

**SDR, INC.**  
**Request For Proposal 20240004**

**Three 4WD Class Quarter or Half Ton Pickup Trucks**

I. Purpose of Request

SDR, Inc. (SDR) is requesting proposals for the purchase of three 4WD pickup trucks with the specifications outlined in Exhibit A. Proposals must be for an out-the-door price. The selection will be made based on the criteria outlined in Section IV below.

II. Time Schedule

SDR intends to follow the following timetable for selecting a vendor. The timetable may change at SDR's discretion.

SDR Issues RFP	July 26, 2024
Deadline for Submittal of Proposals by 5:00 p.m. Mountain Daylight Time (MDT)/4 p.m. MST	Aug 12, 2024
Evaluation of submitted proposals	Aug 12-16, 2024
Award by SDR	Aug 19, 2024

III. Instructions For Proposers

A. All proposals should be sent by **email** and addressed to:

Penny Knight  
[pknight@sdrmaps.com](mailto:pknight@sdrmaps.com) and [info@sdrmaps.com](mailto:info@sdrmaps.com)

*Email receipt will be provided when received*

B. Any questions regarding the requirements of the RFP should be directed to:

Penny Knight – 913-485-7806 [pknight@sdrmaps.com](mailto:pknight@sdrmaps.com)

Sean Belden 787-978-4864 [sbelden@sdrmaps.com](mailto:sbelden@sdrmaps.com)

C. SDR will notify proposers of the outcome of their proposals on or near the date indicated above.

D. Describe your preference for method of payment.

E. Provide description of the vehicles and vehicle specifications offered, and specify what requested features are not included, if any. Document itemized fee per vehicle including delivery to Farmington, NM and include:

a. Base fee for the goods.

b. Any additional or variable charges that would be in addition to the base fee.

F. A completed W-9 form (Exhibit B – separate document/download)

IV. Selection Criteria

SDR will use the following selection criteria in its evaluation and comparison of the proposals submitted.

<b>Criteria</b>	<b>Weight Given</b>
1. Price	40 Points
2. Responsiveness of the written proposal to the specifications, the completeness of all required information and any supplemental information provided by the Proposer that will demonstrate the quality of the vehicles.	40 Points
3. Ability, experience and history of the Proposer in completing contracts of this type, location, and the character, integrity and efficiency of the Proposer.	10 Points
4. Native Preference	10 Points
<b>Total Criteria Weight</b>	<b>100 Points</b>

V. Scope of Work

The scope of work is attached in Exhibit A.

VI. Terms and Conditions

- A. SDR reserves the right to reject any and all proposals and to waive any minor irregularities in any proposals.
- B. SDR reserves the right to request clarification of information submitted, and to request additional information from any Proposer.
- C. The information submitted will be analyzed and may be shared internally and appear in reports as appropriate at SDR's discretion. Proprietary, classified or confidential information should be clearly marked in your response. SDR reserves the right to use any non-proprietary information.

No basis for claims against SDR shall arise as a result of a response to the RFP or from SDR's use of such information.

- D. SDR reserves the right to award all or a portion of the required goods to more than one qualified proposer at SDR's sole discretion.
- E. The contract resulting from acceptance of a proposal by SDR shall be in a form acceptable to SDR and shall reflect the specifications of the RFP.
- F. SDR shall not be responsible for any costs incurred by the Proposer in preparing, submitting or presenting its response to this RFP.
- G. The vehicles must be delivered in a timely manner (within six weeks of award). The bid price shall be F.O.B. to Farmington, New Mexico. The vehicles shall be free of any purchase money or other lien or security interest and must have clean titles.
- H. SDR shall receive at the time of delivery all pertinent documents necessary for titling and licensing the vehicle(s), including the Manufacturer's Statement of Origin and odometer statements. SDR will be responsible for registering the vehicles.

## VII. Compensation

- A. Present detailed information for the identified goods inclusive of Navajo Nation sales tax. SDR will not pay any other tax associated to this purchase.
- B. Payment by SDR will only be made after the identified goods have been delivered and accepted by an authorized SDR representative. This includes all pertinent documents, including invoice and acceptance of the vehicle(s) according to specifications.
- C. SDR requires that all its vendors have a Department of the Treasury Internal Revenue Service Form W-9 on file with SDR to accommodate

payment. Itemized billings shall be submitted upon completion containing information specified by SDR in Exhibit A.

VIII. License Requirement

- A. Proposer must be licensed in the state where the goods and services will be provided, or in the Navajo Nation.

## **EXHIBIT A**

### **Scope of Goods/Specifications**

SDR is seeking to purchase three (3) quarter or half ton pickup trucks from an authorized and fully certified licensed automobile dealership or fleet provider that meets all the standards and qualifications from the vehicle manufacturer in terms of facilities, equipment, parts, tools and trained technicians to handle all required services. Vehicles must be delivered in a timely manner as specified in IVB as bid evaluation will be based on the most responsive bid in accordance with specifications and criteria.

The vehicles will be from model years 2022, 2023, 2024 or 2025 (2025 if available at time of purchase). All vehicles are to be clean and free of any defects and have clean titles. All workmanship is to be of top quality. All vehicles must have the same exterior color, with white or blue preferred (other colors will be considered) and of the same make and model but may be of different model years provided the different model years are externally very similar. For pre-owned vehicles, well-maintained, lower-mileage vehicles are preferred.

The vehicles will be used by SDR field workers in the performance of their duties, primarily within the boundaries of the Navajo Nation in New Mexico, Arizona and Utah. The vehicles will be equipped with 4x4 capabilities. Vehicles with similar specifications to the Ford 150 or Toyota Tacoma are preferred.

Trucks will carry two persons, emergency supplies and computer and computer equipment. Trucks will drive mainly unpaved roads in all weather conditions but will not be used for towing or heavy hauling. Passenger side will be equipped with laptop stand by SDR so room to maneuver for passenger/computer operator, including elbow room for mouse manipulation, is important. Vehicles will frequently access single track roads and driveways and will need to turn and maneuver accordingly. Surfaces will often be dusty, rocky, muddy, sandy, steep, narrow and poorly maintained. Vehicles will be retro-fitted with light bar, GPS, radio and computer peripherals post-purchase after delivery.

Trucks will be deployed in the field by mid October, 2024.

## Specifications

### General Requirements:

- Full size Quarter Ton or Half Ton Truck
- Crew Cab (class 1 vehicles) or extended cab (class 2 vehicles)
- 4x4 Wheel Drive
- Factory Window Tint – add tint to level allowed by State of New Mexico
- Tint Visor on Windshield to AS1 Line
- Factory Wheels
- Spare tire of same size and quality of mounted tires
- Factory Remote Keyless Entry/ Three keys/key fobs per vehicle
- Any other installed factory equipment
- Gasoline Engine
- Specify warranty (included and extended)
- If pre-owned, mileage under 50,000
- All terrain tires
- All weather floor liners
- Cruise Control
- Air Conditioning
- Automatic transmission
- 4WD
- Truck bed half vault storage (driver side long length) or hard bed cover
- Tow Package not required.
- All floor charges, installation and programming labor, shop supplies and shipping to be built into the completed unit price for each vehicle

### Additional Fleet Requirements:

- Model years 2022 - 2025
- All vehicles must be the same make, model and color and if different model years, must have same exterior model design

Delivery: Farmington, New Mexico