

INVITATION TO BID
NAVAJO NATION JUDICIAL BRANCH – ADMINISTRATIVE OFFICE OF THE
COURTS
PURCHASE OF ONE (1) FULL-SIZE SPORT UTILITY VEHICLE

Bid 25-11-3927DB

Bid Opens: May 28, 2026

Bid Closes: June 17, 2026 at 4 p.m.

The Navajo Nation Judicial Branch – Administrative Office of the Courts (AOC) is currently soliciting sealed bids for the purchase of one (1) 2026 D111-R3X 250 HI Roof ELWB Cargo Van RWD, V6 Engine or equivalent vehicle for the Kayenta District Court’s utilization in supporting its mobile court operations.

Complete bid packet can be obtained from the Procurement Analyst at rchee@navajo-nsn.gov or at the following address: Navajo Nation Judicial Branch - Administrative Office of the Courts, P.O. Box 520, Window Rock, Arizona 86515

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INVITATION TO BID

BID DUE DATE: June 17, 2026 (4:00 pm MDST)

DESCRIPTION: Invitation to Bid for One (1) Fleet vehicle

BID NO. 25-11-3927DB

CONTACT PERSON: Raquel Chee, Procurement Analyst
Administrative Office of the Courts
Judicial Branch
THE NAVAJO NATION
Telephone Number: (928) 871-7019
Email: rchee@navajo-nsn.gov

RETURN ALL RESPONSES TO:

DELIVER TO: THE NAVAJO NATION
Judicial Branch
Administrative Office of the Courts
Building 7968A, Window Rock Blvd.
Window Rock Veterans Park
Window Rock, Arizona 86515
ATTN: Raquel Chee, Procurement Analyst
BID NO. 25-11-3927DB

OR

MAIL TO: ATTN: DARREN BEGAY, BUYER
NAVAJO NATION PURCHASING SERVICES
Administrative Building #1
2559 Tribal Hill Drive
Window Rock, Arizona 86515
BID NO. 25-11-3927DB

(Must identify Bid# and Company Name on the outside of a sealed envelope)

Please submit an original, and two extra (2) copies of your bid to be enclosed in One sealed envelope, with the following attachments: 2024 W-9, and NN Debarment form.

Proposals will not be accepted after deadline

No facsimile, electronic or telephone proposals will be accepted

Bid shall include vehicle & upfit pricing into One complete price bid

Navajo Nation Judicial Branch follows the Navajo Nation Business Opportunity Act.

A. **PURPOSE OF THIS INVITATION TO BID (ITB)**

The Navajo Nation Judicial Branch – Administrative Office of the Courts is seeking to purchase One (1) 2026 D111-R3X 250 HI Roof ELWB Cargo Van RWD, V6 Engine or equivalent vehicle. The minimum specification cost proposal sheet is attached as exhibit (A), please review carefully. All respective auto dealers must be from an authorized and fully certified licensed automotive dealership that meets all the standards and qualifications from the vehicle manufacturers in terms of facilities, equipment, parts, tools and trained technicians to handle all required services. Vehicles must be delivered in a timely manner as bid evaluation will be based on most responsive bid. Bid price shall be F.O.B. (Freight on Board) to Window Rock and to the designated delivery point at Fleet Management Department. Vehicles shall be delivered to the Navajo Nation free from any purchase money or other lien or security interest notwithstanding any applicable Navajo Nation sales tax. The manufacturer’s published warranty for each vehicle shall apply to all vehicles purchased by the Judicial Branch. The van will be utilized for the Kayenta District Mobile Court operations.

B. CONDITIONS GOVERNING THE PROCUREMENT

Bid price shall be effective on date of award and the availability of funds will determine the number of vehicles to be purchased, and additional Navajo Nation procurement for like-kind and quality of vehicle, also qualified for bid price. Judicial Branch personnel will make on-site visits to either manufacturer’s/bidder’s facilities, as needed, to ensure compliance with specifications are met, or approve any deviations, if necessary.

Time schedule for advertisement and deadline for bid submissions will follow the chart as indicated:

Advertise Invitation to Bid	DATE: May 28, 2026
Deadline for ITB Submittals	DATE: June 17, 2026
Official Opening Bid Proposals	DATE: June 18, 2026
Award Bid	DATE: June 22, 2026

The dates on the time schedule are all tentative, any changes will be at the discretion of the Judicial Branch.

The respective bidder must disclose upfit vendor, location, and pricing of all upfit parts and installation fees. Schematics of wiring diagram shall be submitted once bidder is identified. Pricing of the upfit should match the specification/price sheet on all specification exhibits.

A selection criterion will be used to determine an adequate responsive bidder and they are as follows:

Criteria	Weighted Points
Responsiveness/Complete Bid Submission	5 POINTS
Pricing	5 POINTS

Specification	5 POINTS
Vehicle Availability	5 POINTS
Total	20 POINTS

The respective bidder shall include the Navajo Nation Sales Tax, 6% on all goods and services pertaining to this proposal, Navajo Nation sales tax (6%) [24 NNC § 601 et seq.]. For more information or specific questions regarding the applicable sales tax, please contact the Office of the Navajo Tax Commission, Compliance Department at 928-871-6681.

The Judicial Branch reserves the right to reject any and all proposals.

All upfit personnel must be EVT (Emergency Vehicle Technician) certified to perform emergency equipment installation and repairs.

The Navajo Nation Fleet Management will receive, at time of delivery of vehicles, all pertinent documents necessary for titling and licensing vehicles, documents include Manufacturer’s Statement of Origin, Odometer statement. Provide schematics of the upfit. Only Fleet Management will be responsible for registering all vehicles through the Navajo Nation Property Management Department.

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

C. SPECIFICATIONS

See the following attachments (exhibit A – Specifications Cost Proposal Sheet 2026 D111-R3X 250 HI Roof ELWB Cargo Van RWD, V6 Engine or equivalent vehicle), the minimum specification for the one (1) vehicle, including any additional not included in the exhibits. Bid price must meet minimum specification or exceed minimum specifications. Bid must note any exceptions.

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EXHIBIT A – SPECIFICATIONS COST PROPOSAL SHEET

	Specification Description	Proposed Cost	
a.	R3X0 T250 HR Cargo RWD or similar		
b.	148” Wheelbase		
c.	Carbonized Gray Metallic		
d.	Vinyl		
e.	Dark Palazzo Gray		
f.	Preferred Equipment Package		
g.	XL Trim		
h.	3.5L PDI V6 (Gas)		
i.	10-Speed Transmission		
j.	235/65R16C BSW All-Season		
k.	10 Limited Slip Axle		
l.	B-Pillar Assist Handle		
m.	Bulkhead with Lockable Door		
n.	Cargo Floor Covering		
o.	Heavy Duty Scuff Plate Kit		
p.	Wall Liner Kit		
q.	Destination and Delivery		
r.	6% Navajo Nation Tax		
	TOTAL		
		Date	
	Vehicle Availability		

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.

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.		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) _____ <i>(Applies to accounts maintained outside the United States.)</i>
<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) 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. <input type="checkbox"/> 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 <input type="checkbox"/>		
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:

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.

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

 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