

SDR, Inc.

Request for Bid 20240008

Materials for Rural Addressing Project (Aluminum Placards and Adhesive Numbers/Letters)

I. Purpose of Request

SDR, Inc. (SDR) is requesting bids for the purchase of materials for structure address signs to be installed by the Navajo Nation in its Rural Addressing project. The address signs will consist of white hi-intensity white reflective adhesive material with transparent red background to reverse out white number/letter on pre-drilled aluminum plaques in various sizes to accommodate address number lengths of 1 – 7 characters. Vendor selection will be based on the criteria outlined in section IV below.

It is SDR's intent to purchase a large quantity of materials in calendar year 2024 with the remaining quantities needed specified and procured from the same vendor/vendors in calendar year 2025. Placards and stickers to assemble 75,000 structure signs will be requested.

II. Time Schedule

The timeline outlined below may change at SDR's discretion.

RFB Issued: Wednesday, September 25, 2024

Responses Due: Wednesday, October 9, 2024

Bid Evaluation: Oct. 9 – Oct 14, 2024

Award: Wednesday, October 16, 2024

III. Bidder Instructions

1. Submit bid spreadsheet style
2. Bid all or part of this request
3. Individual items in bid may be awarded separately

4. Specify brand of hi-intensity white reflective material that will be used
5. Bid must be valid for 60 days

IV. Bid Submission

- A. All bids must be submitted by **email** to:

Mark Thompson
Southwest Resource Manager
SDR, Inc.
mthompson@sdrmaps.com

Bids are due by 5 p.m. MDT (Mountain Daylight Time) 10/9/24

Email receipts provided when bid is received.

Any questions regarding the requirements of the RFP should be directed by email to Mark Thompson (mthompson@sdrmaps.com)

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

- B. Describe your preference for method of payment.
- C. Provide description of the aluminum plaques and number/letter stickers offered, and specify what requested features are not included, if any.

D. Document itemized fees as follows. Volume discounts for large quantities purchased in 2024 are preferred.

1. Base fee for 3 ½" by 3 ½" hi-intensity reflective numbers/letters as specified below. Specify cost per unit and volume discount for purchases of 10,000 stickers, 100,000 stickers and 200,000 stickers
2. Base fee for aluminum plaques per size as specified below. Specify cost per unit per size and volume discounts for purchases of 1,000, 3,500 and 5,000 plaques of each size.
3. Base fee for U-channel posts for posting address plaques at driveway entrance as specified below. Specify unit cost and volume discount for purchase of 5,000 and 10,000 posts.
4. Any additional or variable charges that would be in addition to the base fee including delivery to the Navajo Nation in Shiprock, New Mexico.

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

V. Selection Criteria

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

Criteria Weight Given	
Price	40 pts
Responsiveness of the submitted bid to the specifications, the completeness of all required information and any supplemental information provided by the bidder	40 pts
Ability, experience and history of the bidder in completing contracts of this type	10 pts
Native preference	10 pts
Total Possible	100 pts

VI. Terms and Conditions

1. SDR reserves the right to reject any and all proposals and to waive any minor irregularities in any proposals.
2. SDR reserves the right to request clarification of information submitted, and to request additional information from any Bidder.
3. 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.
4. 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.
5. 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.
6. SDR shall not be responsible for any costs incurred by the Proposer in preparing,

submitting or presenting its response to this RFP.

7. The materials must be delivered in a timely manner.

VII. Compensation

- A. Present detailed information for the identified goods inclusive of Navajo Nation sales tax. SDR will not pay any other tax associated with this purchase.
- B. SDR is contracted by the Navajo Nation to provide signage materials for this project in 2025 and 2026. SDR will place the initial order in 2024. Please indicate volume discounts.
- 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.

EXHIBIT A Scope of Goods/Specifications

SDR is seeking to purchase materials required for the Rural Addressing Project in the Navajo Nation. This RFP is seeking aluminum plaques in various sizes and various quantities. This RFP also is seeking white hi-intensity reflective numeral/letter stickers with red transparent background to reverse out the white numeral/letter, sheer cut to 3 1/2 " X 3 1/2" with 3" text, and meet the national standard set by NENA, (National Emergency Number Association). Materials must be delivered in a timely manner as specified as bid evaluation will be based on the most responsive bid in accordance with specifications and criteria. The address plaques, once assembled,, will be placed on either the actual structure itself, or attached to a metal sign post and posted at house entrance. The plaques will have specific requirements for location of pre-drill holes. Please see the details under Specifications below.

Specifications General Requirements:

Aluminum Plaques, white preferred:

- Plaques are .080" aluminum plaques (with pre-drill holes)
- Plaques must have pre-drilled holes to secure onto steel delineator poles that have pre-drilled holes that run the entire length down the center of the poles (spacing of the holes for these plaques is imperative for using with post)
- NOTE: each pre-drill holes for the plaques must be 3/16" (1/2-cm or 5-mm)

Aluminum Plaque Specifics:

- Plaque for 2 digits at 3 1/2" X 7" holes centered on plaque, **1"** from each end with a **5"** distance between holes
- Plaque for 3 digits at 3 1/2" x 10 1/2" holes centered on plaque, **1 3/4"** from each end with a **7"** distance between holes
- Plaque for 4 digits at 3 1/2" X 14" holes centered on plaque, **1/2"** from each end with a **13"** distance between holes
- Plaque for 5 digits at 3 1/2" X 17 1/2" holes centered on plaque, **1 1/4"** from each end with a **15"** distance between holes
- Plaque for 6 digits at 3 1/2" X 21" holes centered on plaque, **1"** from each end with a **19"** distance between holes
- Plaque for 7 digits at 3 1/2" X 24.5" holes centered on plaque, **1 1/4"** from each end with a **22"** distance between holes

Number, Letter, Symbol Stickers (Quantities of each to be determined when ordered)

- White hi-intensity reflective numeral/letter stickers with red transparent background to reverse out the white numeral/letters
- Back slit
- Shear cut to size 3 1/2" X 3 1/2" for all number stickers, text being 3"
- Numbers: 0-9
- Letters: A-N
- Symbols: Dash, Arrow (>), 45 degree arrow