

INVITATION FOR BIDS

BID OPENS: December 23, 2022

BID CLOSE DATE: January 23, 2023 (5:00pm MST)

Invitation: KITCHEN SUPPLIES:

Kitchen & Food Preparation Supplies

RFP BID No: ____22-12-2925KS ____

The Navajo Nation Zoo, a Program of the Department of Fish and Wildlife is Releasing an RFP for vendor to provide quality kitchen and food-prep. Supplies on an irregular, as-needed basis. Bidders shall be able to provide a variety of quality products used in the preparation of daily-diets for Zoo animals. These items range in size and price from table-top induction range/cookers and food blenders, to kitchen cutlery and cookware, to food storage items. Bidder must be able to accept Navajo Nation Purchase Order for payment.

CONTACT PERSON: David Mikesic, Zoologist
Navajo Nation Zoo
Department of Fish and Wildlife
THE NAVAJO NATION
Telephone Number: (928) 871 6573
EMAIL: dmikesic@navajozoo.org

Return All Responses To:

Deliver To: THE NAVAJO NATION
Purchasing Services Department
Administration Building 1
2559 Window Rock Boulevard
Window Rock, Arizona 86515
Attn: Kimberly Slim
BID NO.: ____22-12-2925KS ____

Or

Mail To: THE NAVAJO NATION
Office of Controllers
Purchasing Department
PO Box 3150
Window Rock, AZ 86515
ATTN: Kimberly Slim
BID NO.: ____22-12-2925KS ____

**(Must Identify BID# and Company Name on the Outside of all sealed Package/Envelope)
Please Submit an Original, and two (2) copies of your sealed bid**

Notice to VENDORS:

A. CONDITIONS GOVERNING THE INVITATION FOR BIDS

Vendors must be authorized and fully-certified, licensed kitchen-supply vendors that meets all the standards and qualification to provide products that meet safe food standards. Purchased items must be delivered to Window Rock AZ. Or vendor must be within 1 hour drive of Window Rock for pick up by Navajo Zoo Personnel. Vendor must be able to provide most (at least $\frac{3}{4}$) of the items needed by the Navajo Zoo, as described in Specifications below, for convenient large purchases with one vendor.

The Navajo Nation is not bound to enter into a contract under Invitation for Bids and may issue a subsequent Invitation for Bids for the same goods.

Since the Navajo Nation is a Sovereign government all contracts entered shall comply with, all Navajo Nation law, rules and regulations, as well as applicable federal laws, rules and regulations.

B. CONDITIONS GOVERNING THE PROCUREMENT

Bid shall be effective on date of award and the availability of funds, and current needs, will determine the number of items purchase this fiscal year. There may be no exceptions/substitutions to several types of items required for purchase, as indicated below. Navajo Nation Zoo personnel will examine contents of shipments to ensure compliance with specifications.

The Navajo Nation Zoo will receive, at or before time of delivery, all pertinent documents for the fulfilling of orders, and for the payment process.

Payment will be made after delivery or receipt of the product and receipt of all pertinent documents, including invoice. Full payment is to be made no later than 15 days following receipt of all pertinent documents, including invoice.

C. SPECIFICATIONS

Vendors shall be able to provide the following types of products for sale under purchase order(s) during the fiscal year. Items include: 1) Avantco ICBTM-20 Countertop Induction Range/Cooker or Galaxy GICP18 Countertop Induction Range/Cooker; 2) Escali 11 lb. Digital Kitchen Scales; 3) Schraf (or equivalent) Kitchen Cutlery of 4", 6" and 8" sizes and Wusthof 10" Cook's Knife; 4) Other Kitchen Specialty Cutlery; 5) Cookware (covered pots for boiling); 6) Food Blender; 7) Refrigerator/Freezer thermometers; 8) Food Storage containers of various shapes, sizes and uses; and 9) Reusable Ziploc-style bags of 1-quart and 1-gallon sizes. Other kitchen and food-prep. Items not mentioned here may be needed as the fiscal year progresses.

D. CLOSING REMARKS

The BIDs will Open on December 23, 2022, and close by January 23, 2023 at 5 p.m. Mountain Standard time. RFP's received after the specified time, will not be accepted. Please all adequate time for delivery. If using a courier service, the vendor is responsible for ensuring the delivery will be made directly to the required location. Please include any applicable fees an 6% Navajo Nation Tax (The Navajo Nation does not pay federal or state taxes)

Contact Person: David Mikesic, Zoologist
Phone: (928)-871-6573
Email: dmikesic@navajozoo.org

If you have Questions, please contact me at the listed number above.

After BID's are submit no later than 5:00 PM MST, January 23, 2023. The bid packages will be opened and reviewed by the BID TEAM on/ by January 30, 2023 and a selection will be made by January 31, 2023. The selected vendor will be notified by Navajo Nation Zoo, David Mikesic, by February 3, 2023, on Invitation for BID.

Submission of bids:

RFP Bid package (include BID Number: ___22-12-2925KS _____) can be delivered to:

The Navajo Nation Purchasing Services Department
Admin Building One, Window Rock Blvd
Window Rock, Arizona 86515

ATTN: Kimberly Slim
RFP BID No.: ___22-12-2925KS _____

Or

RFP Bid Package (Include Bid Number ___22-12-2925KS _____) can be mailed:

The Navajo Nation Purchasing Services Department
Admin Building One, Window Rock Blvd
Window Rock, Arizona 86515

ATTN: Kimberly Slim
RFP BID NO.: ___22-12-2925KS _____

Term and Conditions:

Nothing in 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.

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.

Request for Taxpayer Identification Number and Certification

**Give Form to the
 requester. Do not
 send to the IRS.**

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
	<input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ▶ _____	Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
	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. Also see *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 ▶
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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.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

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