

REQUEST FOR PROPOSAL
LEASE & MAINTENANCE SERVICE OF MULTI-FUNCTIONAL DIGITAL COPIERS

SECTION 1 – OVERVIEW

1. General Information

- a. The Navajo Office of Vital Records and Identification (NOVRI) is seeking proposals from qualified firms to provide a 5-year contract for maintenance, repairs, toners, and supplies of seven (7) full size multi-function printers to be used at seven (7) offices that are located across the Navajo Nation.

The Request for Proposals process will identify; evaluate and select qualified firm(s) based on items submitted for proposal. The selected firm must have all required items specified under the Scope of Work.

- b. Request for Proposal (RFP) Packet – The instructions on the proposal preparation, required documents, eligibility requirements and evaluation criteria are provided herein.

The RFP package may be obtained from:

Purchase Services Department
ATTN: Darren Begay
2559 Administration Building 1 Morgan BLVD.
Window Rock, AZ 86515 Phone: (928) 871-6314/6314

You may contact Darren Begay (928) 871-6314/6316 to request a package during regular business hours (8am to 5pm) Mountain Daylight Time (MDT). You may also download the RFP from the Navajo Nation Office of the Controller's Office website at www.nnooc.org.

- c. General Scope of Work (SOW) – The selected firm(s) shall provide the Navajo Nation with a Managed Printing Services for the NOVRI including but not limited to:
- i. 60-Month Lease Managed Printing Services for new Network Printers
 - ii. Seven (7) Network Printer with 4-hour response time, 9x5 Service with Defective Media Retention
- d. Schedule of RFP Activities

	<u>Activity:</u>	<u>Schedule:</u>
1.	Due date for Proposal	November 7, 2025
2.	Opening of Proposal & Evaluation	November 12, 2025
3.	Anticipated award date for contract	November 14 2025

- e. Inquires – NOVRI will **NOT** accept or reply to any inquiries for this RFP, all inquiries will only be answered at Pre-bid Meeting.

RFP: Lease & Maintenance Service of Multi-Functional Digital Copiers
Bid No.: 25-10-3895DB

- f. Proposal Submittal Deadline – Proposal must be physically submitted to the following address before **November 7, at 5:00 PM** (Mountain Daylight Time). RFP should be clearly labeled as the following information below:

RFP: 25-10-3895DB – Lease & Maintenance Service of Multi-Functional
Digital Copiers
ATTN: Darren Begay, Buyer
Purchase Services Department Window Rock
Boulevard Administration Building 1 (One)

LATE, FACSIMILED OR E-MAIL PROPOSALS WILL NOT BE ACCEPTED. These will be un-rated and firms responding in such fashion shall be considered non-responsive.

- g. Addendum to the RFP – In the event it becomes necessary to revise any part of the RFP, NOVRI shall issue a written addendum on the specifics of the change(s) and inform all concerned.
- h. Rejection of Proposals – NOVRI reserves the right to reject any or all proposals and to waive abnormalities in the proposals received whenever such rejection or waiver is in the best interest of the Navajo Nation.
- i. Proprietary Information – Any restriction on the use of data contained within any proposal must be clearly stated in the proposal. Each and every page that contains proprietary information must be stamped or imprinted “PROPRIETARY.”
- j. Ownership of Proposals – All material submitted with an RFP accepted for rating shall become the property of NOVRI and not returned to the firm. NOVRI has the right to use any or all information presented in the RFP subject to limitations outlined in paragraph i., above. Disqualification or non-selection of a firm(s) or proposal(s) does not eliminate this right.
- k. Cost Incurred – NOVRI is not liable for any cost incurred by the firm(s) prior to issuance of an Award of Contract.
- l. Contractual Obligation – The contents of the proposal may become part of contractual obligations of the Award of Contract. Failure of the firm to accept these obligations may result in cancellation of the Award of Contract. No percentage of the Contract will be paid to the vendor for items, firm will be obligated to have all products up front without NOVRI issuing out a partial payment.
- m. Evaluation Criteria – Proposals accepted for rating shall be evaluated based on the criteria and pass or fail system set forth in Section 5 – Rating System on Evaluation Criteria.
- n. Award of Contract – NOVRI will award the top-rated firm. Upon selection, the firm will be notified, upon NOVRI acceptance of the Scope of Work and estimates (fee proposal, etc.) provided by the firm, an Award of Contract will be issued. The Award of Contract shall be effective from the executed date of the Award of Contract between the Navajo Nation and the firm.

- o. Taxes – All work performed, and services provided within the territorial jurisdiction of the Navajo Nation is subject to the six-percent (6%) Navajo Sales Tax. (24 N.N.C. § 620 et seq.).
- p. Insurance – The Navajo Nation requires the successful firm(s), at its sole expense, to procure and maintain adequate and sufficient insurance for all potential liability, such as commercial general liability; automobile liability; worker's compensation; professional liability errors and omissions liability; etc.

SECTION 2 – PROPOSAL REQUIREMENTS AND SELECTION

- 1. Proposal Submission
 - a. Proposal (s) must be submitted in a sealed enveloped clearly marked:
 - i. **“DO NOT OPEN RFP #25-10-3895DB – Lease & Maintenance Service of Multi-Function Digital Copiers” PRIORITY STATUS #**
 - ii. The name of the firm submitting the Proposal shall be written legibly and shown on the outside of the sealed envelope. Please include the firm's address.
 - b. Format of Proposals and Scope of Services – The firm shall submit one (1) original and three (3) identical copies of their RFP Proposal packet for the evaluation committee members. Appearance of the proposal is important and professionalism in the proposal presentation should not be neglected. To maintain a consistent basis on which to evaluate the proposals, proposals should include the following structure:
 - 1.1.1 Cover Page
 - 1.1.2 Letter of Transmittal
 - 1.1.3 Executive Summary
 - 1.1.4 Hardware Specifications
 - 1.1.5 Hardware Security
 - 1.1.6 Software/Network Specifications
 - 1.1.7 Print Analytics
 - 1.1.8 Details of maintenance/technical support and services infrastructure
 - 1.1.9 60-Month Cost Proposal (Lease Cost, Maintenance Contract Cost, Cost per black and white copies over minimum (overage), Cost per color copy over minimum (overage), Cost of Supplies.
 - 1.1.10 Experience and References (Provide a list of client references which the proposer has served over the past three (3) years and is currently serving. Provide no fewer than three references. Provide a contact person, telephone number, and email address for each reference customer.)
 - 1.1.11 Appendices (Form W-9, Navajo Nation Certification Regarding Debarment and Suspension, etc.)
 - c. The Proposal Standards are as follows:
 - i. The RFP packet shall be an on 8½” x 11” paper with minimum of 10 pt. type.
 - ii. RFP packet submittals should be plastic or metal spiral-bound. **Please do not submit RFP packet in loose-leaf 3-ring binder, these will be considered non-responsive and will be un-rated.**

RFP: Lease & Maintenance Service of Multi-Functional Digital Copiers

Bid No.: 25-10-3895DB

2. Proposal Review Process

- a. Proposals not submitted by the date and time specified will be considered non-responsive and will not be evaluated.

3. Proposal Evaluation

- a. Proposal shall be evaluated and rated in accordance with the criteria outlined in Section 4 – Proposal Content and Evaluation Criteria.
- b. NOVRI will rate the Proposals based on specifications of items proposed and total cost of systems proposed.

4. Award of Contract

- a. NOVRI will retain the services of the top rated and ranked firm. Upon selection, the firm will be notified from the Navajo Nation Office of the Controller.
- b. NOVRI will issue an Official Award of Contract which shall be sent via certified mail. No purchase shall be performed by the firm until such Award of Contract and the Notice to Proceed is given by NOVRI via certified or mail. NOVRI is not liable for any cost incurred by the firm prior to issuance of the Award of Contract and the Notice to Proceed

SECTION 3 – SCOPE OF WORK

The purpose of this Request for Proposal is to solicit bids from qualified vendors on the provision, delivery, set-up and maintenance of multifunction copiers for NOVRI programs and agency locations. NOVRI has currently seven (7) locations with three (3) sub-satellites

1. EQUIPMENT SPECIFICATIONS for all MFP

The vendor shall provide factory brand new equipment, commercial grade with entirely new Components at all locations listed in the attached item labelled Table #1. No used, refurbished demo machine will be accepted.

- **Color network printer, copier, scan, and fax**
 - 4-hour onsite response, 9x5 service w/defective media retention for color
 - System Requirements: Microsoft Window 11 and 10, Windows Server 2019 and 2022, 2025, Microsoft.Net Framework 4.8.1 and Net4.0 or higher; Mac OS 15 Sequoia and later
 - Browser requirements: Google Chrome 138.0.7204.184, Mozilla Firefox 141.0.2, Apple Safari 18.5, Microsoft Edge 139.0.3405.86
 - All new printing devices MUST be certified compliant supporting Windows Server 2019 / 2022 / 2025 Windows 10&11 / Professional 32-bit (x86) & 64-bit (x64).
 - Network Connectivity: 10/100/100 Base T Gigabit Ethernet
 - Fax capable through phone line and/or VoIP, unless noted, in and outbound capable
 - Scan to email and to USB
 - Scan to PDF: Duplex capable and searchable/optical character recognition (OCR) required
 - Printing Speed: Minimum 60ppm (Black) / 60ppm (Color)
 - Memory: 1.5GB (Printer) / 1GB (Scanner)
 - Processor Speed: 1.20GHz
 - Print Quality: Minimum 1200x1200dpi (Black/Color)
 - Automatic Document Feeder: up to 250 sheets
 - Max Duty Cycle: Up to 50,000 pages per month

- Four paper trays to accommodate each up to 8.5" x 14", 500 Sheet capacity (To accommodate White LTR, Green LTR, Yellow LTR, Legal)
- Multi-Purpose Tray: 2 separate trays, up to 100 sheets capacity (To accommodate for each 4"x6" index cards and envelopes)
- Walk-up Sensor: Detects presence and activates the systems automatically
- Control Panel: Intuitive touchscreen with customizable workflows
- Automatic Document Feeder: up to 250 sheets
- **Additional MFP Finishers for Central Administration at 2353 Window Rock Blvd, Window Rock AZ:**
 - Copy & Print: all sizes up to 11 x 17 (both original and copies), heavy stock paper from 28-110 lb through all paper source
 - Internal Stapler handles up to 50 sheets
 - Folding (Z-Fold, Half-Fold, Fold-In Letter (tri-fold), Fold-Out Letter (tri-fold)
 - 2/3 Hole punch

2. DESCRIPTION OF WORK

The selected firm shall provide the following listed subsystems within an overall Online Processing System under a newly created contract. This system will provide the backbone to all customer relations between the NOVRI, their public facing customers, and Tribal, State, & Federal Agencies.

3. LOCATION OF SERVICES AND OFFICES/AGENCIES

Please see Attachment A for locations and current equipment list.

4. COST SECTION B

The bid cost shall include all costs to NOVRI for the equipment, documentation, set-up, insurance, delivery, installation, training, maintenance, and removal of equipment at the end of the contract term. NOVRI program will not pay for the removal of any equipment to be replaced for the entire length of the contract. The removal shall be within ten (10) business days after written notice to remove the equipment. An increase to the contract will not be permitted. Bidder will need to list all equipment separately with unit cost and total costs for the quantity provided. All columns of the spreadsheet must be completed for the equipment being provided.

5. TERM

Any contract(s) awarded will be effective upon determination of award. The contract(s) resulting from this procurement will be for a five (5) year term from the notice to proceed date.

6. SUPPLIES

All supplies necessary to operate the copiers except for paper shall be included in the contract. Supplies are all toners, staples, etc., as needed. Bidder must be able to provide toner backup for all machines.

7. PARTS

All parts shall be included in the service coverage. The vendor must have on hand an adequate supply of repair parts, which enables the vendor to fulfill service requirements as needed for a 4-hour repair response. Proposed equipment shall have proven durability to withstand a high quantity of use over the long-term.

8. SERVICE REQUIREMENT

- a. Except on Federal & Navajo Nation holidays, the vendor shall provide annually, at least one (1) preventative maintenance during normal business hours from 8:00 am to 5pm, Monday through Friday to keep the equipment in good working order. Preventative maintenance can be based on the specific needs of the copier as determined by the manufacturer.

- b. The vendor will respond to service calls within (4) four hours after notification during normal business hours from 8:00 am to 5:00 pm Monday through Friday. If the vendor is unable to monitor and repair virtually, the vendor shall do an on-site service repair within four (4) hours during normal working hours. All maintenance will be performed by fully trained and certified technicians. All services shall be at no additional cost to NOVRI.
 - c. Vendor agrees to replace any faulty machines at vendor's expense. Faulty means three (3) repetitive service calls for the same problem or for a machine not operable. The replacement copier must be identical or better than the faulty machine and replaced no cost to NOVRI.
9. REPLACEMENT AND BACKUP EQUIPMENT
- Back-up devices (loaners) are defined as device(s) that will be installed on a temporary basis while the malfunctioning device(s) is repaired or until a replacement device(s) is installed. Back-up equipment will be required after a device has been down for two (2) consecutive business days. Back-up equipment will be replaced within 30 days with the original device or a new replacement of equal capabilities and features to the original device. Back-up equipment does not need to be new.
10. RISK OF LOSS OR DAMAGE:
- NOVRI shall be relieved from risk of loss or damage to all equipment leased during the period of transportation, installation, or during the entire term of the equipment is in the possession of NOVRI, except when loss or damage is due to fault or negligence of the program.
11. DELIVERY:
- The vendor shall deliver and install all equipment necessary to fulfill the contract. Partial deliveries will result in no lease payment being made until all equipment is installed and in working order.
12. WARRANTY INFORMATION:
- The vendor must submit warranty information and service contract information with the proposal. Failure to provide such information may be cause for rejection of the proposal.
13. TRAINING:
- The vendor will provide training to key NOVRI staff on site and upon equipment installation, at no cost to the program.
14. RELOCATION:
- A copier may be relocated by vendor (after initial installation) one (1) time during the period of the contract at no charge to NOVRI. Therefore, if the program requests to have the same copier to be relocated, the vendor may bill the program at its current published rate. This does not include copiers replaced due to faulty machines or upgrades.

The hardware and software described herein shall be utilized for the purpose of replacing the NOVRI current printing solutions.

SECTION 4 – PROPOSAL CONTENT AND EVALUATION CRITERIA

- A. Qualification of the Firm. Proposal must specifically address and affirm the following:
 - a. Letter of Transmittal that indicates why your firm should be selected to provide the RFP: Information Technology – Managed Printing Services proposal to NOVRI.
 - b. Evidence of Insurances, such as Professional Liability Insurance.
- B. Navajo Business Opportunity
 - a. The NOVRI will follow Navajo Business Opportunity Act Title 5, Chapter 11; stating Certified Navajo-owned business first opportunity to proposal on projects (purchase of materials or professional service)
 - i. Priority #1 - 100% owned and controlled business entity.
 - ii. Priority #2 - Navajo businesses that are less than 100% owned and controlled but have majority ownership and control (51%+).
 - iii. Other Indians that own and control all or a majority of the business activities.
 - iv. Any tribally-owned and operated business entity.

SECTION 5 – RATING SYSTEM ON EVALUATION CRITERIA

- A. Description of the components are provided in Section 4 – Proposal Content and Evaluation Criteria.
- B. Each proposal will be evaluated and rated as follows:

COMPONENTS:	Rating:
Proposal Preparation	Pass/Fail
Responsiveness	Pass/Fail
Qualifications –Scope of Work	Pass/Fail
Cost Proposal	Pass/Fail
References	Pass/Fail
Proof of Liability Insurance	Pass/Fail
Navajo Preference (100% Navajo owned Business)	Pass/Fail
Navajo Preference (50% Navajo owned Business)	Pass/Fail

It is the intent of NOVRI to score the firms according to the proposals submitted. NOVRI reserves the right to conduct detailed interviews, either by telephone or in person, of firms, if warranted.

SECTION 6 - ADDITIONAL TERMS AND AGREEMENTS

- A. Non-Disclosure Agreement - NOVRI reserves the right to require Respondent to enter into a Non-Disclosure Agreement.
- B. NOVRI reserves the right to require Respondent to go through a background check with the Navajo Nation Office of Background Investigation and pass with favorable results.
- C. Navajo Nation Reserves their right as a Sovereign and will not relinquish any of its sovereignty rights.
- D. Intellectual Property - Participants should not use any intellectual property of NOVRI, including, but not limited to all logos, registered trademarks, or trade names of NOVRI, at any time, without prior written approval of NOVRI, as appropriate.

End of Invitation for Proposal – 25-10-3895DB

"TABLE 1" - NOVRI OFFICE LOCATIONS

Locations	Additional Features
NOVRI Administration Office Phone: (928) 871-6884	
Physical address: Window Rock Boulevard, Building 2353 Window Rock, Arizona 86515 Mailing address: PO Box 3240 Window Rock, Arizona 86515	•Copy, print, & scan: all sizes up to 11 x 17 (both original and copies), heavy stock paper from 28-110 lb through all paper source •Internal Stapler handles up to 50 sheets •Folding (Z-Fold, Half-Fold, Fold-In Letter (tri-fold), Fold-Out Letter (tri-fold) •2/3 Hole punch
NOVRI Central Office Phone: (928) 871-6884 Fax: (928) 871-6397	
Physical address: 47552 State Hwy 264, Suite F Window Rock, Arizona 86515 Mailing address: PO Box 3240 Window Rock, Arizona 86515	No added features on MFP.
Fort Defiance Navajo Agency Phone: (928) 871-6386 Fax: (928)-6180	
Physical address: 48 W. Hwy 264, Suite 111, 113, & 115 Window Rock, Arizona 86515 Mailing address: PO Box 290 Fort Defiance, Arizona 86504	No added features on MFP.
Eastern Navajo Agency Phone: (505) 786-2371 Fax: (505) 786-2037	
Physical address: Building 2652, NR#9 & Chaco Boulevard, Old Police Dept. Crownpoint, New Mexico 87313 Mailing address: PO Box 148 Crownpoint, New Mexico 87313	No added features on MFP.
Northern Navajo Agency Phone: (505) 368-1371 (505) 368-1134	
Physical address: Nataani Nez Complex Building, 1381 HWY 491 Shiprock, New Mexico 87420 Mailing address: PO Box 60 Shiprock, New Mexico 87420	No added features on MFP.
Chinle Navajo Agency Phone: (928) 674-2279 Fax: (928) 674-2280	
Physical address: BIA Building #136C Chinle, Arizona 86503 Mailing address: PO Box 2527 Chinle, Arizona 86503	No added features on MFP.
Western Navajo Agency Phone: (928) 283-3425 Fax: (928) 283-3378	
Physical address: Western Navajo Agency Complex Bldg, 407 Warrior Drive & HWY 160 Tuba City, Arizona 86045 Mailing address: PO Box 1510 Tuba City, Arizona 86045	No added features on MFP.

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.

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) _____ (Applies to accounts maintained outside the United States.)
	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.

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.

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.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

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-NEC (nonemployee compensation).
- 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), and 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.

Caution: If you don't return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding*, later.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued);
2. Certify that you are not subject to backup withholding; or
3. Claim exemption from backup withholding if you are a U.S. exempt payee; and
4. Certify to your non-foreign status for purposes of withholding under chapter 3 or 4 of the Code (if applicable); and
5. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting is correct. See *What Is FATCA Reporting*, later, for further information.

Note: If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien;
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States;
- An estate (other than a foreign estate); or
- A domestic trust (as defined in Regulations section 301.7701-7).

Establishing U.S. status for purposes of chapter 3 and chapter 4 withholding. Payments made to foreign persons, including certain distributions, allocations of income, or transfers of sales proceeds, may be subject to withholding under chapter 3 or chapter 4 of the Code (sections 1441–1474). Under those rules, if a Form W-9 or other certification of non-foreign status has not been received, a withholding agent, transferee, or partnership (payor) generally applies presumption rules that may require the payor to withhold applicable tax from the recipient, owner, transferor, or partner (payee). See Pub. 515, *Withholding of Tax on Nonresident Aliens and Foreign Entities*.

The following persons must provide Form W-9 to the payor for purposes of establishing its non-foreign status.

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the disregarded entity.
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the grantor trust.
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust and not the beneficiaries of the trust.

See Pub. 515 for more information on providing a Form W-9 or a certification of non-foreign status to avoid withholding.

Foreign person. If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person (under Regulations section 1.1441-1(b)(2)(iv) or other applicable section for chapter 3 or 4 purposes), do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Pub. 515). If you are a qualified foreign pension fund under Regulations section 1.897(l)-1(d), or a partnership that is wholly owned by qualified foreign pension funds, that is treated as a non-foreign person for purposes of section 1445 withholding, do not use Form W-9. Instead, use Form W-8EXP (or other certification of non-foreign status).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a saving clause. Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items.

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if their stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first Protocol) and is relying on this exception to claim an exemption from tax on their scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

Backup Withholding

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 24% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include, but are not limited to, interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third-party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester;
2. You do not certify your TIN when required (see the instructions for Part II for details);
3. The IRS tells the requester that you furnished an incorrect TIN;
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only); or
5. You do not certify to the requester that you are not subject to backup withholding, as described in item 4 under "*By signing the filled-out form*" above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code*, later, and the separate Instructions for the Requester of Form W-9 for more information.

See also *Establishing U.S. status for purposes of chapter 3 and chapter 4 withholding*, earlier.

What Is FATCA Reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all U.S. account holders that are specified U.S. persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code*, later, and the Instructions for the Requester of Form W-9 for more information.

Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you are no longer tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account, for example, if the grantor of a grantor trust dies.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Line 1

You must enter one of the following on this line; **do not** leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account (other than an account maintained by a foreign financial institution (FFI)), list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9. If you are providing Form W-9 to an FFI to document a joint account, each holder of the account that is a U.S. person must provide a Form W-9.

• **Individual.** Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

Note for ITIN applicant: Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040 you filed with your application.

• **Sole proprietor.** Enter your individual name as shown on your Form 1040 on line 1. Enter your business, trade, or "doing business as" (DBA) name on line 2.

• **Partnership, C corporation, S corporation, or LLC, other than a disregarded entity.** Enter the entity's name as shown on the entity's tax return on line 1 and any business, trade, or DBA name on line 2.

• **Other entities.** Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. Enter any business, trade, or DBA name on line 2.

• **Disregarded entity.** In general, a business entity that has a single owner, including an LLC, and is not a corporation, is disregarded as an entity separate from its owner (a disregarded entity). See Regulations section 301.7701-2(c)(2). A disregarded entity should check the appropriate box for the tax classification of its owner. Enter the owner's name on line 1. The name of the owner entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For

example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner's name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on line 2. If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

Line 2

If you have a business name, trade name, DBA name, or disregarded entity name, enter it on line 2.

Line 3a

Check the appropriate box on line 3a for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box on line 3a.

IF the entity/individual on line 1 is a(n) . . .	THEN check the box for . . .
• Corporation	Corporation.
• Individual or	Individual/sole proprietor.
• Sole proprietorship	
• LLC classified as a partnership for U.S. federal tax purposes or	Limited liability company and enter the appropriate tax classification:
• LLC that has filed Form 8832 or 2553 electing to be taxed as a corporation	P = Partnership, C = C corporation, or S = S corporation.
• Partnership	Partnership.
• Trust/estate	Trust/estate.

Line 3b

Check this box if you are a partnership (including an LLC classified as a partnership for U.S. federal tax purposes), trust, or estate that has any foreign partners, owners, or beneficiaries, and you are providing this form to a partnership, trust, or estate, in which you have an ownership interest. You must check the box on line 3b if you receive a Form W-8 (or documentary evidence) from any partner, owner, or beneficiary establishing foreign status or if you receive a Form W-9 from any partner, owner, or beneficiary that has checked the box on line 3b.

Note: A partnership that provides a Form W-9 and checks box 3b may be required to complete Schedules K-2 and K-3 (Form 1065). For more information, see the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

If you are required to complete line 3b but fail to do so, you may not receive the information necessary to file a correct information return with the IRS or furnish a correct payee statement to your partners or beneficiaries. See, for example, sections 6698, 6722, and 6724 for penalties that may apply.

Line 4 Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space on line 4 any code(s) that may apply to you.

Exempt payee code.

- Generally, individuals (including sole proprietors) are not exempt from backup withholding.
- Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.
- Corporations are not exempt from backup withholding for payments made in settlement of payment card or third-party network transactions.
- Corporations are not exempt from backup withholding with respect to attorneys' fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space on line 4.

1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2).

- 2—The United States or any of its agencies or instrumentalities.
- 3—A state, the District of Columbia, a U.S. commonwealth or territory, or any of their political subdivisions or instrumentalities.
- 4—A foreign government or any of its political subdivisions, agencies, or instrumentalities.
- 5—A corporation.
- 6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or territory.
- 7—A futures commission merchant registered with the Commodity Futures Trading Commission.
- 8—A real estate investment trust.
- 9—An entity registered at all times during the tax year under the Investment Company Act of 1940.
- 10—A common trust fund operated by a bank under section 584(a).
- 11—A financial institution as defined under section 581.
- 12—A middleman known in the investment community as a nominee or custodian.
- 13—A trust exempt from tax under section 664 or described in section 4947.

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for . . .	THEN the payment is exempt for . . .
• Interest and dividend payments	All exempt payees except for 7.
• Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
• Barter exchange transactions and patronage dividends	Exempt payees 1 through 4.
• Payments over \$600 required to be reported and direct sales over \$5,000 ¹	Generally, exempt payees 1 through 5. ²
• Payments made in settlement of payment card or third-party network transactions	Exempt payees 1 through 4.

¹ See Form 1099-MISC, Miscellaneous Information, and its instructions.

² However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney reportable under section 6045(f), and payments for services paid by a federal executive agency.

Exemption from FATCA reporting code. The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" (or any similar indication) entered on the line for a FATCA exemption code.

A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37).

B—The United States or any of its agencies or instrumentalities.

C—A state, the District of Columbia, a U.S. commonwealth or territory, or any of their political subdivisions or instrumentalities.

D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(c)(1)(i).

E—A corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1(c)(1)(i).

F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state.

G—A real estate investment trust.

H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940.

I—A common trust fund as defined in section 584(a). J—

A bank as defined in section 581.

K—A broker.

L—A trust exempt from tax under section 664 or described in section 4947(a)(1).

M—A tax-exempt trust under a section 403(b) plan or section 457(g) plan.

Note: You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

Line 5

Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns. If this address differs from the one the requester already has on file, enter "NEW" at the top. If a new address is provided, there is still a chance the old address will be used until the payor changes your address in their records.

Line 6

Enter your city, state, and ZIP code.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have, and are not eligible to get, an SSN, your TIN is your IRS ITIN. Enter it in the entry space for the Social security number. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN.

If you are a single-member LLC that is disregarded as an entity separate from its owner, enter the owner's SSN (or EIN, if the owner has one). If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Note: See *What Name and Number To Give the Requester*, later, for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at www.SSA.gov. You may also get this form by calling 800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at www.irs.gov/EIN. Go to www.irs.gov/Forms to view, download, or print Form W-7 and/or Form SS-4. Or, you can go to www.irs.gov/OrderForms to place an order and have Form W-7 and/or Form SS-4 mailed to you within 15 business days.

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and enter "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, you will generally have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note: Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon. See also *Establishing U.S. status for purposes of chapter 3 and chapter 4 withholding*, earlier, for when you may instead be subject to withholding under chapter 3 or 4 of the Code.

Caution: A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if item 1, 4, or 5 below indicates otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on line 1 must sign. Exempt payees, see *Exempt payee code*, earlier.

Signature requirements. Complete the certification as indicated in items 1 through 5 below.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third-party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), ABLE accounts (under section 529A), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account) other than an account maintained by an FFI	The actual owner of the account or, if combined funds, the first individual on the account ¹
3. Two or more U.S. persons (joint account maintained by an FFI)	Each holder of the account
4. Custodial account of a minor (Uniform Gift to Minors Act)	The minor ²
5. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee ¹
b. So-called trust account that is not a legal or valid trust under state law	The actual owner ¹
6. Sole proprietorship or disregarded entity owned by an individual	The owner ³
7. Grantor trust filing under Optional Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A))**	The grantor*

For this type of account:	Give name and EIN of:
8. Disregarded entity not owned by an individual	The owner
9. A valid trust, estate, or pension trust	Legal entity ⁴
10. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
11. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
12. Partnership or multi-member LLC	The partnership
13. A broker or registered nominee	The broker or nominee
14. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
15. Grantor trust filing Form 1041 or under the Optional Filing Method 2, requiring Form 1099 (see Regulations section 1.671-4(b)(2)(i)(B))**	The trust

¹ List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

² Circle the minor's name and furnish the minor's SSN.

³ You must show your individual name on line 1, and enter your business or DBA name, if any, on line 2. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

⁴ List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.)

* **Note:** The grantor must also provide a Form W-9 to the trustee of the trust.

** For more information on optional filing methods for grantor trusts, see the Instructions for Form 1041.

Note: If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Secure Your Tax Records From Identity Theft

Identity theft occurs when someone uses your personal information, such as your name, SSN, or other identifying information, without your permission to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax return preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity, or a questionable credit report, contact the IRS Identity Theft Hotline at 800-908-4490 or submit Form 14039.

For more information, see Pub. 5027, Identity Theft Information for Taxpayers.

Victims of identity theft who are experiencing economic harm or a systemic problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 877-777-4778 or TTY/TDD 800-829-4059.

Protect yourself from suspicious emails or phishing schemes.

Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to phishing@irs.gov. You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration (TIGTA) at 800-366-4484. You can forward suspicious emails to the Federal Trade Commission at spam@uce.gov or report them at www.ftc.gov/complaint. You can contact the FTC at www.ftc.gov/idtheft or 877-IDTHEFT (877-438-4338). If you have been the victim of identity theft, see www.IdentityTheft.gov and Pub. 5027.

Go to www.irs.gov/IdentityTheft to learn more about identity theft and how to reduce your risk.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and territories for use in administering their laws. The information may also be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payors must generally withhold a percentage of taxable interest, dividends, and certain other payments to a payee who does not give a TIN to the payor. Certain penalties may also apply for providing false or fraudulent information.

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