

**REQUEST FOR PROPOSAL  
NAVAJO POLICE DEPARTMENT  
COPIER EQUIPMENT AND SERVICE**

BID NUMBER 21-12-2624KS

**I. PURPOSE OF REQUEST.**

The Navajo Police Department (NPD) is requesting proposals for two copier printers with service and maintenance. The specifications are outlined Scope of Services (Exhibit A). The selection will be based on overall price, services, performance, timeliness and reliability of the proposers. The NPD's needs are outlined in the following Request for Proposal ("RFP").

**II. TIME SCHEDULE.**

It is the NPD's intent to follow the following process and timetable, resulting in the selection of a vendor. At the NPD's discretion, it may change the estimated dates and the process set forth below as it deems necessary including but not limited to interviews.

NPD issues RFP.	Dec. 13, 2021
Deadline for Submittal of Proposals by 5:00 PM Mountain	Jan. 3, 2022
Evaluation of submitted proposals	Jan. 4-7, 2022
Notice of conditional selection and initiate award process (tentative)	Jan. 10, 2022
Award by the Navajo Nation (tentative)	April 29, 2022

**III. INSTRUCTION FOR PROPOSERS.**

A. All proposals\* must be addressed to:

Delivery: Kimberly Slim, Buyer  
Purchasing Service Department  
Admin Building One  
Window Rock Boulevard  
Window Rock, Arizona 86515

Mailing: Kimberly Slim, Buyer  
Purchasing Service Department  
Post Office Box 3150  
Window Rock, Arizona 86515

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

B. All proposals must be in a sealed envelope and clearly marked "**NPD COPIER 21-12-2624KS**". The name and address of the proposing vendor must be shown on the face of the envelope.

C. Any questions or inquiries regarding the scope of work should be brought to the attention of

Adrienne Joe, Administrative Assistant  
Shiprock Police District  
Navajo Police Department  
928-380-9673 or 505-368-1564  
ajoe@navajo-nsn.gov

- D. All proposals must be received by 5:00PM Mountain on Monday, January 3, 2022. Proposals will not be accepted after this deadline. Two (2) copies of the proposal must be enclosed in the sealed envelope. No facsimile, electronic or telephone proposals will be accepted.
- E. Proposals should be prepared simply and economically, providing a straight forward, concise description of provider capabilities 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.
- F. The NPD will notify proposers of the outcome of their proposals on or near the date indicated in the above time schedule.
- G. Proposal Submittal must include:
  - 1. Description of the proposers' experience and capabilities in delivering the requested goods and services to government, corporate or law enforcement agencies. Delivery to law enforcement agencies should be emphasized.
  - 2. Proposer must include in their RFP a list of three (3) references that may be contacted to determine the quality of work and services provided. The references should be law enforcement agencies, government organizations or commercial entities.
  - 3. Provide insight describing the certification and work experience for the key staff who would be assigned to provide the requested goods and services to the NPD. Please include specialization of the key staff.
  - 4. Identify from what location the proposer will provide the goods and service to the NPD.
  - 5. Describe systems and mechanisms that would be established to ensure timeliness of response to the NPD staff and good communication during and following the project. Specifically, identify how long will it take for the selected systems to be delivered upon receipt of a purchase order.
  - 6. Describe systems and mechanisms that would be established for status reporting during the project.

7. Describe your preference for method of payment and your procedure for billing and other account requirements.
8. COSTS: Provide a proposed fee for the project based on the scope of work as outlined in the proposal. The fee should include the following:
  - a. Base fee for the goods outlined.
  - b. Define any additional or variable charges proposed that would be in addition to the base fee.
9. License requirement. Please refer to Section VIII.
10. A completed W-9 Form (Exhibit B)
11. A Navajo Nation Certification Regarding Debarment and Suspension (Exhibit C)

**IV. SELECTION CRITERIA.**

The NPD will use the following criteria in its evaluation and comparison of proposals submitted. The order in which they appear is not intended to indicate their relative importance. SELECTION CRITERIA.

<b>CRITERIA</b>	<b>WEIGHT GIVEN</b>
1. Responsiveness of the written proposal to the purpose and scope of service, completeness and clarity of all required information and any supplemental information provided by the Proposer that will demonstrate the quality of services.	10 POINTS
2. Price.	50 POINTS
3. Ability, experience, financial resources, timeliness and history of successfully completing contracts of this type, meeting projected deadlines and experience in similar work, location, the character, integrity, reputation, judgment and efficiency of the Proposer.	40 POINTS
<b>TOTAL CRITERIA WEIGHT</b>	<b>100 POINTS</b>

**V. SCOPE OF WORK.**

The scope of work to be covered are attached herein as Exhibit A.

## VI. TERMS AND CONDITIONS.

- A. The NPD reserves the right to reject any and all proposals, and to waive minor irregularities in any proposal.
- B. The NPD 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, appear in reports, as appropriate and at the NPD's discretion. Proprietary, classified, confidential, or sensitive information should be clearly marked in your response. The NPD reserves the right to use any non-proprietary information. No basis for claims against the NPD shall arise as a result of a response to this RFP or from the NPD's use of such information.
- D. The NPD reserves the right to award all or a portion of the required goods and services to more than one qualified proposer at the NPD's sole discretion.
- E. After preliminary selection and prior to contract award, the NPD will meet with the Proposer to review procedures for invoicing, payment, reporting, if any, and monitoring contract performance.
- F. The NPD shall not be responsible for any costs incurred by the Proposer in preparing, submitting or presenting its response to this RFP.
- G. The NPD reserves the right to perform unannounced site visits and interview staff and management prior to selection to determine, among other things if needed:
  - a. Customer service responsiveness;
  - b. Shop organization and operation efficiency; and
  - c. Response time.
- H. Nothing in the RFP is intended to or shall have the effect of waiving any privileges or immunities afforded 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.
- I. The Navajo Nation is a sovereign government and all contracts entered into as a result of the RFP shall comply with the Navajo Nation law, rules and regulations, including the Navajo Preference in Employment Act, and applicable federal law, rules and regulations.

## VII. COMPENSATION

- A. The NPD is requesting service costs for two fiscal years; Fiscal year 2022 (October 2021 – September 2022) and Fiscal year 2023 (October 2022 – September 2023). Ensure the proposal costs are identified for

each fiscal year.

- B. Present detailed information for the identified goods and services, inclusive of Navajo Nation sales tax (6%) [24 NNC § 201 et seq.]. The Navajo Nation will not pay any other tax associated to this service purchase.
- C. Provide specifics as to definitions of routine versus non-routine tasks, what is fixed as opposed to variable, and how costs are adjusted according to that classification.
- D. In the event you have specific questions regarding the applicability of this tax, please contact the Office of the Navajo Tax Commission, Compliance Department at 928-871-6681.
- E. Payment by the NPD for the identified goods and services will only be made after the identified goods and services have been delivered and accepted by authorized NPD representatives. This includes all pertinent documents, including invoice and acceptance of the vehicle according to specifications.
- F. The NPD requires that all its vendors have a Department of Treasury Internal Revenue Service Form W-9 on file with the NPD to accommodate payment. Itemized billings shall be submitted upon completion containing information specified by the NPD as described in Exhibit A.
- G. The total and all-inclusive cost of all the specified elements should be identified as a single line item.

#### VIII. **LICENSE REQUIREMENT**

- A. Proposer must be licensed in the Navajo Nation if performing the goods and services on the Nation or they must be license 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. Describe how you would provide and in what coverage amounts.

# EXHIBIT A

## SCOPE OF GOODS

The Navajo Police Department requires three copiers to be set up at the Shiprock Police District in two sites in Shiprock, New Mexico to include service and maintenance for Fiscal year 2022 and Fiscal year 2023.

The service and maintenance for the lease and program owned copiers shall include

1. Services for the copier to include black and white and colored prints.
2. Full maintenance on the equipment.
3. Preventative maintenance on the equipment.
4. Ongoing maintenance, parts, ink/tonner, and support.
5. To include labor and materials for equipment repairs and service calls.
  - a. Labor to be conducted during business hours from 8AM to 5PM.
  - b. Service response to be within four hours.
6. Part replacement (drums, roller, fusers, etc...)
7. Ink and toner supply
8. Identify an allotted number of prints and copies that are included in the cost for a lease before additional cost per page is charged for black and white prints and colored copies. Identify the additional cost per page after the allotted number is exceeded.
9. Identify the cost per page for black and white prints and colored copies for the program owned copier.
10. If existing machines are in place, identify each machine, a service base for each (if required).
11. Identify exclusions to the service and maintenance agreement.
12. Identify the time frame, once the contract is executed, for the establishment of the equipment.
13. Shall provide a onetime training for up to four staff on how to use the copiers.
14. Shall establish the copier network for scan to folder and scan to email for the equipment for up to 20 users.
15. Two separate price proposals must be made. One for FY 2022 and one for FY 2023. FY 2022 should start on October 1, 2021 and shall end on September 30, 2022. FY 2021 shall start on October 1, 2022 and shall end on September 30, 2023.

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# **EXHIBIT B**

## **FORM W-9**

**(Rev. 10-2018)**

# Request for Taxpayer Identification Number and Certification

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

▶ Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

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

## 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.

<b>Social security number</b>											
				-			-				
<b>or</b>											
<b>Employer identification number</b>											
				-							

## Part II Certification

Under penalties of perjury, I certify that:

1. 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
2. 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
3. I am a U.S. citizen or other U.S. person (defined below); and
4. 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.

<b>Sign Here</b>	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](http://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.*



# **EXHIBIT C**

## **Debarment and Suspension**

**NAVAJO NATION CERTIFICATION  
Regarding Debarment and  
Suspension**

Applicant acknowledges that to the best of his/her knowledge that their company and principal participants on this contract:

- 1. Are not debarred, suspended, or otherwise slated for debarment, ineligible and/or excluded from participation on Federal, State, and Tribal Government contracts etc.
  
- 2. Are not presently nor have been under criminal indictment or civilly charged by a governmental entity (Federal, State, and Tribal Government) for fraud, forgery, falsification, theft, bribery, destruction of records, receiving stolen property and other criminal offenses in the administration of a government contract.
  
- 3. Have not been terminated for cause or convenience by a governmental entity in the administration of a government contract (Federal, State, and Tribal Government).
  
- 4. If the Navajo Nation determines that the Certificate provided herein is not true, it will be grounds to terminate the contract and pursue other legal remedies.

Applicant's Address

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Name & Signature of Applicant

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Type or Print Name

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Signature Date