Bid price must meet minimum specification or exceed minimum specifications. Bid must note any exceptions.