

Invitation for Bid (ITB)
LUPTON Chapter
NEW 3500 truck
ADDENDUM
Bid no 25-08-3835DB RE-BID

Introduction

The Navajo Nation Capital Projects Management Department (CPMD) is the Navajo Nation's Lead Agent for capital improvement projects; it will be the project managing entity for the Lupton Chapter on this procurement. CPMD invites all Vendors to submit bids on 1 3500 truck Purchase. The item(s) will be procured through a Purchase Order.

Bid submittal requirements

1. Due September 17 2025 at 4:00 p.m.
2. Include applicable sales tax, including the Navajo Nation's own sales tax of 6%.
3. Certified Priority Vendors must include a current Contract and Purchase Certification Certificate of Eligibility from the Business Regulatory Department.
4. Signed and dated Affidavit of Non-Debarment and Non-Suspension (Attachment A).
5. A signed March 2024 version W-9.
6. The selected vendor is responsible for paying the 6% Navajo Nation Sales Tax to the Navajo Nation's Office of the Navajo Tax Commission (ONTC).
7. Bid(s) are to be itemized and emailed to syazzie@ndcd.org.

Bids not meeting the submittal requirements will be considered unresponsive and rejected.

All Bids submitted shall constitute **the submitting Party's acknowledgement and acceptance of all requirements and conditions governing this procurement.** including all applicable Navajo Nation laws and regulations. Applicable State and Federal laws shall also apply to this procurement and any agreement resulting from this procurement.

Interpretation and Correction of Bids Documents

1. Bidders shall promptly notify the Procurement Officer of any ambiguity, inconsistency, or error, which they may discover upon examination of the Bid Documents.
2. Bidders requiring clarifications or interpretation of the Bid Documents shall make a written request to the Procurement Officer at least one (1) calendar day prior to the date for the receipt of the Bids. Requests for clarifications received less than one day before the date for the receipt of bids will not be addressed by the Procurement Officer.
3. Any interpretation, correction or change of the Bid Documents will be made by Addendum. Interpretations, corrections or changes of Bid Documents made in any other manner will not be binding, and Bidders shall not rely upon such interpretations, corrections or changes.

Addendum To IFB

The CPMD reserves the right to issue written addendum to this IFB at any time as circumstances require.

1. All who are known by the Procurement Officer to have received a complete set of Bid Documents will be notified of any Addenda issuance and place of availability for pickup. The Bidder shall provide a working email address where the addenda, may be transmitted for receipt by the Bidder.
2. No addenda will be issued later than two (2) days prior to the date for the receipt of Bids, except an Addendum, if necessary, postponing the date for receipt of Bids or withdrawing the request for Bids.
3. Each bidder shall ascertain, prior to submitting their bid, which they have received all Addenda issued, and they shall acknowledge receipt of all issued Addenda on the Bid Form.

Withdrawal of IFB

The Navajo Nation CPMD reserves the right to withdraw this IFB at any time, for any reason and is not obligated to award a contract in response to this IFB. This IFB does not commit the Owner to reimburse any costs incurred by the Bidder in the preparation of Bids or for procurement of supplies. The Owner intends to award this project to the vendor whose bid represents the best value. The Owner reserves the right to reject any and all bids, to waive any informalities or irregularities and to award the contract to the Bidder whose bid it deems to be in the best interest of the Owner.

Specification of Items

New 3500 Work Truck

- 3500
- Dual Rear Wheels
- Work Truck
- Fitted goose-neck tow package
- Tow hitch Package
- Spare Tire
- Vinyl/Cloth Seats
- Basic/Standard
- Automatic
- 4x4
- Fleet commercial
-

1. Truck will be picked up by Lupton Chapter Staff

Schedule of Procurement Events

- Last Day for Inquiries – September 17, 2025 @ 3:00 pm
- Deadline for Submission of Bids – September 17, 2025 @ 4:00 pm
- Public Bid Opening – September 18, 2025 @ 2:00 pm – **(Chapter Staff Please note that In-PERSON attendance is Required only for BID opening.)**

Bid Selection

Notification of selection and non-selection will be sent out to all bidders who submitted. The Navajo Business Opportunity Act will be applied in the selection of the vendor.

Procurement Officer Contact

The Contact information is as follows for the Procurement Officer:

Selina Yazzie
Accounts Maintenance Specialist
Capital Projects Management Department
syazzie@nndcd.org.

Form

W-9

(Rev. March 2024)

Department of the Treasury

Request for Taxpayer**Identification Number and Certification**Go to www.irs.gov/FormW9 for instructions and the latest information.

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

Internal Revenue Service

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See Specific Instructions on page 3.	1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)	
	2 Business name/disregarded entity name, if different from above.	
	3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes. ☐ Individual/sole proprietor ☐ C corporation ☐ S corporation ☐ Partnership ☐ Trust/estate ☐ LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) _____ Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner. ☐ Other (see instructions)	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____ <i>(Applies to accounts maintained outside the United States.)</i>
	3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions ☐	
	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.

Social security number									
				-					

Employer identification number									
				-					

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

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.

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

Name of individual signing on Applicant’s behalf (print)

Applicant Address

Title of individual signing on Applicant’s behalf

Applicant Address

Signature of individual signing on Applicant’s behalf

Applicant Address

Date