



# **REQUEST FOR PROPOSALS**

**RE-BID NO. 26-01-3998DB**

## **RESIDENTIAL ONSITE WASTEWATER TREATMENT SERVICES (OWTS) INSTALLATION**

**FOR**

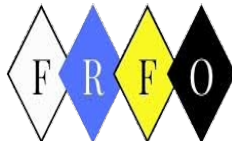
**TOHATCHI CHAPTER**

**PROPOSALS DUE:**

**May 1, 2026**

**Issued by the Navajo Nation Fiscal Recovery Fund Office**

**On behalf of the Tohatchi Chapter**



# TOHATCHI RESIDENTIAL OWTS INSTALLATION

**RE-** BID# 26-01-3998DB

## REQUEST FOR PROPOSAL

### DESCRIPTION

Navajo Nation Fiscal Recovery Fund Office (FRFO) is seeking proposals from companies to install Residential Onsite Wastewater Treatment Systems (OWTS) for the **Tohatchi Chapter** community. Service to include all work to remove abandoned septic systems, test soil and provide a professionally stamped engineering report.

### PROPOSAL DOCUMENTS

This Request for Proposal (RFP) accounts for a preliminary evaluation of the offeror's qualifications, proposed scope of work and project timeline. The Navajo Nation reserves the right not to award a contract under this RFP and may issue a new RFP for the same services at its discretion.

Proposal documents comprise the RFP, all associated bidding forms, and any addenda issued before the deadline. The contract documents proposed for the work consists of the owner-contractor agreement, contract conditions, scope of work and all addenda issued prior to, and all modifications issued after execution of the contract.

### SECURING DOCUMENTS

Contract documents will be sent via email by FRFO. No mandatory pre-proposal conference scheduled for this project. **NO MANDATORY PRE-PROPOSAL 'SITE VISIT' REQUIRED FOR THIS PROJECT.**

### EXAMINATION

Before submitting a proposal, bidders shall carefully examine the scope of work documents and be fully informed as to all existing conditions and limitations and shall include in the proposal a sum to cover the cost of all items included in the contract. The proposer, if awarded the contract, shall not be allowed additional compensation because of a lack of examination. Proposal submission will be considered conclusive evidence that proposer made such examination.

### SCHEDULE OF RFP ACTIVITIES

- |  |                       |
|--|-----------------------|
| • <b>Deadline to Submit RFP Questions</b>      | <b>APRIL 29, 2026</b> |
| • <b>Deadline for RFP Submittal</b>            | <b>MAY 1, 2026</b>    |
| • <b>Proposal Opening Evaluations</b>          | <b>MAY 4, 2026</b>    |
| • <b>Final Selection &amp; Notice of Award</b> | <b>MAY 6, 2026</b>    |

This RFP is issued by the Fiscal Recovery Funds Office on behalf of the Tohatchi Chapter, in accordance with Navajo Nation laws and regulations. FRFO is the sole entity authorized to reproduce or distribute this RFP. By participating, the offeror agrees to maintain the confidentiality of all related materials and information, limiting access strictly to personnel on a need-to-know basis within its organization. No materials may be copied, shared, or disclosed to any external party without the prior written consent of the owner, FRFO.

### DEADLINE TO SUBMIT QUESTIONS

All questions regarding this RFP must be submitted in writing to the Project Manager no later than **5:00 PM MST on April 29, 2026**. Written responses to all submitted questions will be added to the RFP on the Office of the Controller website.

# TOHATCHI RESIDENTIAL OWTS INSTALLATION

**RE-** BID# 26-01-3998DB

## SUBMISSION OF PROPOSALS

Sealed bids will be received **NO LATER than 5:00 pm MST on May 1, 2026** Submittals received after this deadline will not be accepted or considered. Responses to this RFP shall be sent in a sealed envelope, including a return address, and clearly marked on the outside of the envelope in the following context:

RFP BID# 26-01-3998DB  
THE NAVAJO NATION  
Purchasing Services Department  
Administration Building 1  
2559 Tribal Hill Dr  
Window Rock, AZ 86515

DO NOT OPEN  
SUBMITTAL OF PROPOSAL  
TOHATCHI CHAPTER OWTS INSTALLATION

PRIORITY NUMBER

COMPANY NAME  
COMPANY ADDRESS

RFP BID#  
THE NAVAJO NATION  
Purchasing Services Department  
Administration Building 1  
2559 Tribal Hill Dr.  
Window Rock, AZ 86515

DO NOT OPEN  
SUBMITTAL OF PROPOSAL  
PROJECT TITLE

PRIORITY NUMBER

Visibly mark on the outside of the proposal envelope the RFP Bid Number, Company Name and Navajo Nation Priority Status Number (PRIORITY 1 or 2), if applicable, along with the statement: "DO NOT OPEN – SUBMITTAL OF PROPOSAL, TOHATCHI CHAPTER SEPTIC CLEANING. All proposals become the property of the Navajo Nation Fiscal Recovery Fund Office. FRFO will not return any proposals or make any copies available to anyone for any purpose other than those described in the RFP packet.

Cost Proposals should be **sealed separately** and identify a service rate per home including all costs associated with the completion of proposed services in this RFP. Technical Proposals should be **sealed separately** and identify industry qualifications and certificates. Submittals sent electronically or by facsimile will not be accepted. If hand delivered, make sure the RFP packet is time-stamped before you depart.

All work performed within the territorial jurisdiction of the Navajo Nation is subject to the Navajo Sales Tax of 6% (24 N.N.C Section 601 et. Seq.) and should be included in the cost proposal.

## PROPOSAL OPENING INFORMATION

The bid packages will be opened by the bid evaluation team by **5:00 pm MST on May 4, 2026**. Representatives from the Navajo Nation Business Regulatory Department (BRD) and the Navajo Nation Office of Controller (OOC) shall be in attendance. All eligible proposals shall be opened in accordance with the proposal opening procedures of the Navajo Business Opportunity Act (NBOA) at 5 N.N.C. §205 C.

## SELECTION COMMITTEE & NOTICE OF AWARD

A selection committee of at least two members, including one representative from FRFO and one from the Chapter, will be established to review and determine the responsiveness of all proposals. A recommendation of 'responsive' by this committee does not guarantee a contract award. Final vendor selection and contract award eligibility will be determined in accordance with the Navajo Business Opportunity Act and all applicable Navajo Nation laws.

Notifications to all bidders and a Notice of Award (NOA) to the accepted proposer will be sent no later than **5:00 PM MST on May 6, 2026**. The NOA will confirm the project budget, timeline and scope of work.

# TOHATCHI RESIDENTIAL OWTS INSTALLATION

**RE-** BID# 26-01-3998DB

## STANDARD CONTRACT

The Navajo Nation reserves the right to include contract provisions based on applicable Navajo Nation, federal, state, and local laws and regulations in the final contract document.

## AMENDED SUBMITTALS

An offeror may submit an amended proposal prior to the proposal submission deadline. The amended proposal must fully replace any previous submission and be clearly identified as such in the transmittal letter. The project manager will not collate or assemble proposal documents on behalf of the bidder.

## ACCEPTANCE OF REQUIREMENTS

The submission of all proposals shall constitute the submitting party's acknowledgement and acceptance of all requirements and conditions governing this procurement.

## OWNERSHIP OF DOCUMENTS

All documents and materials contained in this RFP and all submitted proposals shall be the property of the Navajo Nation and not be returned to the submitting party unless the RFP is cancelled. All such documents and materials shall be either retained or discarded by FRFO, and if kept, all proprietary information shall be treated as confidential in accordance with the Navajo Nation Privacy Act.

## AUTHORITY TO INVESTIGATE

The project manager, FRFO staff, selection committee, and authorized Navajo Nation personnel may conduct reasonable investigations into any bidder to verify their qualifications and legal eligibility for a contract award. Interested parties failing to submit any information, documents, or materials requested by FRFO, in a reasonably timely manner, shall be disqualified.

## OFFEROR'S RIGHT TO WITHDRAW PROPOSAL

To withdraw a proposal, the offeror must submit a written request, signed by an authorized representative, prior to the proposal submission deadline. Offerors may withdraw their proposals at any time before the deadline.

## PROJECT MANAGER CONTACT

Lyle C. Begay, EIT, Civil Engineer  
Fiscal Recovery Fund Office  
lyle.begay@navajo-nsn.gov  
928-309-5539

Mailing Address:  
FRFO-Tse Bonito Suboffice  
P.O. Box 2469  
Window Rock, AZ 86515

Physical Address:  
FRFO-Tse Bonito Suboffice  
1575 State Highway 264  
Tse Bonito, NM 87319

## INQUIRIES, ADDENDA

If any errors or ambiguities in the scope of work are found, the bidder must immediately notify the project manager at the Fiscal Recovery Fund Office in Window Rock, Arizona. Any clarifications will be issued as an addendum on the RFP website. The owner and project manager are not responsible for verbal instructions. Questions submitted less than 48 hours before the proposal deadline will not be answered. Any addenda issued by the project manager during the time of proposing are to be included in the proposal and will become a part of the contract.

# TOHATCHI RESIDENTIAL OWTS INSTALLATION

**RE-** BID# 26-01-3998DB

## COST INCURRED

The procuring party shall not be liable for any costs incurred by the offeror in the preparation of a proposal or for any expenses incurred prior to the execution of a signed contract resulting from this RFP.

## BID GUARANTEE

Bid Guarantee shall be required for all construction-related contracts over \$50,000 and be in an amount equal to at least ten percent (10%) of the proposal amount.

## PROPOSALS

Proposals must be made upon the "PROPOSAL FORM" provided, all blank spaces filled, longhand signature, and the completed form shall be without alterations or erasures. Where a proposer is a corporation, the proposal must include the corporation's legal name, its state of incorporation and the signature of an officer authorized to bind the company to a contract.

Proposer agrees to commence work on this project on or before the date specified in the Notice-to-Proceed and to show evidence they can complete the work by **December 31, 2026**.

## RANKING SHEET FOR GENERAL CONTRACTORS

*For contractor proposals, proper objective criteria for the determination of responsive proposals must be listed, and all contractors who submitted proposals must be ranked accordingly. Proposals shall be opened in accordance with the Navajo Nation Procurement Act and Regulations and the Navajo Business Opportunity Act (NBOA), 5 N.N.C. § 201 et seq. The contractor selected for the contract must be at least minimally qualified (i.e., a responsive proposal) and should be a Priority No. 1 or No. 2 certified firm. If no Priority 1 or Priority 2 firms have submitted a responsive proposal, then the non-Navajo firm selected must have the lowest price of all responsive proposals submitted by non-Navajo firms.*

The following evaluation criteria will be used by the proposal committee in the selection process for the contract award. Proposals will be evaluated to determine the best contractor. Notice of Award – The FRFO will notify the finalist in writing of the final selection.

No.	Ranking Items	Evaluation Criteria
1	Experience & Qualifications (Past performance)	20
2	Technical Methodology (Equipment, Testing, Design)	10
3	Cost Proposal (Breakdown, Travel Plan)	30
4	Licensing, Insuring & Safety (Tribal Permits, COI)	20
	Total	100

## WAIVER OR LIENS

The contractor is responsible for the payment of all labor and material costs incurred by themselves and any subcontractors on this project. The contractor shall also provide the owner with duplicate copies of Waivers of Lien from themselves and each subcontractor, if any. At the time of submission, the contractor must certify that the waivers cover all applicable subcontractors.

# TOHATCHI RESIDENTIAL OWTS INSTALLATION

**RE-** BID# 26-01-3998DB

## COMPLIANCE WITH LAWS AND REGULATIONS

Proposers are advised of applicable statutes and regulations concerning workers' compensation insurance and other laws affecting the proposed work. Compliance with all relevant tribal regulations, rules, and ordinances is also required.

1. Preference: In performing the work, the contractor shall comply with all applicable laws, rules, and regulations of the Navajo Nation, including without limitation, the Navajo Preference in Employment Law, 15 N.T.C., Section 601 et seq. (the "NPEA") and the Navajo Nation Business Preference Law, 5 N.T.C., Section 201, et seq. (the "NNBPL"). The terms and provisions of the NPEA and NNBPL are specially incorporated in, and become a part of, the contract and breach by the contractor of any terms and provisions of such laws shall constitute a breach of this agreement and provide grounds for the suspension or termination of the agreement or other appropriate remedy as specified in the NPEA and NNBPL.
2. Labor Standards: In accordance with the policy of the Navajo Nation to pay pre-determined rates on tribal contract construction, the determined wage scale of the contract work provides that all labor and mechanics employed by the project be paid wages at rates not less than those prevailing. A current wage is available from Navajo Nation Office of Labor.

## CONTRACTOR'S LICENSE

If the services proposed are ones for which licensure by the state or another agency is required, license or membership number (e.g., Professional Architect, Professional Engineer, General Contractor) shall be provided. Contractor shall have and maintain a state contractor's license throughout the project.

The owner intends for this section to protect the public by discouraging unethical practices and unqualified individuals from misrepresenting their capabilities.

## ACCESS TO RECORDS

The contractor and its subcontractors shall preserve all pertinent records for at least three (3) years post-project completion. The owner, with ten (10) days' written notice, shall have the right to audit and examine such records at reasonable times.

## RIGHT TO WAIVE MINOR IRREGULARITIES

The selection committee may waive minor irregularities. It can also waive mandatory requirements if all other responsive proposals fail to meet the same requirements, provided this waiver does not materially affect the procurement. The right is at the sole discretion of the selection committee.

## TERMINATION

The owner may, within 10 days' written notice to the contractor, terminate the contract documents for any of the following reasons:

1. The contractor defaults in performance of any provisions under the contract.
2. The contractor fails to carry out the construction in accordance with the provisions of the contract.

## TOHATCHI RESIDENTIAL OWTS INSTALLATION

**RE-** BID# 26-01-3998DB

In such event, the owner may assume the responsibility of completing the terminated work, by contract or otherwise. The owner may take possession of such material, appliances, plant and equipment that may be on the site to finish the work. Damages, if any, are to be determined in accordance with general conditions and supplementary conditions. Final payment to the contractor for unpaid work, if any, will be made based on the submission of a final periodical estimate by the contractor. The final payment due, if any, will be subject to the documentation of the claimed work. Should the owner fail to issue a progress payment within 30 days of the due date, for reasons other than contractor fault, the Contractor reserves the right to terminate the agreement, subject to a 30-day written notice period.

### INDEMNIFICATION

The selected contractor shall indemnify and hold harmless the Navajo Nation and its agents from any and all liabilities, losses, costs, damages, and claims arising from work performed or services provided under this contract. The contractor's obligation does not extend to liabilities arising from work that is determined to be performed professionally, adequately, and in accordance with applicable industry standards and all relevant laws and regulations.

### INSURANCE REQUIREMENTS

Insurance – The offeror shall be required to procure and maintain, during the life of the contract, adequate insurance coverage as recommended and verified by the Navajo Nation Risk Management Program (RMP). Such insurance shall be verified by a Certificate of Insurance prior to the execution of the contract and shall name the Navajo Nation as an additional insured. The offeror must include a provision for a two-day written notification to the FRFO Project Manager if a policy has been materially changed or canceled. At the time of award, the selected contractor or offeror shall furnish one copy each of Certificates of Insurance required for each copy of the agreement, which shall specifically set forth evidence of all coverage required once determined by the RFP, naming the Navajo Nation as an Insured. The Navajo Nation should require the following minimum insurance requirements:

1. Commercial General Liability coverage, ISO CG 0001 Form or equivalent with minimum limits of \$1,000,000 per occurrence, \$2,000,000 aggregate.
2. Auto Liability minimum limit of \$1,000,000 per accident and should include non-owned autos;
3. Workers' Compensation coverage with statutory benefits and Employers Liability coverage with minimum limits of \$1,000,000/\$1,000,000/\$1,000,000.
4. The Navajo Nation shall be named as additional insured for general and auto liability coverages only.

Approval of insurance: Even though a "Notice to Proceed" may have been given by the FRFO, the offeror and subcontractors shall not begin work under this contract, or solicitation, until the required insurance has been obtained and the proper Certificate of Insurance (or insurance policies) has been filed with FRFO. Neither approval nor failure to approve certificates, policies, or insurance by the FRFO shall relieve the contractor or subcontractors of full responsibility to maintain the required insurance in full force and effect.

### CONFIDENTIALITY

The contents of all proposals and related materials shall be kept confidential until FRFO has issued a written Notice of Award to the selected contractor. At that time, all proposals should be made publicly available, except for information or materials that have been identified by the submitting party as proprietary or confidential.

# TOHATCHI RESIDENTIAL OWTS INSTALLATION

RE- BID# 26-01-3998DB

## PERFORMANCE AND LABOR BONDS

The submitting party shall provide a Performance Bond to guarantee such party's full performance of all duties under the contract for the project. Generally, the Performance Bond must be in a dollar amount equal to one hundred percent (100%) of the final contract awarded to the selected contractor. However, a lesser bond amount of fifty percent (50%) shall be allowed if the selected contractor (in addition to providing a 50% Performance Bond amount) either (1) provides an irrevocable Letter of Credit for fifty percent (50%) of the contract amount, or (2) agrees to a retainage of fifty percent (50%) of the contract amount. The Performance Bond must be provided by a state-licensed surety or bonding company.

The submitting party shall also provide a Payment Bond to cover all its obligations and liabilities to any and all subcontractors, suppliers, laborers, and other persons or entities that will be performing work on the project or providing materials for the project. The Payment Bond must be in a dollar amount sufficient to cover all such obligations and liabilities and must be provided by a state-licensed or state-registered surety or bonding company.

Submitted proposals need not initially include the required bonds; however, such bonds must be provided prior to final contract award, and any party not providing such bonds in a timely manner may be disqualified - at FRFO's or the Navajo Nation's sole discretion; for purposes of this provision, a "timely" submission of such bonds (i.e., deadline for submission) shall be determined by FRFO.

## RIGHT TO REFUSE CONTRACT

The Navajo Nation reserves its right to refuse to execute a contract for the project if the Navajo Nation Attorney General, or his/her designee, determines in writing that any of the following has occurred prior to the Navajo Nation's execution of this contract:

1. Lack of documents; the Navajo Nation has not received all required supporting documents, or other reasonably requested information;
2. Faulty procurement; a document, procedure, decision, action, or other event pertaining to the procurement of this contract, or to any related pre-procurement activities, or to the awarding of this contract, is in violation of any applicable Navajo Nation, Federal, or State laws or regulations governing said procurement; or
3. Ineligibility; the selected contractor, or any other related person/firm, is ineligible for the awarding of this contract, pursuant to applicable Navajo Nation, Federal, or State laws or regulations governing said procurement; or
4. Change to scope of work or other requirements; there has been a change to the scope of work or any other mandatory requirement, as specifically described in this RFP Package or in any addenda; in which case additional procedures under Section XIII (A) of the Navajo Nation Procurement Rules and Regulations shall be required and a contract shall not be executed until the completion of such procedures; or
5. Change to the budget or Maximum Feasible Cost (MFC); there has been a revision (whether increase or decrease) of the budget/MFC that was originally established for this project by FRFO prior to the initiation of the procurement process for this contract; in which case additional procedures under Section XIII (A) of the Navajo Nation Procurement Rules and Regulations shall be required and a contract shall not be executed until the completion of such procedures; or
6. Protest filed; a protest has been timely filed in accordance with 12 N.N.C. §360(A), unless a written determination has been made to proceed with a contract award pursuant to 12 N.N.C. §360(F); or
7. Navajo Nations interest; the Navajo Nation Attorney General, or his/her designee, determines in writing that refusal to enter this contract is in the best interest of the Navajo Nation.

# TOHATCHI RESIDENTIAL OWTS INSTALLATION

RE- BID# 26-01-3998DB

## SCOPE OF SERVICES

The focus of this project is to provide safe wastewater treatment systems for community residents by December 31, 2026.

### A. Site Assessment & Design

1. All worksites will be on official property lots or homesites.
2. All buildings to be serviced will have internal plumbing complete and ready for external connection.
3. The OWTS plans and specifications shall be stamped by a Professional Engineer licensed in the state of Arizona, New Mexico, or Utah.
4. The sites will be evaluated by assessing soil type, existing & future structures, drainage, land status, measurements and other characteristics.
5. Contact site stakeholders, Navajo Area Indian Health Service (NAIHS) and Navajo Tribal Utility Authority (NTUA) for infrastructure information. Data request costs should be included in cost estimate.
6. Utility companies should be contacted to mark all buried lines before any excavation begins. Tanks shall be pumped before removal or crushing.
7. Existing OWTS, buried structures and materials that are abandoned and no longer in service shall be removed or crushed-in-place to install new OWTS if there is no other site available. Removal, crushing, pumping and disposal costs for large construction waste should be included in cost estimate.
8. Soil analyses and reports will be conducted and signed by a certified plumber, technician, inspector, scientist or engineer. The same Professional Engineer can stamp the soil report as a separate document from the engineering report. Sampling, soil testing and visual strata inspection will take place appropriately. USDA Websoil Survey is considered supplementary information and does not qualify as a standalone soil report.

### B. Planning & Construction

9. Submit a complete application for and obtain a Wastewater Construction Permit from NNEPA.
10. Complete a standard Stormwater Pollution Prevention Plan (SWPPP), Construction Traffic Plan (CTP), Site Safety Plan (SSP) for work areas that would require them and submit to the appropriate authorities.
11. If a staging area is needed, an agreement can be made with the Chapter to store equipment at Chapter compound. Staging area land shall be cleaned and restored to original condition or better. Ground stabilization may be required and should be included in the cost estimate. Local police or security personnel can be informed of operations and storage for courtesy patrol and protection. Chapter will be the contact lead with local police or security officer for any such arrangements.
12. Clear and grade the designated area to divert runoff away from OWTS area. Form stormwater and erosion control measures dictated by design such as berms, channels and basins.
13. Excavate pits and trenches for the OWTS components based on the design which could include a septic tank, access risers and drainfield. The OWTS will be positioned and connected in such a manner that will not allow settlement or undue strain on the components after installation.
14. Sewage pipes will have a maximum angle of forty-five degrees (45°).
15. Connect an access riser to each tank manhole for safe access. All manholes shall be extended to within at least four (4) inches of the finished grade.
16. Place the distribution box on a level, stable surface, with an inlet pipe at least one (1) inch higher than the outlet pipe.
17. Prohibit heavy construction equipment traffic on drainfield and downslope buffer zones to prevent soil compaction. Smaller track equipment are preferred to limit system damage.
18. Drainfields may be machine excavated provided that the soil is not compacted at the bottom and sides of the digging. The absorption system shall be backfilled with soil free from large stones and organic material.
19. Backfill the excavated areas around the system without compacting sensitive locations vital to operations.

# TOHATCHI RESIDENTIAL OWTS INSTALLATION

**RE-** BID# 26-01-3998DB

## C. Review and Closeout

1. Identify the coordinate location of the center of each septic tank of the OWTS.
2. Mark the location of the system corners with T-Posts to protect the system from heavy traffic.
3. Document Operation & Maintenance manual review with homesite/property owner.
4. Conduct final inspection with stakeholders and submit a construction report.

The proposal for bid shall indicate the delivery dates of proposed services. Please include travel rates, personal expenses and other applicable fees in the line-item budget. NNDCD expects the successful bidder to completely satisfy contract performance requirements.

## SUBMITTAL REQUIREMENTS/EVALUATION

### 1. GUIDELINES

The following guidelines shall be adhered to by offerors for consideration in the selection process of bidder to perform the services for the project described. Proposals, which do not include all the listed information may be considered incomplete and non-responsive and may not be considered by the selection committee.

### 2. MANDATORY SUBMITTAL REQUIREMENTS

1. Proof of General Contract Licensing
2. Navajo Nation Certification Regarding Debarment, Suspension, and Contracting Eligibility
3. Navajo Nation Certification Regarding Non-Collusion
4. Current IRS W-9, completed and executed
5. Navajo Nation Responsibility for Subcontractors
6. Navajo Nation Responsibility for Subcontractors Exhibit 1

## ATTACHMENT SUMMARY

- ATTACHMENT A – Cost Proposal Form
- ATTACHMENT B – Navajo Nation Certification-Debarment, Suspension, Contracting Eligibility
- ATTACHMENT C – Navajo Nation Certification Regarding Non-Collusion
- ATTACHMENT D – Current W-9 Form, signed and completed
- ATTACHMENT E – Navajo Nation Responsibility for Subcontractors
- ATTACHMENT F – Navajo Nation Responsibility for Subcontractors Exhibit 1

**TOHATCHI RESIDENTIAL OWTS INSTALLATION**

**RE- BID# 26-01-3998DB**

**ATTACHMENT A**

**RFP PROPOSAL FORM**

TO : THE NAVAJO NATION  
Herein after called "OWNER"

The undersigned, having examined the proposed Contractor Documents titled:

**TOHATCHI RESIDENTIAL OWTS INSTALLATION  
BID NUMBER: 26-01-3998DB**

Being qualified and having examined the scope of work, hereby proposes to provide all necessary labor, materials, equipment, and services to complete the project. The cost estimate to complete the projects will be identified as "Base Proposal", for the stipulated sum in both words and figures. In case of discrepancy, the amount in words will govern.

BASE PROPOSAL: \_\_\_\_\_  
\_\_\_\_\_ (\$\_\_\_\_\_).

Where additional funds are available, the listing from the scopes of work as alternate proposals should be added and presented here.

Alternate Proposal: \_\_\_\_\_  
\_\_\_\_\_ (\$\_\_\_\_\_).

Proposers acknowledge receipt of the following Addendum(s):

Addendum No. \_\_\_\_\_ Dated \_\_\_\_\_  
Addendum No. \_\_\_\_\_ Dated \_\_\_\_\_

I understand the owner reserves the right to reject this proposal, but that this proposal shall remain open and not be withdrawn.

The undersigned agrees that if the owner's written acceptance of this proposal arrives after the stipulated opening date, the proposal remains valid. The undersigned will return the signed Letter of Acceptance and immediately provide proof of insurance to the owner. The date of mailing the insurance documentation constitutes the delivery date.

Notice of Acceptance (NOA), or request for additional information, may be addressed to the undersigned at the address set forth below.

**IMPORTANT NOTICE:** If proposer or other interested person is a corporation, give legal name of corporation, state where incorporated, and names of president and secretary; of a partnership, give name of firm and names of all individuals, co-partner composing of firms; if proposer or other interested person is an individual, give first and last names in full.

\_\_\_\_\_  
\_\_\_\_\_

**TOHATCHI RESIDENTIAL OWTS INSTALLATION**

BID# 26-01-3998DB

Licensed in accordance with an act for the registration of contractors and with License Number

\_\_\_\_\_, in the State of \_\_\_\_\_.

**NOTE:** If proposer is a corporation, set forth the legal name(s) of the corporation together with the signature of the officers authorized to sign contracts on behalf of the corporation. If proposer is a partnership, set forth the name(s) of the partnership.

BUSINESS ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

DATE OF PROPOSAL: \_\_\_\_\_

SIGN HERE: \_\_\_\_\_

SIGNATURE OF PROPOSER: \_\_\_\_\_



**TOHATCHI RESIDENTIAL OWTS INSTALLATION**

BID# 26-01-3998DB

**ATTACHMENT C**

**NAVAJO NATION CERTIFICATION**

**Regarding Non-Collusion**

\_\_\_\_\_  
Consultant/Project Name

\_\_\_\_\_  
Work Location

In accordance with Navajo Nation Procurement Act, 12 N.N.C. §§ 301-80, Applicant, in either its present form or in any other identifiable capacity, certifies and acknowledges the following:

1. Applicant is submitting an offer that is genuine and not collusive or a sham to the Navajo Nation for the above-named Project;
2. Applicant is fully informed regarding the preparation and required content of its offer, including all pertinent circumstances governing submission of its offer to the Navajo Nation;
3. Applicant has in no way colluded, conspired; connived; or agreed, directly or indirectly, with any other entity, offeror, or person regarding the proposed contract for the Project, to:
  - a. submit a sham offer to the Navajo Nation, or
  - b. refrain from submitting an offer to the Navajo Nation;
4. Applicant has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference, with any other entity, offeror, or person, to:
  - a. fix any price or fee relating to its offer or of any other entity, offeror, or person, or
  - b. fix any price, overhead, profit, reimbursement, or cost element of its offer, or that of any entity, offeror, or person;
5. Applicant has not, through any collusion, conspiracy, connivance, or unlawful written or oral agreement, secured any advantage against the Navajo Nation or against any other entity, offeror, or person interested in the proposed contract for the Project;
6. that the individual named below is authorized to represent Applicant for purposes of the declarations in this certification, and that all such declarations are made on behalf of Applicant and all of its owners, partners, officers, members, employees, officials, agents, or parties-in-interest;
7. all statements set forth herein, and in its offer submitted to the Navajo Nation, are true; and
8. that, if the Navajo Nation determines this executed Certification is untrue or not wholly accurate, the Navajo Nation shall have grounds terminate the contract award or contract and pursue other legal remedies, at the Navajo Nation's discretion.

\_\_\_\_\_  
Applicant Name

\_\_\_\_\_  
Printed name individual signing on Applicant's behalf

\_\_\_\_\_  
Applicant Address

\_\_\_\_\_  
Title of individual signing on Applicant's behalf

\_\_\_\_\_  
Applicant Address

\_\_\_\_\_  
Signature of individual signing on Applicant's behalf

\_\_\_\_\_  
Applicant Address

\_\_\_\_\_  
Date

TOHATCHI RESIDENTIAL OWTS INSTALLATION

BID# 26-01-3998DB

ATTACHMENT D

Form W-9 (Rev. March 2024) Department of the Treasury Internal Revenue Service

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.

Form W-9 fields: 1 Name of entity/individual, 2 Business name, 3a Tax classification, 3b Partnership/Trust/LLC note, 4 Exemptions, 5 Address, 6 City/State/ZIP, 7 Account numbers, and Requester's name.

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.

TIN input boxes for Social security number and 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:

- 1. The number shown on this form is my correct taxpayer identification number... 2. I am not subject to backup withholding... 3. I am a U.S. citizen... 4. The FATCA code(s) entered on this form...

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.

Sign Here section with Signature of U.S. person and Date fields.

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.

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.

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

**TOHATCHI RESIDENTIAL OWTS INSTALLATION**

BID# 26-01-3998DB

**ATTACHMENT E**

**NAVAJO NATION CERTIFICATION**

**Responsibility for Subcontractors**

\_\_\_\_\_  
Consultant/Project Name

\_\_\_\_\_  
Work Location

In accordance with Navajo Business Opportunity Act, 5 N.N.C. §§ 201-15, Applicant, in either its present form or in any other identifiable capacity, certifies and acknowledges the following:

1. Applicant has submitted/is submitting an Offer to the Navajo Nation for the above-named Project;
2. the signatory below is authorized to represent the Applicant for purposes of the declarations set forth herein, and that all such declarations are made on behalf of said Applicant and all of its owners, partners, officers, members, employees, officials, agents, or parties-in-interest;
3. as of the date of signature below, said Applicant intends to use the subcontractors listed on the attached document, titled "Exhibit 1", for the above-named Consultant/Project;
4. none of the subcontractors so listed are debarred, suspended, or otherwise ineligible to receive a contract from the United States federal government, any state government, or the Navajo Nation;
5. none of the subcontractors are debarred, suspended, otherwise slated for debarment, ineligible and/or excluded from participation on any government contracts, including but not limited to federal, state, and tribal government contracts;
6. none of the subcontractors are, nor have they been, under criminal indictment or civilly charged by a governmental entity for fraud, forgery, falsification, theft, bribery, destruction of records, receiving stolen property, or other criminal offenses in the administration of a government contract;
7. none of the subcontractors have been terminated for cause or convenience by a governmental entity in the administration of a government contract; and
8. Applicant shall assume all legal responsibility for the work of all subcontractors on the Consultant/Project, including performing all subcontractors' duties as necessary or replacing any subcontractors as necessary in keeping with Navajo Nation laws, in order to guarantee Applicant is submitting an offer that is genuine and not collusive or a sham to the Navajo Nation.

\_\_\_\_\_  
Applicant Name

\_\_\_\_\_  
Printed name individual signing on Applicant's behalf

\_\_\_\_\_  
Applicant Address

\_\_\_\_\_  
Title of individual signing on Applicant's behalf

\_\_\_\_\_  
Applicant Address

\_\_\_\_\_  
Signature of individual signing on Applicant's behalf

\_\_\_\_\_  
Applicant Address

\_\_\_\_\_  
Date

