

Request for Proposals

Bid Number: 18-11-1954LE

The Navajo Nation Office of the Controller (NNOOC) - Purchasing Department, and Navajo Nation Division of Transportation (Navajo DOT) are soliciting proposals and sealed bids for the “[Roadway Lighting Operations and Maintenance Services.](#)”

Contacts for a bid packet are:

- 1) Lorita Etsitty with NNOOC, letsitty@nnooc.org, (928) 871-6317.
- 2) Marlinda Littleman with Navajo DOT, mlittleman@navajodot.org, (505) 371-8372 or (928) 206-5465.

Closing date is **Friday, February 1, 2019, at 3:00 p.m.** Any proposal(s) received after this date and time will not be accepted and will be returned to the sender. No faxed or email proposals or bids will be accepted.

PROPOSAL SUBMITTAL



All proposals **MUST** have the Prospective Respondent's name and contact information on the outside of the **sealed** proposal and **sealed** proposal cost (bids). If not included, it will be considered "Non-Responsive." All proposals are to be submitted to:

Mailing Address:

Navajo Division of Transportation – Department of Roads
 Attention: Marlinda Littleman, Senior Programs/Projects Specialist
 P.O. Box 4620, Window Rock, AZ 86515
 Phone: (505) 371-8372 Cell: (928) 206-5465

Hand Delivery:

Navajo DOT Complex (Tse Bonito, NM)

Hand Delivery: Driving Instructions from Gallup, New Mexico

Take Exit 20 from I-40. Take US491 from Gallup, New Mexico to Yatahey, NM, which is approximately 5.5 miles. Approach a Y-Intersection. Take the left lane, US264, which goes to Window Rock, AZ. Take US264 and go about 15 miles west. The Navajo Division of Transportation Complex will be on the north side (or left side) of US264 on Indian Route 54.

All proposals and bid form shall be sent in sealed envelope, clearly marked with the following information:

RFP Bid Number: **18-11-1954LE**

Description or Title: **“Roadway Lighting Operations and Maintenance Services”**

Contact Persons: Lorita Etsitty, Buyer
 NNOOC - Navajo Nation Purchasing Department
 Phone: (928) 871-6317 Website: www.nnooc.org
 Email: letsitty@nnooc.org

Marlinda Littleman, SPPS
 Navajo Division of Transportation - Department of Roads
 Work Cell Phone: (928) 206-5465
 Work Phone: (505) 371-8372 Website: www.navajodot.org
 Email: mlittleman@navajodot.org

Please submit an Original and three (3) copies of proposals.

PART I

INFORMATION ONLY – NO RESPONSE TO THIS SECTION IS REQUIRED

- A. This Request for Proposal (RFP) provides the prospective respondents with sufficient information that will enable them to prepare and submit a proposal for consideration.
- B. This RFP contains the instructions governing the proposals to be submitted and the materials to be included. These are mandatory requirements which must be met to be eligible for consideration. Failure to adhere will result in a “Non-Responsive” Status.
- C. SCHEDULE OF ACTIVITIES AND TIMELINES:

Schedule of Activities	Timelines
Mandatory Pre-Proposal Meeting: All interested parties are invited to Navajo DOT to review project goals and requirements. The meeting will be held at the Navajo Division of Transportation Complex in Tse Bonito, NM.	Wednesday, January 9, 2019 10:00 a.m.
Prospective respondents “Inquiry Timeline.” All inquiries and questions will be answered prior to this date. Questions must be submitted in writing only. If needed, an Addendum will be issued to all vendors who requested for a copy of the RFP to ensure they all received the same information. No questions accepted after this date.	Friday, January 25, 2019 by 5:00 p.m.
Due date for all proposals	Friday, February 1, 2019 at 3:00 p.m.
Opening of proposals and evaluations by the Review Panel	The week of February 4, 2019
Award of Contract	By April 5, 2019
Estimated NTP Date	By April 19, 2019

- D. INQUIRIES: Prospective respondents may contact Navajo Division of Transportation (DOT) – Department of Roads staff via phone call or email in reference to this RFP in obtaining clarification of requirements. No inquiries will be accepted after the inquiring date listed in Section C.
- E. ADDENDUM OR SUPPLEMENT TO THIS REQUEST FOR PROPOSALS: In the event it becomes necessary to revise any part of this RFP, an addendum will be issued. Any respondents that already submitted a proposal will be notified.

- F. PROPOSALS SUBMISSION: Proposal must be received on [Friday February 1, 2019, by 3:00 p.m.](#) Respondents who are mailing their proposals should allow sufficient time for mail delivery to ensure receipt by the time specified. If mailed, it is recommended that proposals be sent by certified mail to the address indicated on the [Page 2](#) of this RFP.
- G. NUMBER OF PROPOSALS TO BE SUBMITTED: In the submission of all proposal, one original and three (3) copies must be enclosed in one sealed envelope. The outside of the envelope should be clearly marked with 1) Respondent's Contact information, and 2) the "[RFP Bid Number: 18-11-1954LE. Project Name: Roadway Lighting Operations and Maintenance Services](#)"
- H. LATE RECEIPT OF PROPOSALS: Late proposal will not be accepted. It is the responsibility of the respondent to ensure that the proposal arrives at the Navajo Division of Transportation – Department of Roads on or before the date/time specified.
- I. REJECTION OF PROPOSALS: The Navajo Division of Transportation (Navajo DOT) – Department of Roads reserves the right to reject any or all proposals and to waive informalities and minor irregularities in the proposals received.
- J. PROPRIETARY INFORMATION: Any restriction on the use of the information, data, contents contained within the proposals must be clearly stated in the proposal itself. Each and every page of the propriety material must be labeled or identified with the word "Proprietary." Proprietary information submitted in response to this RFP will be handled in accordance with applicable procurement regulations.
- K. PROPOSAL MATERIAL OWNERSHIP: All material submitted in reference to this RFP shall become the property of the Navajo Nation and will not be returned to the respondent. Responses received will be retained by the Navajo DOT – Department of Roads and may be reviewed by any person(s) after the final selection has been made, subject to [Section J](#). The Navajo DOT – Department of Roads has the right to use any or all systems, ideas presented in this RFP, subject to limitations in [Section J](#). Disqualification or non-selection of a respondent does not eliminate this right.
- L. INCURRING COSTS: The Navajo DOT – Department of Roads is not liable for any cost incurred by the Respondent prior to issuance of service contract or a purchase order.
- M. ACCEPTANCE OF PROPOSAL CONTENT: The contents of the proposal of the successful Respondent will become contractual obligation, if acquisition action ensues. Failure of the successful Respondents to accept this obligation may result in cancellation of the award and such respondent may be removed from consideration for future solicitation.

- N. ACCEPTANCE TIME: The Navajo DOT – Department of Roads, in coordination with the Navajo Nation Business Regulatory Department and the Navajo Nation Office of the Controller, intends to select the successful Respondent in the time specified in [Section C](#), after the closing date of receipt of proposals.
- O. AWARD OF SERVICE CONTRACT OR ENGINEERS JOINT DOCUMENTS COMMITTEE DESIGN AND CONSTRUCTION (EJDCDC) RELATED DOCUMENTS INSTRUCTIONS AND LICENSE AGREEMENT: Upon selection, Navajo DOT – Department of Roads will initiate the Engineers Joint Documents Committee Design and Construction Related Documents Instructions and License Agreement in the name of the successful respondent; and the contents of the proposal submitted by the respondent will become part of the contract.
- P. JOINT PROPOSALS: Nothing in this RFP shall be construed to prohibit respondents from entering into a consortium for the purpose of offering a proposal in response to this RFP. Parties to a consortium will not be permitted to submit independent proposals in response to this RFP.
- Q. EVALUATION PROCEDURE AND CRITERIA:
- a. Review Panel: A Review Panel, with specific related technical background, will be selected and evaluate the proposals received in accordance with general criteria used herein. The review panel may request for a meeting for purposes of proposal clarification and the respondent should be prepared to provide any additional information the Review Panel feels necessary for a fair evaluation of the proposals.
 - b. Failure of a respondent to provide any information, requested in this RFP, may result in the proposal being disqualified. All proposals must be endorsed with the signature of a responsible official having the authority to bind the respondent in the execution of a contract.
 - c. The sole objective of the review panel is to select the respondent most responsive to the needs of the Navajo Nation, Navajo DOT, and the Department of Roads. The specification in this RFP represent the minimum performance necessary for a response. On the basis of the evaluation criteria established in this RFP, the Review Panel will select and recommend the respondent who best meets the objective in the Scope of Work in Part II.
 - d. The Technical Proposal Factors will be used to evaluate the proposal(s) based on a 100 points-scale system. Additional points are awarded to Navajo owned businesses.

To be considered “responsive” the bidder shall meet the General Requirements below:

- Proposal submitted on time.
- Prospective respondent’s name and contact information is on the proposal and cost proposal.
- One original and three copies of the proposal.
- Proposal not to exceed 20 single-sided pages
- *Letter of Interest* **signed** by the President or Owner
- Proof of *Certificate of Insurance* included.
- Bond: Letter from Surety Company
- Sealed cost proposal (bid packet)
- Addendums included

Evaluation Sheet

Proposal Factors	Requirements	Maximum Points Awarded
Approach to Scope of Work	Describe your method or strategies in completing the following <ol style="list-style-type: none"> 1) Establishing the foundation of a Roadway/Street/Traffic Lighting Operation and Maintenance Program; which will include the development of general policies and procedures. 2) Completing a comprehensive inventory of the Navajo Nation Roadway Lighting Systems; 3) Repairing, maintaining, constructing, and operating existing roadway lighting systems on the Navajo Nation. 	50
Additional Requirements	License to contract in Arizona, New Mexico, Utah; or can sub-contract to a company/contract to complete the work. Copy of Traffic Control Supervisor Program and other required and applicable certifications.	15
Experience	List references of two projects of similar nature from two different project/sources.	10
Credentials	Organization Chart and Credentials of Key Staff.	10
Attachments	Equipment Listing and Schedule	15
	TOTAL	100

Priority #1	100% Navajo owned Business	10
Priority #2	51% Navajo owned Business	5
	Priority #1 Proposal	110
	Priority #2 Proposal	105

- R. STANDARD CONTRACT or ENGINEERS JOINT DOCUMENTS COMMITTEE DESIGN AND CONSTRUCTION RELATED DOCUMENTS INSTRUCTIONS AND LICENSE AGREEMENT: Navajo DOT will use the template *Engineers Joint Documents Committee Design and Construction Related Documents Instructions License Agreement*, or a Service Contract reviewed and approved by the Navajo Nation Department of Justice.
- S. RETURN PROPOSAL: The Navajo Nation and Navajo DOT has no obligation in returning any of the proposal received in response to this RFP.
- T. TERM: The term of the Service Contract will be a period of **three years** from the date of *Notice to Proceed*, with an option to renew the contract for continued services, which will be based upon the availability of funds. Renewal of the contract will be made only upon mutual agreement of both parties.
- U. COMPLIANCE WITH THE NAVAJO NATION OPPORTUNITY ACT: Proposal will be opened and evaluated in compliance with the Navajo Nation's Business Opportunity Act, 5 N.N.C., Chapter 2, Subsection 201 – 215 and the Navajo Nation Procurement Rules and Regulations.

PART II – Scope of Work

The Navajo Division of Transportation (Navajo DOT) – Department of Roads is soliciting proposals to establish a three-year on-call operations, maintenance, and construction contract for roadway lighting system on the Navajo Nation.

Overview:

Navajo DOT is the lead agency for the Navajo Nation in overseeing and administering the energy cost, operation and maintenance for roadway lighting. Navajo DOT is not responsible for ALL roadway lighting on the Navajo Nation; only those specified through an Intergovernmental Agreements (IGA) with the State of New Mexico, State of Arizona, State of Utah, and Bureau of Indian Affairs (BIA).

Licenses in Multiple States

The selected contractor must be license in Arizona, New Mexico, and Utah; and/or have the ability to sub-contract to a license company/contractor.

Purpose:

The purpose of this RFP is to select a contractor to assist Navajo DOT – Department of Roads to:

- 1) Establish the foundation of a Roadway/Street/Traffic Lighting Operation and Maintenance Program; which will include the development of general policies and procedures.
- 2) Complete a comprehensive inventory of the Navajo Nation Roadway Lighting Systems, as it relates to the Intergovernmental Agreements;
- 3) Repair, maintain, construct, and operate existing roadway lighting, which includes roadway lighting, street lighting, and traffic lighting. **(This will be the primary responsibility of the contractor and will spend approximately 80% on this task.)**

Establish the foundation of a Roadway/Street/Traffic Lighting Operation and Maintenance Program (10% of time spent on this task)

Navajo DOT has never contracted for an on-call roadway lighting operation and maintenance services. The intent is to establish a simple approach in receiving work order requests, completing work orders, and paying out for completed work orders.

The contractor shall assist in finalizing the draft Operations and Maintenance Plan that Navajo DOT has developed. Inclusive will be the development of general policies and procedures as it relates to meeting the standards of roadway lighting operation and maintenance. The contractor shall assist in presenting to Navajo DOT management and other approving entities to finalize and accept the Maintenance Plan for future use.

Complete a Comprehensive Roadway Lighting Inventory (10% of time spent on this task)

Navajo DOT – Department of Roads does not have a database or accurate records of its roadway lighting inventory. The following information are only approximate numbers of inventory for each area:

- A) The largest inventory is within the State of New Mexico along Highway 491, Highway 64, and Highway 371, with approximately 380 roadway lighting.
- B) Sanders Highway 491 = 25 Roadway Lighting
- C) Chinle Highway 491 = 25 Street Lighting
- D) Cameron Highway 89 = 15 Street and Underpass Lighting
- E) Tuba City = 25 Traffic Lighting and Street Lighting
- F) Beclabito Beacon Lighting – 1 Beacon Lighting
- G) Others are unknown
- H) There are new Intergovernmental Agreements (IGA) being developed.

ESTIMATED TOTAL = 471

In 2016, the New Mexico Department of Transportation (NMDOT) completed an inventory and sent the information to the Navajo DOT in Excel Format. The contractor shall conduct a field visit and complete an inventory using information provided in the Intergovernmental Agreements. The contractor shall coordinate with applicable entities to get an accurate inventory: Navajo Tribal Utility Authority (NTUA), Continental Divide, Arizona Public Service (APS), Navajo Nation Telecommunications and Utilities (NNTU), New Mexico Department of Transportation (NMDOT), Arizona Department of Transportation (ADOT), and State of Arizona.

The contractor shall develop a numbering system for each asset (roadway lighting). This numbering system must be coordinated with Navajo DOT, New Mexico Department of Transportation, Arizona Department of Transportation, Utah Department of Transportation, and Bureau of Indian Affairs.

The contractor shall establish a database and/or a systematic record-keeping which will be transferred to Navajo DOT – Department of Roads to further maintain. At minimum, the database should include an assigned number, location, condition of the street and roadway lighting, IGA reference, last maintenance date, cost of maintenance, etc. If applicable, the contractor shall provide software training to the Navajo DOT – Department of Roads staff so they can continue maintaining the database and record keeping.

Operations, Maintenance, and Construction (90% spent on this task)

In November 2018, there has been reports from communities of Shiprock, Red Valley, Sheep Springs, Sanostee, and Crownpoint, New Mexico that roadway lightings at the intersections of Highway 491 and Highway 371 are not operable. The repair for these lighting fixtures will be a priority as soon as the contract is issued.

The plans, design, and specification can be provided for most of the roadway lighting, but in case plans cannot be obtain or provided, the contractor shall develop and provide them.

The contractor must assess the foundation, conduit, and cables prior to determining proper maintenance and repairs. All foundations, fixtures, conduits, and cables shall be replaced per New Mexico Department of Transportation, Arizona Department of Transportation, Utah Department of Transportation, and Bureau of Indian Affairs plans and specifications. If required, the contractor shall submit all *Submittals and Certifications* to the regulatory entity for approval.

Specific to roadway/street/traffic lighting in New Mexico, the contractor shall perform all maintenance to keep the lighting facilities and equipment installed for each lighting fully operational, which includes replacement of all parts and components as a result of equipment failure, accidental damage, intentional damage and vandalism. The contractor shall perform maintenance to all parts and components, which includes and is not limited to poles or fixtures, conduits and wiring, and as provided by as-built drawings. Contractor shall replace all parts of components with the same kind or brand for continued satisfactory operation of roadway lightings. In case of underground work around the projects, contractor shall provide line locating services to locate conduits and wiring to avoid damages. In case of equipment failure, accidental damage or intentional damage, including vandalism, replace the wiring and conduits to original condition for a complete and operational system. Splicing of the wiring is NOT ALLOWED in underground conduits and pull boxes.

Contractor will submit a copy of Traffic Control Plans prior to any scheduled maintenance, repairs, and construction. A copy shall be submitted to Navajo DOT and applicable regulatory entity.

Contractor will complete and submit applicable permits to work within the Regulatory Entity's Rights-of-Way, i.e., Encroachment Application, Right-of-Way application, Roadway Permit, etc.

Construction

Construction may include concrete base removal, removal of conduit and wire, installation of new bases, installation of new wiring and conduit, and installation of new light poles, and installation of new lighting fixtures.

Response to Work Orders

The contractor shall meet with Navajo DOT annually and discuss the plans and priorities. The contractor shall then submit an annual maintenance plan and schedule to Navajo DOT.

Navajo DOT will have the option to submit work orders to the contractor, and contractor will incorporate the work orders into their plan and schedule. Navajo DOT will respect the contractor's plan and schedule, but in case of emergency or knocked downs, the contractor shall respond within 24 hours.

All repairs and maintenance should be completed in five days; and all construction should be completed in 20 days.

As part of this proposal submission, submit a timeline for Year One to include minor maintenance of 235 lighting fixture, and major maintenance or construction of 10 lighting unit. The timeline shall also include establishing the foundation of the operation and maintenance program, completing an inventory, incorporating meetings and field visits, and other applicable tasks to fulfill the requirement of the contract.

Projected Maintenance and Construction

Navajo DOT estimates the contractor to do minor repairs and maintenance on 50 to 235 roadway lighting in the first year of the contract.

Navajo DOT projects the contractor to do major repairs and maintenance, such as replacing the foundation and pole, for 10 lighting fixtures in the first year of the contract.

This will be a three-year contract, which will be treated as an on-call operations and maintenance contract. Based on the first year's operations and maintenance, Navajo DOT and the contractor will plan for the second and third year maintenance plan, schedule, and budget. For purposes of submitting this proposal/bid, only Year One bid will be submitted.

New Mexico Department of Transportation Five Certification

New Mexico Department of Transportation requires five certifications prior to any construction:

- 1) Environmental Certification
- 2) ITS Certification
- 3) Railroad Certification
- 4) Rights-of Way Certification
- 5) Utility Certifications

In coordination with Navajo DOT, the contractor will assist in preparing documentation to prepare and submit the request for certifications from NMDOT.

Adhere to the requirements of the Intergovernmental Agreements

Contractor shall adhere to the requirements of the Intergovernmental Agreements (IGA) with the New Mexico Department of Transportation, Arizona Department of Transportation. There are no IGA with Bureau of Indian Affairs or with the Utah Department of Transportation.

Equipment

Contractor will provide all necessary and required equipment for the operations, maintenance, and construction of the roadway lighting. As part of this proposal, a listing of equipment shall be provided.

Quality Control/Quality Assurance

The contractor will be responsible for the Quality Control and the Quality Assurance will be completed by Navajo DOT, but primarily by the Regulatory Entities.

Warranty

The contractor shall be required to submit a Warranty Letter upon the execution of the contract. The Warranty shall be in place one year after the completion of the contractor's portion of the work.

Pre-Construction Meeting

Upon an award of a contract, Navajo DOT will host a pre-maintenance/construction meeting at Navajo DOT complex in Tse Bonito, New Mexico.

Communication

Navajo DOT and the contractor shall host the following meetings:

- Year 1 - Pre-Maintenance/Construction Meeting
 One Collaboration Meeting
 Two Field Visits
- Year 2 - Two Collaboration Meetings
 Two Field Visits
- Year 3 - Two Collaboration Meetings
 Two Field Visits

Part III

FORMAT AND ORGANIZATION

Requirements: This section of the RFP specifies the format and organization of the proposal (not listed in priority or in any order).

- A. NUMBER OF COPIES: Submit an Original and three (3) copies of proposal. (Total: Four proposals).
- B. PROPOSAL FORMAT: Appearance of the proposal is important and professionalism in the proposal presentation should not be neglected. The proposal standards are as follows:
 - a. The proposal shall not exceed 20 single-sided pages (maximum 8 1/2" x 11"). Submissions exceeding the 20-page limit will be considered non-responsive and will be un-rated. All pages, include proposal, photos, charts, graphs, exhibits, letter of interest, bonds, etc. are counted toward the 20 pages. Tabs are excluded from the 20 pages.
 - b. Proposals submittal should be plastic or metal spiral-bound only. **Please do not submit loose paper, these will be considered unresponsive and will be unrated. No folders required, just spiral-bound proposals.**
- C. LETTER OF INTEREST: Letter of Interest must be on a Company Letterhead and **signed** by the president, executive director or owner of the company/organization. The letter must be signed by the company representative who has authority to sign off on legal and contractual documents.
- D. PROOF OF CERTIFICATE OF INSURANCE: Provide proof your company's Certificate of Insurance and other insurances related this project.
- E. BONDS: The Bidder shall include in the proposal a letter from the Surety Company specifying the capacity to meet the bonding requirements, if a contract is awarded.
 - a. Performance Bonds: The Contractor shall provide to the Navajo Nation a Performance Bond underwritten and executed by Surety Company that guarantees the Contractor's complete and satisfactory performance under Contract. The Performance Bond shall be equal to one-hundred percent (100%) of the Original Contract Amount, unless otherwise provided in the *Lesser Bond Amounts*.
 - b. The Payment Bond: The Contractor shall provide to the Navajo Nation a Payment Bond underwritten and executed by a Surety Company that will protect all persons, subcontractors, or other entities supplying labor and material to the Contractor or its subcontractors for the performance under this Contract. The Payment Bond shall be in an amount equal to one-hundred percent (100%) of the Original Contract

Amount, unless otherwise provided the *Lesser Bond Amounts*. The Payment Bond must be provided in addition to the Performance Bond required in Article E.a. herein.

- c. *Lesser Bond Amounts*: The Navajo Nation, with the concurrence of the Navajo Nation Controller or his/her designee, may allow the Contractor to provide a Performance Bond or a Payment Bond, or both, in an amount equal to fifty percent (50%) of the Original Contract Amount, so long as either (1) the Navajo Nation withholds, as retainage, fifty percent (50%) of each invoiced amount; or (2) the Contractor provides an irrevocable Letter of Credit in amount equal to fifty percent (50%) of the Original Contract Amount. The fifty percent (50%) amount of the Original Contract Amount may be covered by a combination of Retainage and an irrevocable Letter of Credit, BUT IN NO CASE SHALL A PERFORMANCE BOND OR PAYMENT BOND EACH BE IN AN AMOUNT LESS THAN FIFTY PERCENT (50%) OF THE ORIGINAL CONTRACT AMOUNT.
 - d. Bonding documentation required. The Navajo Nation's Representative must receive written documentation of all required bonds prior to the issuance of a Notice to Proceed for the Project, and Contractor shall not commence any work or services under this Contract until such documentation is received by the Navajo Nation.
- F. SCOPE OF WORK: Respondent's approach to the scope of work, including the following:
- a. Mobilization
 - b. Establishing the foundation of a Roadway Lighting Operation and Maintenance Program.
 - i. Assisting with policies and procedures development.
 - c. Complete comprehensive roadway lighting inventory.
 - i. Assisting with record-keeping system.
 - d. Operations and Maintenance of Roadway Lighting
 - e. Constructing Roadway Lighting
 - f. Response to Work Orders
 - g. Assisting with NMDOT's five required certification.
 - h. Adherence to Intergovernmental Agreements
 - i. Quality Control/Quality Assurance
 - j. Warranty
 - k. Pre-Construction Meeting
 - l. Communication – Meetings and Field Visits
- G. COMMUNICATION: How respondents will communicate with Navajo DOT on the progress of the project(s). Face-to-Face and on-site meetings are preferred during the project.
- H. REFERENCES: List references of two projects of similar nature from two different projects or sources. Provide the project name. Navajo DOT may contact references for

performance appraisal of prospective bidder, and therefore, provide contact name, company name, and contact information. Failure to provide examples of related projects may result in disqualification or considered as “non-responsive.”

- I. **CERTIFIED NAVAJO BUSINESS:** Provide proof that business is currently certified by the Navajo Nation - Business Regulatory Department and prioritized under Navajo Nation Council Resolution CAP-37-02 and also under the Section 204 (A) (1) and (2) of the revised Navajo Nation Business Opportunity Act.
- J. **TAXES:** All performance under this Contract within the territorial jurisdiction of the Navajo Nation is subject to the six percent (6%) Navajo Sales Tax (24 N.N.C. 601 et seq.).
- K. **BID FORM / PROPOSAL COST:** In a separate sealed envelope, clearly marked as “**BID/PROPOSAL COST for RFP Bid Number: 18-11-1945LE “Roadway Lighting Operations and Maintenance Services.”**” and with Respondent’s information. The sealed envelope will not be opened by the Review Team until after the proposals have been reviewed and ranked.

See Attachments.

Attachments

- 1) **Sample Proposal Cost**
- 2) **Addendum Acknowledgement**

**Sample Proposal Cost Attached
(Bid Form)**

Bid Date: _____
Project Name: **Roadway Lighting Operations and Maintenance Services**
Bid#: **18-11-1954LE**
Company Name: _____

Bid #	Description	Qty	Unit	Unit Price	Total
1	Establishing the foundation of a roadway/street/traffic lighting operations and maintenance program; developing policies and procedures.	1			
2.	Completing a comprehensive inventory of the Navajo Nation's roadway lighting systems.	1			
3.	Repair and maintenance of roadway lighting (Minor Repairs)	50 to 235			
4	Re-Constructing roadway lighting (Major Repairs)	10			
5.	Bond				
6.	Contingency				\$20,000
7.	SUB-TOTAL				
8.	Navajo Nation Tax 6%				
9.	TOTAL				

In compliance with your bids for the operations, maintenance, and construction, the Bidder should have examined considered the administrative and non-administrative cost related to the proposed cost. Be familiar with all of the conditions surrounding the construction of the proposed project including the availability of materials and labor, and hereby proposes to furnish all manpower, equipment, and materials and supplies to complete the project in accordance with the contract documents, and within the time set forth therein, and at the total prices stated.

The total prices are to cover all expenses incurred in performing the work required under the contract documents, of which this proposal is a part. Bidder hereby agrees to commence work under this contract on or before a date to be specified in written "Notice of Proceed" of the Navajo Nation DOT and to fully complete the project within consecutive calendar days thereafter as stipulated in the specifications.

Addendum Acknowledgement

Addendum:

In submitting this Bid, Respondent represents that: *Respondent has examined and carefully studied the RFP and attachments, and any data and reference items identified in the RFP documents, and hereby acknowledges receipt of the following Addenda:*

Addendum No:

Addendum Date:

_____	_____
_____	_____
_____	_____

Respondent's Acknowledgement Signature:

Name and Title: _____

Company Name: _____

Request for Taxpayer Identification Number and Certification

**Give Form to the
 requester. Do not
 send to the IRS.**

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
	<input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate	Exempt payee code (if any) _____
	<input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.	Exemption from FATCA reporting code (if any) _____
	<input type="checkbox"/> Other (see instructions) ▶ _____ (Applies to accounts maintained outside the U.S.)	
	5 Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)
6 City, state, and ZIP code		
7 List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number	
[] [] [] []	- [] [] - [] [] [] [] [] []
or	
Employer identification number	
[] [] [] []	- [] [] [] [] [] [] [] [] [] []

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

