

Invitation to Bid (ITB)

Computer Equipment

The Judicial Branch – Administrative Office of the Courts

BID NO: 23-11-3165KS

OVERVIEW:

The Navajo Nation Judicial Branch (NNJB) Administrative Office of the Court (AOC) is currently Solicitating Sealed Bids for the Purchase of laptop computers and docking stations. The Navajo Nation Courts are located in every district across the Navajo Nation and provide services to the Navajo People. The Judicial Branch Programs and Courts serve the entire Navajo Nation in court and program operations.

AOC is of 240 laptop computers and 240 compatible docking stations that meet the minimum specification to better serve our customers across the Navajo Nation.

SCHEDULE OF ACTIVITIES:

Bid Due Date: January 19, 2024

Bid Opening: January 23, 2024

SPECIFICATIONS:

LAPTOP COMPUTERS

QUANTITY 240 - LAPTOPS
Dell Latitude 5540 XCTO Base (210-BGBM) non-TAA
16 GB, 1 x 16 GB, DDR5, 4800 MT/s, single-channel, Non-ECC (370-AGYQ)
English US non-backlit keyboard with numeric keypad, 99-key (583-BHBH)
Wireless Intel AX211 WLAN Driver MOD-SRV (555-BJDC)
M.2 2230 PCIe NVMe Gen4x4 256GB SSD Class 35 (400-BOWJ)
Windows 10 Pro, English, Spanish, French, Brazilian Portuguese (619-ARSB)
3- cell, 54Wh Battery, Long Life Cycle, Express Charge, 3-year warranty (451-BDBJ)
Latitude 5540 Bottom Door, Intel 13th Gen P-Series CPU, Nvidia GeForce MX550 Discrete Graphics (321-BJTK)
No Mobile Broadband Card (556-BBCD), No Mouse (570-AADK), ENERGY STAR Qualified (387-BBPC)
Intel(R) Wi-Fi 6E (6 if 6E unavailable) AX211, 2x2, 802.11ax, Bluetooth Wireless Card (555-BHHU)
E5 Power Cord 1M US (537-BBDK), OS-Windows Media Not Included (620-AALW)
BTO Standard Shipment (S) (800-BBGT), EPEAT 2018 Registered (Gold) (379-BDZB)
SERI Guide (ENG/FR/Multi) (340-AGIK)
Dell Limited Hardware Warranty Extended Year(s) (975-3461), Dell Limited Hardware Warranty (997-8317)
ProSupport Plus: Next Business Day Onsite, 1 Year (997-8366); 7x24 Technical Support, 3 Years (997-8380)
ProSupport Plus: Next Business Day Onsite, 2 Year Extended (997-8381); Keep Your Hard Drive, 3 Years (997-8382)
ProSupport Plus: Accidental Damage Service, 3 Years (997-8383)
No AutoPilot (340-CKSZ), No UPC Label (389-BCGW), No Resource USB Media (430-XXYG)
Intel vPro Management Disabled (631-ADPS)
Single Pointing, No Palmrest Security Options (346-BINQ)

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Latitude 5540 Quick Start Guide (340-DDHL), Dell Additional Software (658-BFQB)
No Removable CD/DVD Drive (429-AATO), No Microsoft Office License Included (658-BCSB), No Anti-Virus Software (650-AAAM)
100W AC adapter, USB Type-C, TCO Gen9 compliant (492-BDIO)
13th Generation Intel(R) Core(TM) i7-1370P vPro (24 MB cache, 14 cores, up to 5.2 GHz) (379-BFBY)
Intel 13th Generation i7-1370P vPro, Nvidia GeForce MX550 Discrete Graphics, Thunderbolt (338-CHGI)
FHD RGB Camera (319-BBJT), Assembly Base (338-CHGG), Mix Model 100W Adapter (WHN) (340-DJVP)
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Custom Configuration (817-BBBB)
No Additional Hard Drive (401-AADF)
Intel(R) Rapid Storage Technology Driver (409-BCWS)
Intel Core i7 non-vPro Processor Label (389-DXDV)
15.6" FHD (1920x1080) Non-Touch, AG, IPS, 250 nits, FHD Cam, WLAN (391-BHEU)

DOCKING STATIONS:

<u>QUANTITY 240 – DOCKING STATIONS</u>
Dell Thunderbolt™ Dock - WD22TB4
For a HBR2* PC, (3) FHD @ 60Hz, (3) QHD @ 60Hz, (2) 4K @ 60Hz
For a HBR3 PC, (4) FHD @ 60Hz, (4) FHD @ 60Hz, (4) QHD @ 60Hz, (4) QHD @ 60Hz, (2) 4K @ 60Hz
For HBR3 PC supporting Display Stream Compression, (4) 4K @60Hz, 5K @ 60Hz with HBR2/HBR3
Thunderbolt™ systems, 8K @ 60Hz with HBR3, Thunderbolt™ systems supporting
Display Stream Compression, (2) Full size DP1.4, HDMI 2.0
USB-C Multi-function DisplayPort, (2) Thunderbolt™ 4 USB-C,
USB-A: (3) USB 3.2 Gen 1 (1 with PowerShare)
USB-C: (2) USB 3.2 Gen 2 (1 with DisplayPort 1.4 Alt Mode)
Gigabit Ethernet, Kensington lock slot, Noble Wedge lock slot
Power Adapter LED, Power Button LED, RJ45 LEDs, Cable LED Indicators
Power Adapter 180 Watt AC with up to 130 Watt power delivery to Dell Commercial Notebooks
Up to 90 Watts power delivery to non-Dell systems
205mm x 90mm x 29mm, 8.07in x 3.54in x 1.14in, 650 g, 1.43 lbs., Windows 10, Ubuntu 20.04 & later version
Ubuntu 20.04 and later version

CONTACT FOR DETAIL SCOPE OF WORK

Ben Mariano, Information Technology
Navajo Nation Judicial Branch
Telephone Number: (928) 310-9254
Email address: benmariano@navajo-nsn.gov

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CONTACT PERSON(S):

1. Kimberly Slim, Buyer - Navajo Nation Office of Controller
- Purchasing Section P. (928) 871-6141/6316

2. Ben Mariano, IT Manager
- Information Technology, Judicial Branch of the Navajo Nation
P. (928) 871-6773, email: benmariano@navajo-nsn.gov

3. Gwendolyn Keedo, Senior Budget Analyst
- Administrative office of the Courts, Judicial Branch of the Navajo Nation
P. (928) 551-2056, email: gskeedo@navajo-nsn.gov

4. Karen Francis, Acting AOC Director
- Administrative office of the Courts, Judicial Branch of the Navajo Nation
P. (928) 871-871-6920, email: karenfrancis@navajo-nsn.gov

All proposals and bids must be physically submitted to:

Delivery via UPS or Federal Express Buyer
Navajo Nation Purchasing Department
Administration Building 1 2559
Window Rock Boulevard, 1st Floor
Window Rock, Arizona

Delivery via US Mail

The Navajo Nation
Office of the Controller,
Purchasing Department
PO Box 3150
Window Rock, AZ 86515
ATTN: Buyer

- ▶ **Must Identify Bid Number and Company Name on the outside of all sealed package or envelope. Please Submit One Original and Two copies of your sealed bid.**

- ▶ **Any sealed bid received after the closing date and time will not be accepted and will be**

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returned to the sender. Faxed or emailed proposal/bids will not be accepted.

TERMS AND CONDITIONS

1. Bidders must be an Authorized Fully Certified vendor who meets all standards and qualifications. equipment to be delivered in a timely fashion as the bid evaluation shall be based on who is most responsive in compliance with specification and criteria.
 - Bid Price shall include Shipping and Handling to which delivery is made to the Navajo Nation Administrative Office of the Court (AOC), c/o Judicial Branch Information Technology program in Window Rock, AZ.
 - Warranty for the equipment and software purchased by the Administrative Office of the Court (AOC), Judicial Branch.
2. The bid price shall be effective on the date of award and the availability of funds will determine the number to purchase, and additional procurement for like-kind and quality of equipment and software also qualified for bid price.
3. It is the Administrative Office of the Court (AOC) intention is to award the Bid to the lowest Responsible bidder who meets all criteria of bid.
4. Submission of all bids are to include: one original and two (2) copies, be enclosed in one sealed envelope. The outside of the envelope must be clearly marked with the following:
 - Respondent's Name and contact information, RFP Bid Number: BID __, The Judicial Branch – Administrative Office of the Courts, Invitation to Bid: Digital Court Recorders
 - Any sealed bid received after the closing date and time will not be accepted and will be returned to the sender. Faxed or emailed proposal/bids will not be accepted.
 - The Administrative Office of the Court (AOC) shall reserve the right to reject any or all bids or increase or decrease quantity of price.
5. *Certified Navajo Business* - Must 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 under the Section 204 (A) (1) and (2) of the revised Navajo Nation Business Opportunity Act.

Instructions to offerors to visibly mark on the outside on the outside of the proposal packages, if applicable, the Offeror's priority status under the Navajo Nation Business Opportunity Act. It is the responsibility of the offeror to identify themselves as certified under the Navajo Nation Business Opportunity Act.

6. *Taxes*: All performance under this Contract within the territorial jurisdiction of the Navajo Nation is

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subject to the six percent (6%) Navajo Sales Tax (24 N.N.C. 601 et seq.).

7. 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.
8. 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.
9. PROCESSING OF PAYMENTS: The payment procedures established by the Division of Finance shall be adhered to and are to begin whenever Goods are delivered and accepted.

RFP Exhibits:

Exhibit A: Debarment and Suspension Form Exhibit B: W-9

Exhibit C: Liability Insurance Form

NAVAJO NATION CERTIFICATION
Regarding Debarment, Suspension, and
Contracting Eligibility

1. Applicant entity acknowledges that to the best of its knowledge that the Applicant entity, either in its present form or in any identifiable capacity, has not, in accordance with 12.

N.N.C. § 361:

- A. Been convicted of the commission of criminal offenses incident to obtaining or attempting to obtain a public or private contract or subcontract, or in the performance of any such contract or subcontract.
 - B. Been convicted of embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or other offenses indicating a lack of business integrity or honesty, which currently, seriously, and directly affect responsibility as a Navajo Nation contractor;
 - C. Been convicted under antitrust statutes arising out of the submission of bids or proposals;
 - D. Violated contract provisions, including:
 - i. Deliberate failure, without good cause, to perform in accordance with the contract specifications or within the time limit provided in the contract,
 - ii. A recent record of failure to perform or of unsatisfactory performance with the terms of any contract, or
 - iii. Any other cause so serious and compelling as to affect responsibility as a Navajo Nation contractor, including debarment by another governmental entity.
2. Applicant acknowledges that if the Navajo Nation determines that the executed Certification provided herein is untrue or not wholly accurate, it shall be grounds for the Navajo Nation to terminate the contract and pursue other legal remedies, at the Navajo Nation's discretion.
 3. Applicant certifies to the best of its knowledge that it is eligible to do business with the

Navajo Nation, in its present form or in any other identifiable capacity, pursuant to 12 N.N.C. § 1501 and 5 N.N.C. § 301. Applicant also acknowledges that per 12 N.N.C. § 1505, it will not be eligible to contract with the Navajo Nation if deemed ineligible by the appropriate department or entity of the Navajo Nation which receives the Applicant's request for consideration for a business opportunity.

Applicant Name
(print)

Name of individual signing on Applicant's behalf

Applicant Address

Title of individual signing on Applicant's behalf

Applicant Address
behalf

Signature of individual signing on Applicant's

Applicant Address

Date



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME:	
	PHONE (A/C, No, Ext):	FAX (A/C, No):
INSURED	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
	NAIC #	
	INSURER A :	
	INSURER B :	
	INSURER C :	
INSURER D :		
INSURER E :		
INSURER F :		

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
B	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y / N ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> If yes, describe under DESCRIPTION OF OPERATIONS below						PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
C							

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE