INVITATION FOR BID

BID DUE DATE: August 27, 2026

DESCRIPTION: High Volume Color & Black & White Production Press Copier/Printer

BID NO: 26-08-4254DB

CONTACT: Marlene S. Slim, Program Supervisor
RMD/Duplicating Services Program
Telephone No: (505) 371-5113
Fax No: (505) 371-5109

RETURN ALL RESPONSE TO:

DELIVER TO: THE NAVAJO NATION
Purchasing Services Department
Admin. Building #1, Window Rock Blvd
Window Rock, AZ 86515
ATNN:
BID NO: 26-08-4254DB

OR

MAIL TO: THE NAVAJO NATION
Purchasing Services Department
PO Box 3150
Window Rock, AZ 86515
ATNN:
BID NO: 26-08-4254DB

(Must identify BID# and Company Name on the outside of all sealed packages/envelope)

PLEASE SUBMIT AN ORIGINAL & TWO (2) COPIES OF THE SEALED BID.
Thank you

Request for Proposal

Proposal BID Number: 26-08-4254DB

RMD – Duplicating Services Program

High Volume Color & Black & White Production Press

The Navajo Nation RMD/Duplicating Services Program is accepting bids from quality vendors to furnish one (1) High Volume Color and Black & White Production Press Copier/Printer/Scanner. The system must be network ready and capable of receiving digital input from and processing digital output on one or more PC workstations through file transfer server and local area networks (LAN) as well as providing copying and scanning functions.

The Navajo Nation RMD/Duplicating Services Program is soliciting Request for Proposal to purchase the equipment listed above. The duty cycle for the 85 page per minute unit on average 150,000 pages per month. The duty cycle 750,000, for the full color, black and white high-volume production is 1200 x 1200 dpi resolution Minimum.

Responders will be responsible for proving labor, supervision, material, equipment, transportation, service and performing a high quality of installation and maintenance services. The RMD/Duplicating Services Program intends to award the contract to the responder that can best provide the RMD/Duplicating Services Program with the highest services as further described in this Request for Proposal.

The proposal format shall include: (1) production and services, (2) experience, (3) credentials, (4) project budget including RMD/Duplicating Services analysis of existing equipment financial obligation, (5) installation plan and schedule, (6) quality references within our geographic area not to exceed 75 miles.

Interested parties should contact Marlene S. Slim at mslim@navajo-nsn.gov for bid package requirements, scope of work and copier specification(s).

The Navajo Nation reserves the right to reject any and all proposals not within the projected budget and may elect to award the contract not solely on bid amount, though the bidder's qualification. Prospective contract awards shall be subject to the availability of funds.

The Navajo Nation RMD/Duplicating Services Program proposes to receive proposals on **September 03, 2026 by 5:00 p.m.** Any bids received after this date will not be considered and returned to the sender.

BID NO: 26-08-4254DB

RMD - Duplicating Services Program

High Volume Color & Black & White Production Press

SCOPE OF THE CONTRACT

The Navajo Nation intends to enter into a service contract with one (1) responsible and qualified vendor to provide a High-Volume Color and Black & White Production Press Copier/Printer/Scan.

RESPONDENT REQUIRMENTS

The attached specifications shall be constructed as minimum. Should a manufacture's published specifications for the High-Volume Color and Black & White Copier/Printer/Scan print system. The following criteria shall be considered in making an award:

1) Overall cash cost or total cost based on the term of the High-Volume Color and Black & White Copier/Printer/Scan with a maintenance and service agreement
2) No Lease cost must be fixed, though Proposal to Purchase
3) Conformity to list specifications
4) Delivery and Installation of the High-Volume Color and Black & White Production Press Copier/Printer/Scan within the time schedule
5) Service and warranty provided as well as local factory Technicians
6) The following items must be included in the bid price:
    a) All responses include brand name, model number and market introduction date
    b) Vendor shall make a complete inspection and perform pre-delivery service and adjustments before the system and delivered and location site Tse Bonito, NM.
    c) Instructions and training to personnel concerning operation of equipment on a mutually acceptable date as agreed.
    d) Maintenance of the High-Volume Color and Black & White Production Press Copier/Printer/Scan in good working conditions, including OEM replacement of parts and consumable supplies will be used (except paper and staples). Bidder must indicate annual cost of maintenance and supplies (excluding paper and staples) on a cost per copy basis.
    e) Vendor will keep on hand at least one of each color toner, 1 waste container and 2 drums to be provided to RMD/Duplicating Services Program as loaners and delivered to RMD/Duplicating Services Program same day if needed by the RMD/Duplicating Services Program.

7) Meter Reading and Copy Allowance must have email notifications of copy counts, service issues and supply usage. Bidder will provide a minimum of one local individual point of contact to assist with service calls, supply orders and general support. One or two local alternate contacts to provide back-up to main point of contact shall be provided also. Name / Email and location of local contacts required.
8) The bidder shall provide the RMD/Duplicating Services Program with written requirements for installation of the equipment. It is the responsibility of the bidder to profile the requirements of the site. It is RMD/Duplicating Services Program's responsibility to provide the electrical and site preparation. The bidder shall provide surge suppressors and replacement as required.
9) The bidder shall be required to perform all contracted maintenance and repairs necessary to maintain the High-Volume Color and Black & White Production Press Copier/Printer/Scan. Qualified maintenance personnel shall perform equipment maintenance and repairs during regular office hours 8:00 a.m. to 5:00 p.m., Monday through Friday. The maintenance and repairs must be performed within 24 hours of request for service. The maximum allowable downtime for the equipment is 48 hours. Excluded from the requirements are the delays resulting from regularly schedule preventive maintenance, acts of God, accidents, extreme weather conditions, strikes, manufacturer backorders or similar causes. The intention is that necessary repairs are completed timely.
10) Taxes for 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 § 601 et seq.)

SCOPE OF WORK

The Navajo Nation RMD/Duplicating Services Program is seeking a vendor that can provide the following services:

- Furnish a High-Volume Color and Black & White Production Press Copier/Printer/Scan with the specific needs as listed
- Provide installation and delivery services
- Provide maintenance
- Provide warranty services
- Color and B/W Copy, Print, Scan
- 1200 x 1200 dpi Color
- Automatic Document Feeder: single-pass duplex feeder, Color / B&W, 250+ sheet capacity
- Duplex Scanning capability with a single pass, at 600 dpi minimum
- Scanning additional features: Network scan, Scan to PC, Scan to USB, and Scan to Folder
- Copier Features Capability: basic image editing to crop and rotate

- The ability to incorporate additional color ink, to the standard 4 colors Cyan, Yellow, Magenta, and Black
- Beyond CMYK+ 5th Color Overlay Station
- 5th Clr Clear Enable
- Maximum Paper Sizes up to 13 x19.2 inches
- Media Weight: 50 gsm (Minimum) to 400 gsm (Maximum)
- 3 -550 sheet paper trays minimum, + a manual bypass, max size up to 13" x 19.2"
- Oversized High-Capacity 4th tray: Max 2,000 sheet capacity, max 13" x 19.2", 52 gsm up to 400 gsm, max size, uncoated and coated media
- Auto-switch capability of all paper trays for bulk copying and printing.
- Paper Input trays capacity of 500+ sheets minimum
- Paper Output 4,500 sheets
- Ability to print and copy 200,000 pages per month
- Minimum print / copy speed - 85 pages per minute or higher
- Status Indicator Light
- Up to 100 sheet stapling on standard stapling finisher
- Fiery Print Controller
- Advance High-Capacity Feeder Module
- Production Ready Finisher Booklet Maker
- Interface Decurler ILS Module
- Multi Bypass Tray
- Trimmer reduces booklet thickness, provides appearance of perfect-bound book, flattens the booklet spline
- Trims or cuts away the face or edge of the booklet resulting in a neatly finished edge
- Trims paper sizes Min 8.5" x 11" to Max 13" x 18"
- Trim Capacity: 5 – 20 sheets (up to 80 imaged sides) 24lb (90 GSM) or 5-25 at 20lb (100 imaged sides). Cut amount 2 – 20 mm adjustable in 0.1 mm
- Folding (bi-fold, c-fold, z-fold) on-line capability or off-line accessory.
- Up to 400 gsm paper at engine rated speed in simplex
- Up to 300 gsm paper duplexing
- Punch: 2-hole, 3-hole in-line configuration
- Embossing paper support
- Simple paper catalogue settings
- In line engine linearization, Fiery calibration and auto paper profiling
- Quality Control Module automatically maintaining color density and registration in real time
- Automated Color Quality to place color bars and registration marks for real time measurement, and Front and Back adjustment.

WARRANTY

Specifications regarding warranties on equipment should be included in the bid. Bidder's must include cash price, monthly payment for service/supply cost.

TERMS AND CONDITIONS

Nothing in this RFP is intended to or shall have the effect of waiving any privileges or immunities afforded. The Navajo Nation including, but not limited to, Sovereign immunity or official immunity and it is Expressly agreed that the Navajo Nation retains such privilege.

The Navajo Nation is a sovereign government and all contracts entered because of the RFP shall Comply with the Navajo Nation law, rules, and regulations, including the Navajo Preference in Employment Act, and applicable federal law, rules, and regulations.

NAVAJO NATION CERTIFICATION

Regarding Debarment, Suspension, and Contracting Eligibility

Consultant/Project Name	Work Location

1. Applicant acknowledges, in accordance with the Navajo Nation Procurement Act, 12 N.N.C. §§ 301-80, to the best of its knowledge, Applicant, in either its present form or in any other identifiable capacity, that it has not:
   a. been convicted in any jurisdiction for 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 for 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 purchase description or within the time limit provided in the contract; or
      ii. a record of failure to perform, or of unsatisfactory performance, with the terms of one or more contracts; or
   e. been determined to be ineligible to conduct business with the Navajo Nation under the Navajo Business Opportunity Act, 12 N.N.C. §§ 201-380;
   f. submitted bad offers where such offers are lower than the expected price, or overstate the Applicant's qualifications; and
   g. 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 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 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.
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

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.

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)

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 . . . . . ☐

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.)

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:

1. 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
2. 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
3. I am a U.S. citizen or other U.S. person (defined below); and
4. 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