



The Navajo Nation **DR. BUU NYGREN** **PRESIDENT**
Yideeskáadi Nitsáhákees **RICHELLE MONTOYA** **VICE PRESIDENT**

ADDENDUM NO. 1

Crownpoint Wellness Center Office Furniture and Related Design Services
RFP Bid #: 26-05-4155DB

Date: August 18, 2026

RE: Request for Proposals (RFP) – Deadline Extension

Original Due Date: August 14, 2026

New Due Date: August 31, 2026

TO ALL POTENTIAL BIDDERS:

This Addendum is issued to modify the original Request for Proposals (RFP) timeline. The deadline for submission of proposals has been extended to allow vendors sufficient time to prepare comprehensive and competitive cost proposals.

Revised Schedule:

- New Proposal Submission Deadline: August 31, 2026, at 4:00 PM MST

All other terms, conditions, and specifications of the original RFP remain unchanged. Bidders must acknowledge receipt of this addendum in their final proposal submission.

Sincerely,

Radeanna Comb, Program Manager III
Navajo Special Diabetes Program





The Navajo Nation **DR. BUU NYGREN** **PRESIDENT**
Yideeskáadi Nitsáhákees **RICHELLE MONTOYA** **VICE PRESIDENT**

ADDENDUM # 1

CROWNPOINT WELLNESS CENTER OFFICE FURNITURE AND RELATED DESIGN SERVICES
REQUEST FOR PROPOSAL
BID #: 26-05-4155DB

Navajo Special Diabetes Program ("NSDP") is soliciting a Request for Proposal from firm or firms qualified to provide office design and layout services, new furnishings, including delivery and installation services, for newly office buildings at Crownpoint, New Mexico. The office spaces consists of private offices, systems furniture, free standing office furniture, conference room furniture, audio visual monitors/equipment, gym lockers as well as various ancillary furnishings. NSDP expects to begin operations in early December 2026; all furniture should be delivered and installed by December 31, 2026. NSDP will provide floor plans for the proposed projects.

NSDP is soliciting proposals for the purpose of identifying qualified organization /industry and established firm pricing to provide design & layout services, furniture, labor, parts and materials. The successful proposers will be responsible for providing 2D and 3D design and layout services for ideal floor space plan, labor, supervision, materials, AV monitors/equipment, transportation, service, and performing high-quality installation work. NSDP intends to award the contract to the proposer that can establish a contractual relationship with a qualified proposer that can best provide the NSDP with quality services as further described in this RFP.

The proposal format shall include: (1) a narrative outlining the project approach, qualifications, and current workload and capability; (2) a list of past projects completed on the Navajo Nation; (3) a list of three references and phone numbers from recent clients; and (4) copy of License and Insurance Certifications.

The contract will be awarded to the proposer who submits the best proposal in terms of: (1) products and services; (2) experience; (3) credentials; (4) project budget and (5) installation plans and schedules.

Four copies of the proposal shall be submitted in a sealed envelope labeled "CROWNPOINT OFFICE MODULAR SYSTEM PROJECTS" - DO NOT OPEN," to Attn: Darren Begay, Buyer I, Administration Building #1, Window Rock Boulevard, Window Rock, Arizona, or mailed to P.O. Box 3150, Window Rock, Arizona 86515. Bid documents and supplemental information regarding the project will be available online @ www.nnooc.org link: Purchasing. If any questions regarding this Request for Proposal call Darren Begay at 928-871-6317 or Radeanna Comb at 928-871-6532 or email: Radeanna.Comb@navajo-nsn.gov

The Navajo Nation reserves the right to reject all proposals not within projected budget and may elect to award the contract not solely with the bid amount but the bidder's qualification. The new due date for proposal is August 31, 2026, 5:00 p.m.

Radeanna Comb, Program Manager III
Navajo Special Diabetes Program

Date: August 18, 2026



ADDENDUM # 1

CROWNPOINT WELLNESS CENTER OFFICE FURNITURE AND RELATED DESIGN SERVICES REQUEST FOR PROPOSAL BID #: 26-05-4155DB

PROJECT INFORMATION:

Navajo Special Diabetes Program ("NSDP") is soliciting a Request for Proposal from firm or firms qualified to provide furniture, including delivery and installation services, for five newly office buildings at Crownpoint, New Mexico. The office spaces consist of private offices, systems furniture, free standing office furniture, audio visual equipment, conference room furniture, as well as audio visual monitors/equipment, gym lockers as well as various ancillary furnishings for the proposed projects. NSDP expects to begin operations in early December 2026; all furniture should be delivered and installed by December 31, 2026. NSDP will provide floor plans for the proposed projects.

The qualified organization/industry must establish firm pricing to provide design & layout services, furniture, labor, parts and materials. The successful proposers shall be responsible for providing 2d and 3d design and layout services for ideal floor space plan, labor, supervision, materials, av monitors/equipment, transportation, service, and perform high-quality installation work.

Description Listing:

1. One (1) bench lounge.
2. Four (4) lounge seating pieces.
3. One (1) Steelcase Currency desk for demonstration or information.
4. One (1) Steelcase Amia + Air Back task chair for the existing built-in reception.
5. One (1) Steelcase tackboard.
6. One (1) Infocus Smart Board.
7. Eleven (11) Steelcase flip-top tables with two (2) locking casters and two (2) non-locking casters per table.
8. Twenty-one (21) Move chairs.
9. One (1) Smith System Motum teacher-height-adjustable lectern.
10. One (1) Infocus Smart Board.
11. One (1) Inkana Gloss Glass Whiteboard.
12. One (1) Steelcase Tackboard.
13. JSI Forge Laminate Caseloads with Laminate Countertop
14. One (1) 96" x 46" E-Table with two (2) power bays and metal table base.
15. One (1) Inkana Gloss Glass Whiteboard.
16. One (1) Infocus Smart Board.
17. Eight (8) Amia Tizu Multipurpose Chairs with fixed arms
18. One (1) Steelcase Currency desk for registration
19. One (1) 70" x 29" height-adjustable workstation using a Steelcase Migration SE height-adjustable desk with laminate modesty panel.
20. Integrated cable management.
21. Desktop power module.
22. CPU holder.
23. One (1) Steelcase Currency lateral file for the existing printer.
24. One (1) Inkana Gloss Glass Whiteboard, wall mounted.
25. One (1) Steelcase Amia + Air Back task chair with soft casters and Brisa upholstery.
26. Two (2) Steelcase Move guest chairs with four-leg base and seat-fabric upholstery.
27. One (1) Steelcase Currency round table.
28. One (1) Steelcase Currency fixed box/box/file pedestal.
29. One (1) Steelcase Currency dual tower with box/file storage and cabinet on left side.



30. One (1) Steelcase Currency combination cabinet.
31. One (1) Steelcase Currency round table.
32. One (1) Steelcase Currency desk with box/box/file and file/file pedestals
33. Four (4) Steelcase Currency lateral files with common top.
34. Three (3) Steelcase Currency combination cabinets.
35. Four (4) Steelcase Currency cabinets, left/right configuration
36. Steelcase Migration SE electric height-adjustable worksurface.
37. Integrated wire management system.
38. Desktop power module.
39. Single adjustable monitor arm.
40. Steelcase Answer panel system with base-mounted electrical distribution.
41. Two (2) duplex receptacles per user.
42. Base electrical feeds provided per panel run.
43. Laminate return with one (1) box/box/file fixed pedestal with pull.
44. Laminate open personal organizer.
45. CPU holder.
46. Steelcase Amia + Air Back task chair with Brisa upholstery and soft casters.
47. Electrical distribution shall provide complete functionality as shown on the furniture plans.
48. Eight (8) Steelcase Move chairs.
49. Eight (8) Steelcase Move stools.
50. One (1) Steelcase Verlay seated-height rectangular table.
51. Private office typical configurations as described above.
52. Fixed Steelcase Currency desks with box/box/file pedestal and a lateral file, desk wall-to-wall.
53. Two (2) Steelcase Currency, 3-high bookcases.
54. One (1) Steelcase Currency combination cabinet.
55. One (1) Steelcase Tackboard.
56. One (1) Inkana Gloss Glass Whiteboard.
57. Steelcase Amia + Air Back task chairs with Brisa upholstery and soft casters.
58. Two (2) Steelcase round seating-height tables.
59. Four (4) Steelcase Move chairs
60. One (1) Hunter Douglas Architectural roller shade, plug-in motorized as 2 or 4 shades, with fascia valance, 3% opacity.
61. Five (5) Hunter Douglas Architectural roller shades with heavy-duty metal chain with fascia valance, 3% opacity.
62. Fifty-two (52) Hunter Douglas Architectural roller shades with standard metal chain with fascia valance, 3% opacity.
63. Measurement, Delivery, and Installation



EXPLANATION OF EVENTS

Issue RFP – This RFP is issued by NNSDP on behalf of the Navajo Nation Purchasing Services in accordance with Navajo Nation Procurement Rules & Regulations and Navajo Nation Laws. NN Purchasing Services and NNSDP are the only organization that is authorized to make copies of or distribute this RFP on behalf of the Navajo Nation.

Questions and Clarifications – Between the time of issuance of the RFP, prospective offerors are encouraged to call or e-mail the Program Manager concerning any questions about the scope of the project or the RFP schedule. Additional copies of the RFP can be obtained from the NN Purchasing Services.

RFP Amendments – Should any amendments to this RFP be deemed necessary between issuance of the RFP submission deadline, it will be distributed in writing to all recipients of the original RFP. If an amendment requires a time extension, the proposal submission date will be changed as part of the written amendment.

Submission of Proposal – PROPOSAL RECEIVED AFTER THE DEADLINE IS NON-RESPONSIVE. All offeror proposals must be received for review and evaluation, no later than 5:00 p.m. on August 31, 2026. Proposals received after this deadline will not be accepted. The date and time will be recorded on each proposal. Proposals must be addressed and delivered to Purchasing Services Department, Window Rock Boulevard, Administration Building No. 1 – First Floor, Window Rock, Arizona, 86515 or mailed to P.O. Box 3150, Window Rock, Arizona, 86515. Proposals must be sealed and labeled on the outside of the package to clearly indicate its response to the Request for Proposals, "CROWNPOINT OFFICE MODULAR FURNISHING SYSTEM PROJECTS" BID #: 26-05-4155DB. The proposal package and the Proposal Cost for the training must be submitted in separate sealed envelopes and should be marked with "Cost Proposal" and the proper's name. Proposals by facsimile or any other method will not be accepted.

Proposal Evaluation – The Selection Committee will review each offeror's statement of qualifications proposal. Each member, as outlined in this RFP, will allocate points. Each member's point totals will be translated into a numeric ranking of all proposals. The individual member ranking will be totaled together to determine the overall ranking of proposals.

Notice of Award – The Program Manager will notify finalists in writing of the final award.
Project Overview.

QUALITY OF BIDS

Submit one (1) original Bid Proposal and three (3) duplicate copies. Mark original as "ORIGINAL". Original should contain signatures on any page where a signature is required.

SUBMITTAL REQUIREMENTS

Each bidder shall submit their bidding proposal in the format supplied in this bid package with attached specifications. Each proposal shall be sealed in an envelope marked — "CROWNPOINT OFFICE MODULAR FURNISHING SYSTEM PROJECTS" Packing:

Equipment should be assembled as much as possible prior to shipment to reduce assembly time during installation.

DEVIATIONS

All specifications listed are intended to be preferred function and performance. No specifications should be construed as representing any brand of equipment. Bidders should propose to furnish equipment that comes closest to meeting the detailed of the specification. Where deviations from the specification are necessary, bidder will render equivalent reliability or performance. If there is insufficient room for detailing deviation, please indicate "see deviation" and attach, clearly indicating the bullet number on any such attachments. Failure to detail all such deviations will provide a basis for rejections of the entire proposal. Substantial deviations will not be considered.

APPROVED EQUALS OR BETTER

Bidders desiring for an approved equal must notify the Navajo Nation Purchasing Services; Attention Darren Begay, Buyer I, Telephone: (928) 871-6317 or representative for the Navajo Special Diabetes Program) and supply specifications a minimum of 5 business days prior to the closing of bids. Navajo Special Diabetes Program and/or its representative shall decide if any and/or all proposed —approved equals meet the requirements desired. Navajo Special Diabetes Program shall then issue an addendum to all registered bidders no later than 48 hours prior to opening of bids.

If a vendor wishes to propose furniture from alternate manufacturers or of alternate designs, such alternates must be submitted with the final RFP submission and indicated on Attachment. A. All furnishings must be equal or better quality in comparison to the base specification. To propose an alternate to the base bid, vendors must provide the following information regarding the proposed alternate:

1. Provide manufacturer, model, and pricing.
2. Provide line-item breakdown (bill of materials) for all furniture proposed. This should cover individual attributes of each alternate including but not limited to finishes, upholstery grades, and model numbers.
3. Assuming the alternate is being proposed as a cost-saving opportunity, please provide overall project savings per line-item;
4. Colored cut sheet/brochure of the proposed alternate.

5. A detailed description of how the proposed alternate is equal to the base bid specification as well as *how it isn't*. Any difference between the original specification and the proposed specification should be clearly outlined. Attach description directly to colored cut sheet & line-item breakdown.

The successful respondent will be responsible for all aspects of procuring, ordering, shipping, receiving, inspecting, staging and installing the furniture at three facility locations on the Navajo Reservation. Vendor shall notify NSDP no later than two business days prior to delivery and installation of the furniture, delivery notification shall be made to Shane Louis, Senior Property Clerk, Navajo Special Diabetes Program.

Furniture delivery and installation must be carried out between 8:00 am and 5:00 pm on weekdays, or at other times by mutual agreement. If for whatever reason the delivery is postponed beyond the target completion date of December 31, 2026, the successful vendor shall cover monthly storage costs for up to but not more than one month.

Furnishings include but are not limited to systems furniture, task chairs, conference furniture, and other ancillary pieces.

Respondents will be responsible for supervising the performance of the Scope of Work, including performance by any furniture related subcontractors. Respondent is responsible for overseeing product orders, deliveries, installations, punch-lists, and reasonable cleanup activities.

Architects will conduct a final walk through upon completion of the project to ensure the furniture package was delivered and installed as anticipated by NSDP.

An electronic copy of the furniture plans and an electronic copy will be made available to vendors upon request only.

PROPOSAL REQUIREMENTS & GENERAL FIRM INFORMATION:

Provide a brief description of your firm, including the following information:

1. Company profile including legal name, company history, and organizational structure
2. Names of all officers, directors, or partners of the firm
3. Address of all offices of the firm
4. Number of employees of the firm

EXPERIENCE AND RESOURCES

1. Describe your firm and its capabilities. Support your capacity to provide the furniture items and related services described in the Scope of Work.
2. Identify specific members of the project team that will be providing services to NSDP. Provide appropriate background information for each such person as well as contact information including e-mail address and telephone number.
3. Please provide at least three (3) references (including a company name, contact name, e-mail address, and telephone number) for organizations or businesses for which you have performed similar work within the past three years.
4. Please indicate in-house or contracted installation and service. If in-house, indicate number of installation/service staff. If contracted, please list contractor(s) and length of relationship(s) or volume of work completed within the past three years. Please also indicate estimated installation time for project layout.
5. Identify any material litigation, administrative proceedings or investigations in which your firm is currently involved. Identify any material litigation, administrative proceedings or investigations, to which your firm or any of its principals, partners, associates, subcontractors or support staff was a party that has been settled within the past two (2) years.

FURNITURE SPECIFICATIONS

1. Provide complete Furniture Specification Sheet. This should include any proposed alternates as well as discount structures and lead times for all proposed lines in the designated columns.
2. Provide a line-item breakdown featuring a full bill of materials that includes each item listed on Furniture Specification Sheet. This should cover individual attributes of each specified piece including but not limited

to finishes, upholstery grade, model numbers, and other notable features that could affect cost (i.e. arm type, casters, lumbar support etc.).

3. Provide manufacturer warranties for all proposed line items. The selected vendor shall be responsible for warranty labor for the time stated in the manufacturer's written warranty.

COST PROPOSAL

The cost of products and services is one of the factors that will be considered in awarding this contract. The information requested in this section is required to support the reasonableness of your cost proposal.

Please provide a cost proposal for the Scope of Work using the Furniture Specification/Description Sheet. Include all costs for furniture, shipping, delivery (including all transportation, packaging, crates, containers, insurance, duty and brokerage charges), installation and clean-up (including the removal of non-recycling and recycling waste materials which includes but is not limited to: dimensional and pallet wood, plastics, rigid foams, padding, and metals), related services and any other costs or fees that may be incurred in the performance of the Scope of Work. Delivery and Installation costs should be broken out as a separate line item on the Furniture Pricing Sheet.

AWARD OF BID – REJECTION OF BID

NSDP reserves the right to accept bids all or in part. At the time of acceptance, NSDP also reserves the right to increase or decrease quantities of any item at the same price bid.

NSDP reserves the right to reject any or all bids or to accept any bid that in its judgment will be in the best interest of the general public. It is the intention to award contract to the lowest responsible bidder best meeting the requirements of the NSDP.

NAVAJO NATION SALES TAXES

All work performed within the NAVAJO NATION is subject to the 6% Navajo Sales Tax. On the invoice, the Contractor shall identify the physical location of all work performed. The Navajo Nation shall withhold, from each payment to the Contractor, 6% of the total invoice amount associated with work performed in the Navajo Nation. This amount reflects the Sales Tax due on such invoice amount. This 6% shall be transferred to the Office of the Navajo Tax Commission for the account of the Contractor. The Contractor will then indicate on the quarterly tax return required under the Navajo Sales Tax that this amount has previously been paid to the Office of the Navajo Tax Commission. It is hereby acknowledged that withholding amount pursuant to this section in no way removes responsibility from the Contractor as a taxpayer for timely filing of tax returns and timely payment of any amounts, which may be owed for taxes.

CRITERIA FOR SELECTION

Vendors are advised that only complete proposals for all line-items specified will be accepted. Partial or incomplete proposals will void the proposal in its entirety. Each proposal will be reviewed, and a determination will be made based on the following factors:

EVALUATION CRITERIA

Maximum Points:

- Professional ability, capacity, and skill of the vendor to perform the work as outlined in and ability to meet specifications set forth in the Scope of Work –30 point
- Ability to perform work within time constraints without delay or interference – 10 points
- Recommendations by references – 10 points
- Conformity to provided base specification and availability of products – 20 points
- Cost – 30 points

Total Points: 100

NSDP may conduct interviews with one or more finalists to determine the successful vendor.

NSDP's objective is to award the proposal to one vendor. All parties responding to this RFP do so at their own expense. NSDP assumes no responsibility or liability for costs associated with responding to this RFP.

NSDP may at any time during the evaluation process seek clarification from Proposers regarding any information contained within their proposal. Final scores for each Proposer will reflect a consensus of the evaluations.

Any attempt by a Proposer to contact a member of NSDP staff or selected advisors outside the RFP process, in an attempt to gain knowledge or an advantage, may result in disqualification of Proposer.

INSTRUCTIONS AND NOTIFICATIONS TO PROPOSERS

1. Potential agencies are advised to review all sections of this RFP carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
2. Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. However, proposals that depart from or materially alter the terms, requirements, or scope of work defined by this RFP will be rejected as being non-responsive.
3. All costs associated with developing or submitting a proposal in response to this RFP, or to provide oral or written clarification of its content, shall be borne by the agency. NSDP assumes no responsibility for such costs.
4. All pricing submitted will be firm and fixed unless otherwise indicated herein.
5. Proposals misdirected to other locations, or that are otherwise not present at the NSDP by the submission deadline for any cause will be determined to be late and will not be considered. For the purposes of this requirement, the official time and date shall be that of the time clock in the reception area of the NSDP.
6. All proposals should identify the firm's proposed team, including those employed by subcontractors, if any, along with respective areas of expertise and relevant credentials. Firms should also provide a delineation of the portion of the scope of work for which each of these professionals will be responsible.
7. All proposals should include the agency's FEIN or Social Security number as evidenced by a W9, downloadable from www.irs.gov
8. The purchase of services under an award made pursuant to this RFP will be contingent on the availability of funds and made at the discretion of NSDP.
9. Awarding this RFP is based on the Evaluation Criteria set forth in this RFP. Vendors are advised, however, that all materials and ideas submitted as part of this proposal and during the performance of any award shall be the property of and owned by NSDP, which may use any such materials and ideas.
10. NSDP reserves the right to award one or more Proposers.

ATTACHMENTS:

- Floor Plan
- W-9 Form
- Navajo Nation Debarment & Suspension Form
- Non-Collusion Form
- Responsibility for Subcontractor Forms



GENERAL NOTES

1. DIMENSIONS ARE FROM FACE OF EXTERIOR WALL SHOWING FACE OF FACE OF CHASE UNLESS NOTED OTHERWISE. 3/4" WALL THICKNESS IS TO BE SHOWN IN SECTION UNLESS NOTED OTHERWISE.
2. DOORS ARE TO BE 2'0" WIDE, 6'8" HIGH, 1 1/2" THICK, UNLESS NOTED OTHERWISE.
3. WINDOWS ARE TO BE 4'0" WIDE, 6'8" HIGH, 1 1/2" THICK, UNLESS NOTED OTHERWISE.
4. WALLS ARE TO BE 8" THICK, UNLESS NOTED OTHERWISE.
5. FLOORS ARE TO BE 4" THICK, UNLESS NOTED OTHERWISE.
6. CEILING ARE TO BE 8" THICK, UNLESS NOTED OTHERWISE.
7. ROOF ARE TO BE 8" THICK, UNLESS NOTED OTHERWISE.
8. FOUNDATION ARE TO BE 12" THICK, UNLESS NOTED OTHERWISE.
9. MECHANICAL, ELECTRICAL, AND PLUMBING ARE TO BE SHOWN IN SECTION UNLESS NOTED OTHERWISE.
10. MECHANICAL, ELECTRICAL, AND PLUMBING ARE TO BE SHOWN IN SECTION UNLESS NOTED OTHERWISE.
11. MECHANICAL, ELECTRICAL, AND PLUMBING ARE TO BE SHOWN IN SECTION UNLESS NOTED OTHERWISE.
12. MECHANICAL, ELECTRICAL, AND PLUMBING ARE TO BE SHOWN IN SECTION UNLESS NOTED OTHERWISE.

KEYNOTES

1. EXTERIOR WALL THICKNESS IS 8" UNLESS NOTED OTHERWISE. 1/2" WALL THICKNESS IS TO BE SHOWN IN SECTION UNLESS NOTED OTHERWISE.
2. DOORS ARE TO BE 2'0" WIDE, 6'8" HIGH, 1 1/2" THICK, UNLESS NOTED OTHERWISE.
3. WINDOWS ARE TO BE 4'0" WIDE, 6'8" HIGH, 1 1/2" THICK, UNLESS NOTED OTHERWISE.
4. WALLS ARE TO BE 8" THICK, UNLESS NOTED OTHERWISE.
5. FLOORS ARE TO BE 4" THICK, UNLESS NOTED OTHERWISE.
6. CEILING ARE TO BE 8" THICK, UNLESS NOTED OTHERWISE.
7. ROOF ARE TO BE 8" THICK, UNLESS NOTED OTHERWISE.
8. FOUNDATION ARE TO BE 12" THICK, UNLESS NOTED OTHERWISE.
9. MECHANICAL, ELECTRICAL, AND PLUMBING ARE TO BE SHOWN IN SECTION UNLESS NOTED OTHERWISE.
10. MECHANICAL, ELECTRICAL, AND PLUMBING ARE TO BE SHOWN IN SECTION UNLESS NOTED OTHERWISE.
11. MECHANICAL, ELECTRICAL, AND PLUMBING ARE TO BE SHOWN IN SECTION UNLESS NOTED OTHERWISE.
12. MECHANICAL, ELECTRICAL, AND PLUMBING ARE TO BE SHOWN IN SECTION UNLESS NOTED OTHERWISE.

*JOHN JAMES - 947 7910 (SOS)
22 sheets out of 79*

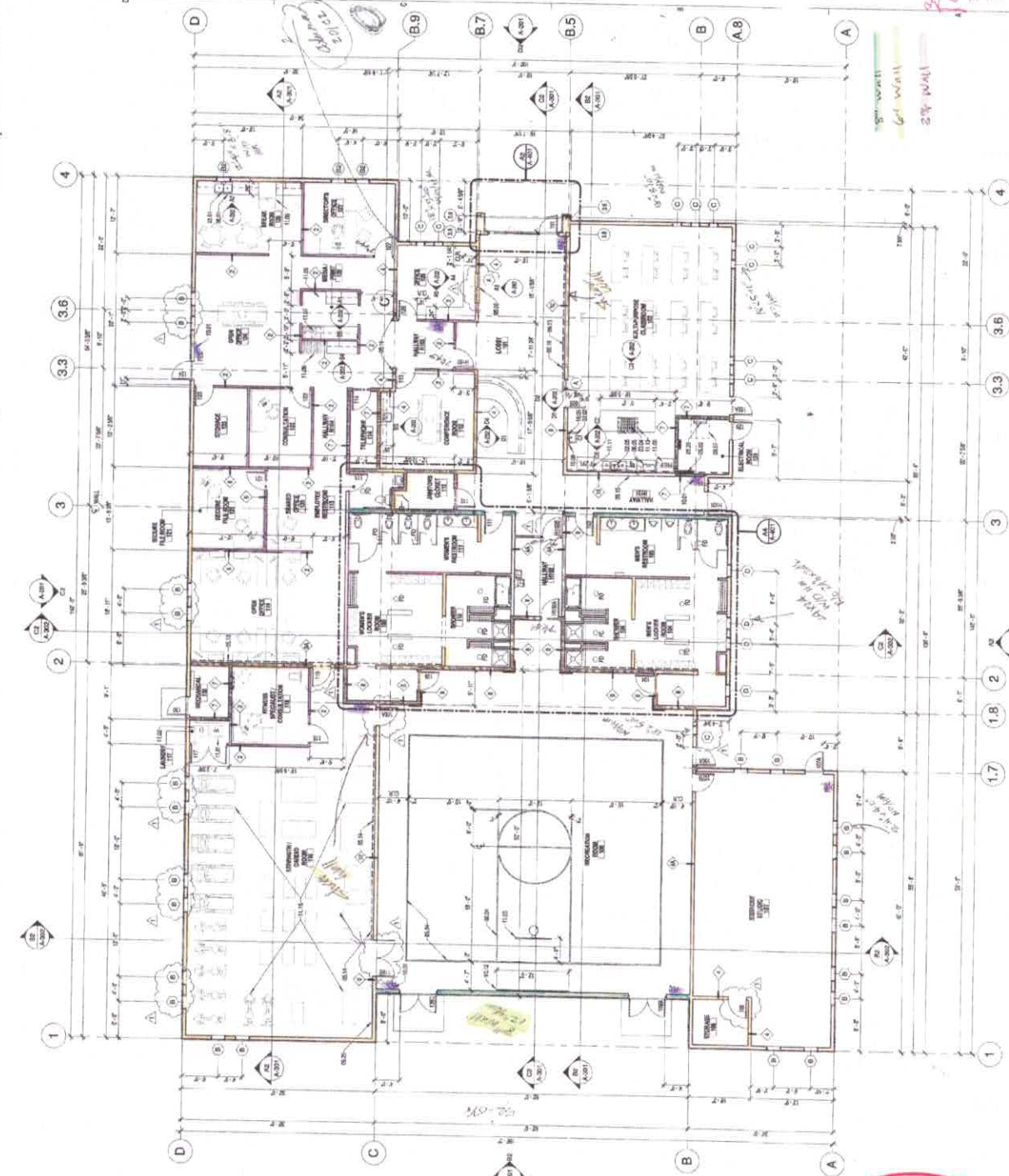
Revision Number	Description	Revision Date
1	ADJUSTMENTS PER TPI #102 (02/14/19)	

CROWNPOINT WELNESS CENTER
CROWNPOINT, NEW MEXICO

DATE	12-1-19
BY	DB-1033PWC
REVISION	
DATE	12/13/19
BY	LM
REVISION	

FLOOR PLAN

A-101



FLOOR PLAN

A1



**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.

Social security number									
				-				-	
or									
Employer identification number									
				-					

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

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

**Sign
Here**

Signature of
U.S. person

Date

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

NAVAJO NATION CERTIFICATION
Regarding Debarment, Suspension, and Contracting Eligibility

Consultant/Project Name

Project/Work Location

1. Applicant acknowledges, in accordance with the Navajo Nation Procurement Act, 12 N.N.C. §§ 301 *et seq.*, as amended from time to time, to the best of its knowledge, that Applicant, in either its present form or in any other identifiable capacity, has not:
 - a. been convicted in any jurisdiction of the commission of a criminal offense incident to obtaining, or attempting to obtain, a public or private contract or subcontract, or in the performance of such contract or subcontract;
 - b. been convicted in any jurisdiction of embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or any other offense indicating a lack of business integrity or business honesty, which currently, seriously, and directly affects responsibility as a Navajo Nation contractor;
 - c. been convicted in any jurisdiction under any antitrust statute arising out of the submission of offers;
 - d. violated contract provisions, such as having:
 - i. deliberately failed, without good cause, to perform in accordance with the contract specifications, purchase descriptions, or within the time limit provided in the contract; or
 - ii. a recent record of failure to perform, or of unsatisfactory performance, with the terms of any contract;
 - e. engaged in any other cause so serious and compelling as to affect Applicant's responsibility as a Navajo Nation Contractor, including debarment or suspension by the Navajo Nation or another government.
2. Applicant certifies 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;
3. Applicant acknowledges that, if the Navajo Nation determines that this executed Certification is untrue or not wholly accurate, the Navajo Nation shall have grounds to terminate the procurement award or executed contract and pursue other legal remedies, at the Navajo Nation's discretion.
4. Applicant certifies that, to the best of its knowledge, 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. §§ 1501-16 and 5 N.N.C. §§ 201-380.
5. Applicant 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

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

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

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

Exhibit 1

Contact Information

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.