

**Invitation for Bids**  
**Navajo Nation Department of Justice Office of the Prosecutor**  
**Purchase of Two (2) 2023 Sport Utility Vehicles, 4WD, 4 Door, 6-8 Passengers**  
**Invitation Bid No. 24-05-3341GC**

Bids Open: May 17, 2024

Bid Close Date: May 24, 2024

Invitation: Authorized Fully Certified Automotive Dealerships

The Department of Justice/Office of the Attorney General of the Navajo Nation is currently soliciting sealed bids for the Purchase of 2 Sport Utility Vehicles (2) 2023 Chevrolet Tahoe LT 4x4 for the Department's utilization. The Department's vehicles have high mileage and in need of reliable transportation to make extensive distance to conduct judiciary business with clientele. With the Department's Memorandum of understanding in combination with reasonable explanation.

Therefore, the Department is requesting 2 Sport Utility Vehicle (2) 2023 Chevrolet Tahoe LT 4x4 (or similar or equivalent to) with the following specifications to better serve our Clienteles.

**Key Attributes:**

Two (2) 2023 Chevrolet Tahoe LT

Exterior Color: Black, Gray, White, Dark Blue

Interior Color: Black

Windows: Power and Tinted

Wheel: 22' Black Wheels with Selective Machining

Tires: 22' All Season with Spare Tire

Drive Type: 4x4

Engine: 5.3L V8

Transmission: 10-Speed Automatic

Passenger Capacity: 8

EPA Est. MPG: 15 City/ 20 Hwy

Equipped with Highway Safety Kit

Manufacturing Warranty 60,000 mileage coverage

**Bid Schedule**

The Department of Justice/Office of Attorney General, Purchase of (4) Sport Utility Vehicles.

	<b>IFB Schedule of Activities</b>	<b>Date</b>
1.	Issue of Invitation for Bids	May 17, 2024
2.	RFP- Questions Due Email: Brittany M. Tso (Senior Programs & Project Specialist) <a href="mailto:btso@nndoj.org">btso@nndoj.org</a>	May 21, 2024
3.	NNDOJ RFP Proposals Due	May 24, 2024
4.	Official Opening of NNDOJ Proposals;	May 17, 2024

	A. Evaluation and Selection Begins	
5.	Notice of Selection	May 27, 2024

### Terms and Conditions

1. Bidders must be an Authorized Fully Certified Automotive Dealership who meets all standards and qualifications from the Automotive Manufacture. All vehicles are to be delivered in a timely fashion as the bid evaluation shall be based on who is most responsive in compliance with specification and criteria.
  - a. Bid price shall FOB (Freight on Board) to which delivery is made to the Navajo Nation Fleet Management Department in Window Rock, AZ.
  - b. Vehicles will be delivered to the Navajo Nation Free from any purchase money, Liens, or Security Interest.
  - c. The manufacturers published warranty for the vehicle shall apply to All Vehicles purchased by the Department of Justice/Office of the Attorney General of the Navajo Nation.
  
2. The bid price shall be effective on the date of award and the availability of funds will determine the number of vehicles to purchase, and additional procurement for like-kind and quality of vehicle also qualified for bid price. The Navajo Nation Fleet Management and/or NNDOJ/OAG will make on site visits to either manufacture/bidder's facilities, as needed to ensure compliance with specifications are met, or approve any deviation, if necessary.
  
3. The NNDOJ/OAG and the Navajo Nation Fleet Management Department will receive, at time of delivery of vehicles, all pertinent documents necessary for titling and licensing vehicles, including Manufacturer's Statement of Origin, Odometer statement, etc.
  - a. Only the Navajo Nation Fleet Management will be registering each vehicle through the Navajo Nation Property Management Department. Payment will be made after delivery of the vehicles and receipt of all pertinent documents, including invoice. Full payment is to made not later than 30 working days following receipt of all pertinent documents, including invoice. Temporary license sticker must accompany upon delivery if no release of Manufacture Statement of Original is included as part of the documents and will delay timely payment.
  
4. It is the Department of Justice/Office of the Attorney General intention to award the Bid to the lowest Responsible Bidder who meets all criteria of bid.
  
5. Submission of all bids are to include: one original and two (2) copies, be enclosed in one seal envelope.
  - a. Respondent's Name and contact information, RFP Bid Number **24-05-3341GC**, The Department of Justice/Office of the Chief Prosecutor, 2 Sports Utility Vehicles-(2) 2023 Chevrolet Tahoe LT 4x4.

- b. Any sealed bid received after the closing date and time will not be accepted and will be returned to the sender. Faxed or emailed proposal/bids will not be accepted.
  - c. The Department of Justice/Office of the Attorney General shall reserve the right to reject any or all bids or increase or decrease quantity of price.
6. Certified Navajo Business- Must provide proof that business is currently certified by the Navajo Nation-Business Regulatory Department and prioritized under Navajo Nation Council Resolution CAP-37-02 and under the Section 204 (A) (1) and (2) of the revised Navajo Nation Business Opportunity Act.
  7. Taxes- All performance under this Contract within the territorial jurisdiction of Navajo Nation is subject to the six percent (6 %) Navajo Sales Tax (24 N.N.C. 601 et seq.).
  8. **Nothing in the 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 privileges.**
  9. **The Navajo Nation is a sovereign government and all contracts entered because of the RFP shall comply with the Navajo Nation Laws, rules, and regulations, Navajo Business Opportunity Act and Including the Navajo Preferences in Employment Act, and applicable federal law, rules and regulations.**

**Contact Persons:**

Grace Coan-Buyer-Navajo Nation Office of the Controller-Purchasing Section-  
Telephone number: 928-871-6318; email address: [gcoan@nnooc.org](mailto:gcoan@nnooc.org)

Brittany M. Tso -Senior Programs & Project Specialist- Department of Justice/Office of  
the Prosecutor -Telephone number: 928-871-6920; email address: [btso@nndoj.com](mailto:btso@nndoj.com)

Submit Bids, Mail or Deliver to:  
The Navajo Nation Purchasing Services Department  
Attn: Grace Coan  
Admin. 1 2559, Window Rock Blvd., Window Rock, AZ  
PO Box 3150, Window Rock AZ, 86515-3150  
(928) 871-6320  
BID NO. 24-05-3341GC

**Must Identify Bid Number and Company Name on the outside of all sealed package or envelop. Please submit one original and two copies of your sealed-bid.**

**Any sealed bid received after the closing date and time will not be accepted and will be returned to the sender. Faxed or emailed proposal/bids will not be accepted.**

**Sealed bid will include the following documents completed:**

**Debarment and Suspension Form (Exhibit A)**

**W-9 Form (Exhibit B)**

BID NO. 24-05-3341GC

Date: May 15, 2024

Description	Unit Cost	Total Cost
2 Sports Utility Vehicles Two (2) 2023 Chevrolet Tahoe LT 4WD		
Sub-total	XXX	
Navajo Nation Tax (6%)	XXX	
Other Applicable Taxes	XXX	
Total		

# Request for Taxpayer Identification Number and Certification

Go to [www.irs.gov/FormW9](http://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.

<b>Print or type.</b>	<b>See Specific Instructions on page 3.</b>	<p><b>1</b> 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.)</p>	
		<p><b>2</b> Business name/disregarded entity name, if different from above.</p>	
		<p><b>3a</b> Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only <b>one</b> of the following seven boxes.</p> <p> <input type="checkbox"/> Individual/sole proprietor              <input type="checkbox"/> C corporation              <input type="checkbox"/> S corporation              <input type="checkbox"/> Partnership              <input type="checkbox"/> Trust/estate  <input type="checkbox"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) _____  <b>Note:</b> 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.  <input type="checkbox"/> Other (see instructions) _____         </p>	<p><b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____</p> <p style="text-align: right;"><i>(Applies to accounts maintained outside the United States.)</i></p>
		<p><b>3b</b> 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 _____ <input type="checkbox"/></p>	
		<p><b>5</b> Address (number, street, and apt. or suite no.). See instructions.</p>	Requester's name and address (optional)
		<p><b>6</b> City, state, and ZIP code</p>	
		<p><b>7</b> List account number(s) here (optional)</p>	

**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.

<b>Social security number</b>													
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**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.

<b>Sign Here</b>	Signature of U.S. person	Date
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## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://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**

1. Applicant entity acknowledges that to the best of its knowledge that the Applicant entity, either in its present form or in any identifiable capacity, has not, in accordance with 12 N.N.C. § 361:
  - A. Been convicted of the commission of criminal offenses incident to obtaining or attempting to obtain a public or private contract or subcontract, or in the performance of any such contract or subcontract;
  - B. Been convicted of embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or other offenses indicating a lack of business integrity or honesty, which currently, seriously, and directly affect responsibility as a Navajo Nation contractor;
  - C. Been convicted under antitrust statutes arising out of the submission of bids or proposals;
  - D. Violated contract provisions, including:
    - i. Deliberate failure, without good cause, to perform in accordance with the contract specifications or within the time limit provided in the contract,
    - ii. A recent record of failure to perform or of unsatisfactory performance with the terms of any contract, or
    - iii. Any other cause so serious and compelling as to affect responsibility as a Navajo Nation contractor, including debarment by another governmental entity.
2. Applicant acknowledges that if the Navajo Nation determines that the executed Certification provided herein is untrue or not wholly accurate, it shall be grounds for the Navajo Nation to terminate the contract and pursue other legal remedies, at the Navajo Nation's discretion.
3. Applicant certifies to the best of its knowledge that it is eligible to do business with the

Navajo Nation, in its present form or in any other identifiable capacity, pursuant to 12 N.N.C. § 1501 and 5 N.N.C. § 301. Applicant also acknowledges that per 12 N.N.C. § 1505, it will not be eligible to contract with the Navajo Nation if deemed ineligible by the appropriate department or entity of the Navajo Nation which receives the Applicant's request for consideration for a business opportunity.

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

\_\_\_\_\_  
Name of individual signing on Applicant's behalf (print)

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

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

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

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

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

\_\_\_\_\_  
Date