

REQUEST FOR PROPOSAL PROFESSIONAL OFFICE RELOCATION & MOVING SERVICES

SECTION 1 – OVERVIEW

A. General Information

- a. The Navajo Office of Vital Records and Identification (NOVRI) is requesting proposals for Office Relocation and Moving Services (Companies). The program requires moving services for office relocation and relocation of office equipment & furniture from NOVRI agencies at other locations on the Navajo Reservation within the program as needed basis. Services must be performed by trained and uniformed, properly licensed, and qualified moving service companies

The Request for Proposals process will identify; evaluate and select qualified firm(s) based on items submitted for proposal. The selected firm must have all required items specified under the Scope of Work.

- b. Request for Proposal (RFP) Packet – The instructions on the proposal preparation, required documents, eligibility requirements and evaluation criteria are provided herein.

The RFP package may be obtained from:

Purchase Services Department
ATTN: Darren Begay, Buyer
2559 Administration Building 1 Morgan BLVD.
Window Rock, Arizona 86515
Phone: (928) 871-6317
Fax: (928) 871-7778
letsitty@nnooc.org

You may contact Darren Begay at darren.begay@navajo-nsn.gov to request a package during regular business hours (8am to 5pm) Mountain Daylight Time (MDT). You may also download the RFP from the Navajo Nation Office of the Controller's Office website at www.nnooc.org or NOVRI's website novri.navajo-nsn.gov.

- c. General Scope of Work (SOW) – The selected firm(s) shall provide the Navajo Nation with a Full Moving/Relocating Services for the NOVRI program including but not limited to:
- i. SCOPE:
 - Relocation services for office furniture, materials, records/documents, appliances and equipment typically found in a professional setting.
 - All labor, supervision, tools, equipment, transportation, permits, fees, taxes, incidentals and material necessary to perform move are to be included and provided by the contractor.
 - ii. LOCATION:
 - Crownpoint, New Mexico: Attached is Exhibit B for a visual map. Move will occur from Bldg. No. 2652 NR #9 & Chaco Blvd. Old Police Dept. to Bureau of Indian Affairs, 222 Chaco Blvd, Crownpoint, NM. Both locations are approximately 1.5 miles from each other.
 - Alamo, New Mexico: Attached is Exhibit C for a visual map. Moving of 2 Fireking file cabinets, 4-drawers will occur from Alamo Chapter House to NOVRI Central Office located on Indian Rte 100, Window Rock, AZ. It is approximately 275 miles from Alamo Chapter House to NOVRI Central Offices when traveled on Interstate 40 and Interstate 25.

d. Schedule of RFP Activities

	<u>Activity:</u>	<u>Schedule:</u>
1.	Release of RFP	December 22, 2025
2.	RFP Questions/Clarifications due by	January 16, 2026
3.	Due date for Proposal	January 23, 2026
4.	Opening of Proposals & Evaluation	January 28, 2026
5.	Anticipated award date for contract	January 28, 2026

- e. Inquires – Vendor questions can be emailed to Melissa DeGroat at mldegroat@navajo-nsn.gov by January 16, 2026.
- f. Proposal Submittal Deadline – Proposal must be physically submitted to the following address before January 23, 2026 at 5:00pm (Mountain Standard Time). RFP should be clearly labeled as the following information below:

RFP: 25-12-3954DB– Professional Office Relocation & Moving Services

ATTN: Darren Begay, Buyer
Purchase Services Department
Window Rock Boulevard
Administration Building 1 (One)
Window Rock, Arizona 86515

LATE, FACSIMILED OR E-MAIL PROPOSALS WILL NOT BE ACCEPTED.

These will be un-rated and firms responding in such fashion shall be considered non-responsive.

- g. Addendum to the RFP – In the event it becomes necessary to revise any part of the RFP, NOVRI shall issue a written addendum on the specifics of the change(s) and inform all concerned.
- h. Rejection of Proposals – NOVRI reserves the right to reject any or all proposals and to waive abnormalities in the proposals received whenever such rejection or waiver is in the best interest of the Navajo Nation.
- i. Proprietary Information – Any restriction on the use of data contained within any proposal must be clearly stated in the proposal. Each and every page that contains proprietary information must be stamped or imprinted “PROPRIETARY.”
- j. Ownership of Proposals – All material submitted with an RFP accepted for rating shall become the property of NOVRI and not returned to the firm. NOVRI has the right to use any or all information presented in the RFP subject to limitations outlined in paragraph i, above. Disqualification or non-selection of a firm(s) or proposal(s) does not eliminate this right.
- k. Cost Incurred – NOVRI is not liable for any cost incurred by the firm(s) prior to issuance of an Award of Contract.
- l. Contractual Obligation – The contents of the proposal may become part of contractual obligations of the Award of Contract. Failure of the firm to accept these obligations may result in cancellation of the Award of Contract. No percentage of the Contract will be paid to the vendor for items, firm will be obligated to have all products up front without

NOVRI issuing out a partial payment.

- m. Evaluation Criteria – Proposals accepted for rating shall be evaluated based on the criteria and pass or fail system set forth in Section 5 – Rating System on Evaluation Criteria.
- n. Addendum to the RFP – In the event it becomes necessary to revise any part of the RFP, NOVRI shall issue a written addendum on the specifics of the change(s) and inform all concerned.
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- r. Cost Incurred – NOVRI is not liable for any cost incurred by the firm(s) prior to issuance of an Award of Contract.
- s. Contractual Obligation – The contents of the proposal may become part of contractual obligations of the Award of Contract. Failure of the firm to accept these obligations may result in cancellation of the Award of Contract. No percentage of the Contract will be paid to the vendor for items, firm will be obligated to have all products up front without NOVRI issuing out a partial payment.
- t. Evaluation Criteria – Proposals accepted for rating shall be evaluated based on the criteria and pass or fail system set forth in Section 5 – Rating System on Evaluation Criteria.
- u. Award of Contract – NOVRI will award the top-rated firm. Upon selection, the firm will be notified, upon NOVRI acceptance of the Scope of Work and estimates (fee proposal, etc.) provided by the firm, an Award of Contract will be issued. The Award of Contract shall be effective from the executed date of the Award of Contract between the Navajo Nation and the firm.
- v. Taxes – 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. § 620 et seq.).
- w. Insurance – The Navajo Nation **requires** the successful firm(s), at its sole expense, to procure and maintain adequate and sufficient insurance for all potential liability, such as commercial general liability; automobile liability; worker’s compensation; professional liability errors and omissions liability; etc.

SECTION 2 – PROPOSAL REQUIREMENTS AND SELECTION

A. Proposal Submission

- a. Proposal (s) must be submitted in a sealed enveloped clearly marked:
 - i. **“DO NOT OPEN RFP 25-12-3954DB- Professional Office Relocation & Moving Services”**
 - ii. The name of the firm submitting the Proposal shall be written legibly and shown on the outside of the sealed envelope. Please include the firm’s address.
- b. Proposal Standards – The firm shall submit four (4) copies of their RFP Proposal packet for the evaluation committee members. Appearance of the proposal is important and professionalism in the proposal presentation should not be neglected. To maintain a consistent basis on which to evaluate the proposals, proposals should include the following structure:
 - 1.1.1 Letter of Introduction/Interest
 - 1.1.2 Statement of Qualifications
 - 1.1.3 Provide Scope of Work
 - 1.1.4 Experience: Provide the firms experience by providing a brief description of the specified services for similar operations and /or entities.
 - 1.1.5 References: Provide a list of client references which the proposer has served over the past three (3) years and is currently serving. Provide no fewer than three references. Provide a contact person, telephone number, and email address for each reference customer.
 - 1.1.6 Provide number of employees in the company/organization who will be assigned to fulfill the moving contract.
 - 1.1.7 Total Cost Breakdown to be included in a separate envelope.
 - 1.1.8 Required Appendices; Current form W-9, Navajo Nation Certification Regarding Debarment and Suspension, Certificate of Insurance
- c. The Proposal Standards are as follows:
 - i. The RFP packet shall be on 8½” x 11” paper with minimum of 10 pt. type.
 - ii. RFP packet submittals should be plastic or metal spiral-bound. **Please do not submit RFP packet in loose-leaf 3-ring binder, these will be considered non-responsive and will be un-rated.**

B. Proposal Review Process

- a. Proposals not submitted by the date and time specified will be considered non-responsive and will not be evaluated.

C. Proposal Evaluation

- a. Proposal shall be evaluated and rated in accordance with the criteria outlined in Section 4 – Proposal Content and Evaluation Criteria.
- b. NOVRI will rate the Proposals based on specifications of items proposed and total cost of systems proposed.

D. Award of Contract

- a. NOVRI will retain the services of the top rated and ranked firm. Upon selection, the firm will be notified from the Navajo Nation Office of the Controller.
- b. NOVRI will issue an Official Award of Contract which shall be sent via certified mail. No purchase shall be performed by the firm until such Award of Contract and the Notice to Proceed is given by NOVRI via certified or mail. NOVRI is not liable for any cost incurred by the firm prior to issuance of the Award of Contract and the Notice to Proceed.
- c. NOVRI will issue an Official Award of Contract which shall be sent via certified mail. No purchase shall be performed by the firm until such Award of Contract and the Notice to Proceed is given by NOVRI via certified or mail. NOVRI is not liable for any cost incurred by the firm prior to issuance of the Award of Contract and the Notice to Proceed.

SECTION 3 – DETAILED SCOPE OF WORK

A. REQUIRED SERVICES

- a. The selected Moving Company will supply all uniformed supervision, vehicles, uniformed drivers, uniformed packers, packing materials, and all related services necessary to provide full and complete moving service for any item(s) 3,000 lbs or less. The Moving Company shall manage their resources in order to minimize any costs that may occur due to excess material usage, man-hours for waiting and detain truck or staffing resources. Equipment and furniture to be moved

B. WORKING HOURS

- a. The normal working hours will be 8:00 am to 5:00 pm, Monday through Friday. Any work performed other than normal working hours must be approved in advance by NOVRI's Program Manager

C. DESCRIPTION OF WORK –

- a. Attached is Exhibit A to show the listing of office equipment and office furniture that are to be relocated.
- b. The selected mover will be moving office furniture, equipment, supplies, and belongings for NOVRI-Crownpoint Agency and NOVRI sub-satellite located in Alamo, NM. Files, small equipment, and desk items will be packed into mover-provided boxes. If applicable, the contractor will be required to assemble/disassemble, takedown/setup furniture if needed for transport/moving. Destination location for the times is also noted on the table. Furniture includes but is not limited to:
 - Standalone office furniture – Desks, chairs, bookcases, vertical filing cabinets, etc.
 - Conference and Lobby furniture – Tables, chairs, display cabinets, etc.
 - Wall hangings – Whiteboards, corkboards, posters, photographs, etc.
 - Various office supplies
 - Lateral file cabinets and fireproof file cabinets
 - Confidential Records/Files
 - Program employees will be responsible for boxing up their office contents to be moved by contractor. It will be the responsibility of the contractor to move these boxes to their appropriate destination where the program employees will unpack them.
 - Technological equipment items such as computers, monitors, phones, printers and universal battery backup, etc. will be the responsibility of NOVRI staff to disconnect, *dissemble*, and *ready for transportation*. It will be the responsibility of the contractor to move these boxes to their appropriate destination where the program

employees will unpack them

D. PROTECTION OF PROPERTY

- a. The contractor will ensure Navajo Nation property is properly prepped and protected for safe moving. Finishes of furniture, millwork, flooring, walls, doors, ceilings, and windows must retain their pre-move appearance and function. Dollies shall be free of grease, oil, etc. to prevent stains on carpeting and flooring, including any apertures that may scratch or mar flooring and walls.
- b. Proper equipment and/or vehicles must be utilized for transport.

E. SAFETY

- a. The contractor will perform all work in a safe manner with proper technique and equipment in order to preserve the safety of NOVRI employees, contractors and visitors.

F. CLEANUP

- a. The contractor will be responsible for cleanup of any and all materials directly used by the contractor during the moving process. This includes but is not limited to contractor installed wall and floor protection, padding and wrap. This does not include boxes or packaging materials used by or provided by NOVRI employees.

G. SPECIAL CONDITIONS

- a. **This is to ensure all strictly confidential records are moved accordingly as described table below.**
All NOVRI documents/files are strictly confidential and will need to be handle with extreme care and put in storage boxes and labelled according to which file cabinet it came out from. *It is required* that those movers who are assigned to pack the contents of all the file cabinets are the same movers who are assigned to unpack the files and return them to the correct file cabinets and in correct order within the file cabinet.
- b. Prior to all moves the Moving Company will be responsible for physically inspecting the site and related building areas at origin and destination, including access to and from streets to gather all pertinent logistical information concerning the relocation.
- c. Tasks to be completed *may* include, but not be limited to, the following:
 - 1. Prior to all moves, measuring building overhangs, entrances and exits
 - 2. Prior to all moves, ensuring type-carts, gondolas, speed packs, etc. are correct size to accommodate all sizes of equipment and materials

3. Prior to all moves, ensuring all equipment and type-carts, gondolas, speed packs, etc. will fit into all elevators and stairwells where necessary
4. Prior to all moves, measuring building
5. g overhangs, entrances and exits
6. Prior to all moves, ensuring all trucks and equipment will fit into building overhangs, entrances and exits

H. TRAVEL TIME

- a. NOVRI will not be billed for travel time to and from Crownpoint agency located in Crownpoint, New Mexico and if applicable to and from Alamo sub-satellite office located in Alamo, New Mexico.
- b. Travel time to the program to perform the work is not covered under this contract; however, travel in connection with the execution of the move is billable.

SECTION 4 – PROPOSAL CONTENT AND EVALUATION CRITERIA

- A. Qualification of the Firm. Proposal must specifically address and affirm the following:
 - a. Letter of Transmittal that indicates why your firm should be selected to provide the RFP: Professional Office Relocations & Moving Services proposal to NOVRI.
 - b. Evidence of Insurances; such as Professional Liability Insurance.
- B. Navajo Business Opportunity
 - a. The NOVRI will follow Navajo Business Opportunity Act Title 5, Chapter 11; stating Certified Navajo-owned business first opportunity to proposal on projects (purchase of materials or professional service)
 - i. Priority #1 - 100% owned and controlled business entity.
 - ii. Priority #2 - Navajo businesses that are less than 100% owned and controlled but have majority ownership and control (51%+).
 - iii. Other Indians that own and control all or a majority of the business activities.
 - iv. Any tribally-owned and operated business entity.

SECTION 5 – RATING SYSTEM ON EVALUATION CRITERIA

- A. Description of the components are provided in Section 4 – Proposal Content and Evaluation Criteria.
- B. Each proposal will be evaluated and rated as follows:

COMPONENTS:	Rating:
Proposal Preparation	Up to 10 points
Responsiveness	Up to 10 points
Qualifications –Scope of Work	Up to 20 points
Cost Breakdown	Up to 20 points
References	Up to 10 points
Proof of Liability Insurance	Up to 10 points
Navajo Preference (100% Navajo owned Business)	Up to 20 points
Navajo Preference (50% Navajo owned Business)	Up to 10 points

It is the intent of NOVRI to score the firms according to the proposals submitted. The highest score will be awarded. NOVRI reserves the right to conduct detailed interviews, either by telephone or in person, of firms, if warranted.

SECTION 6 - ADDITIONAL TERMS AND AGREEMENTS

- A. Non-Disclosure Agreement - NOVRI reserves the right to require Respondent to enter into a Non-Disclosure Agreement.
- B. NOVRI reserves the right to require Respondent to go through a background check with the Navajo Nation Office of Background Investigation and pass with favorable results.
- C. Navajo Nation Reserves their right as a Sovereign and will not relinquish any of its sovereignty rights.
- D. Intellectual Property - Participants should not use any intellectual property of NOVRI, including, but not limited to all logos, registered trademarks, or trade names of NOVRI, at any time, without prior written approval of NOVRI, as appropriate.

End of Invitation for Proposal – Bid No. 25-12-3954DB

REFERENCE FORM

Reference No. 1:

Company Name: _____

Contact #: _____

Address: _____

Contact Person: _____

Project Name: _____

Reference No. 2:

Company Name: _____

Contact #: _____

Address: _____

Contact Person: _____

Project Name: _____

Reference No. 3:

Company Name: _____

Contact #: _____

Address: _____

Contact Person: _____

Project Name: _____

FEE SCHEDULE

All firms are required to answer the rate schedule below, please indicate N/A if not applicable. If a proposing firm does not have a specified capability or does not supply a listed service, the firm submitting a proposal must indicate in their proposal the capability or service. The inability of any firm to meet any of the required scope of services may not be grounds for disqualification.

1. Service Costs
 - a. Identify the unit cost of all line items indicated in the Rate Schedule below.
 - b. Separately, identify any and all services your firm can provide that is not listed on the Rate Schedule. Your rate sheet should describe the services and costs and represent your proposed rate structure tailored to this request.
 - c. The cost information provided with this bid will become part of the master agreement.
2. Rate Schedule
 - a. Hourly rate for all services shall commence at the time of arrival at the program's work sites and end at the time of work sites departure. No time shall be charged for employees travel to or from the work sites.

Service Description	Regular Hourly Rate
Project Manager.....	\$_____
Supervisor	\$_____
Foreman	\$_____
Helper/Crewman	\$_____
Packers	\$_____
Installer	\$_____
Truck w/lift gate (includes driver)	\$_____
Van (includes driver)	\$_____
.....	\$_____

Miscellaneous Items

Unit Cost	
Boxes/Each	\$
Carts/Rentals/Day	\$
Bins/Week	\$
Shrink Wrap/Roll	\$
Tape/Roll	\$
Gondolas	\$
Speed Packs	\$
Dollies	\$
Heavy Duty Hand Trucks	\$
Bubble Pack	\$
Moving Labels	\$
.....	\$
.....	\$

Exhibit A - General description of items to be moved/relocated**NOVRI-PROPERTY LISTING**

Department Name:	Navajo Office of Vital Records & Identification	Department	24
Location Address:	Bldg. No. 2652 NR #9 & Chaco Blvd. Old Police Dept. Crownpoint, NM 87313		
Google Latitude:	35.96555	Google Longitude:	-108.15109

	<u>Description</u>	<u>Property #, Serial #, ID #, Model #, Other</u>	<u>Quantity</u>
1.	LENOVO THINKCENTRE M90Z ALL IN ONE COMP	392687 OP-03 MJ05QU0U	1
2.	DELL OPTIPLEX 7040 ALLINONE,	423078 OP-40 B9MTFT3	1
3.	DELL OPTIPLEX 7040 ALLINONE,	423078 OP-43 8JQTFT3	1
4.	DELL OPTIPLEX 7040 ALLINONE,	423078 OP-46 1GQTFT3	1
5.	FUJITSU SCANSNAP ix1300, DESKTOP SCANNER	423078 OP-44 CJYA019792	1
6.	FUJITSU SCANSNAP ix1300, DESKTOP SCANNER	423078 OP-41 CJYA019261	1
7.	TRIPPLITE SMART PRO DIGITAL, BATTERY BACK	423078 OP-42 3229AVOSM89C400005	1
8.	TRIPPLITE SMART PRO DIGITAL, BATTERY BACK	423078 OP-45 3226AVYSM89C400691	1
9.	TRIPPLITE SMART PRO DIGITAL, BATTERY BACK	423078 OP-48 3229AV0SM89C400014	1
10.	FILE CABINET LETTER, 5 DRAWERS, PUTTY	432136 OP-02 XBVYBR	1
11.	FILE CABINET LETTER, 5 DRAWERS, PUTTY	432136 OP-03 WNLCXM	1
12.	FILE CABINET LETTER, 5 DRAWERS, PUTTY	432136 OP-04 XCFVGY	1
13.	FILE CABINET LETTER, 5 DRAWERS, PUTTY	432136 OP-05 WWFUFH	1
14.	FILE CABINET LETTER, 5 DRAWERS, PUTTY	432136 OP-06 TCMX2X	1
15.	SHREDDER, AUTO	415727 OP-29 C02119100006	1
16.	DESK CHAIR, TASK, MESH	396510 OP-07 BSXVL531MM10	1
17.	DESK CHAIR, TASK, MESH	396510 OP-08 BSXVL531MM11	1
18.	DESK CHAIR, TASK, MESH	396510 OP-09 BSXVL531MM12	1
19.	DESK CHAIR, TASK, MESH	396510 OP-10 BSXVL531MM13	1
20.	DESK CHAIR, TASK, MESH	396510 OP-11 BSXVL531MM14	1
21.	DESK CHAIR, TASK, MESH	396510 OP-12 BSXVL531MM15	1
22.	STOOL, PNEU, BACKLES	396510 OP-01 LLR69513	1
23.	STOOL, PNEU, BACKLES	396510 OP-02 LLR69513	1
24.	FILE, 18" 3 DR ORGANIZER	396510 OP-05 LLR17427	1
25.	SHELVING, 48", BOLTLESS	396510 OP-21 SAF5246BL	1
26.	SHELVING, 48", BOLTLESS	396510 OP-22 SAF5246BL	1
27.	ELECTRIC PENCIL SHARPNER	397740 OP-01 UNOPENED	1
28.	ELECTRIC PENCIL SHARPNER	397740 OP-03 1807	1
29.	ELECTRIC PENCIL SHARPNER	397740 OP-04 1906	1
30.	ELECTRIC PENCIL SHARPNER	397740 OP-05 UNOPENED	1
31.	ELECTRIC PENCIL SHARPNER	397740 OP-06 UNOPENED	1
32.	LATHEM ELETRONIC TIME STAMP	387242 OP-16 LT5009007	1
33.	HP COLOR LASERJET PRO	390668 OP-02 HEW-W1A80A	1
34.	SW17040 TYPEWRITER 7040	K150739/329077-OP-4 58300107	1
35.	FILE CABINET LTR, 4 DRAWERS	K150739/32887OP2 HON214PL	1
36.	FILE CABINET LTR, 4 DRAWERS	K150739/32887OP3 HON214PL	1
37.	FILE CABINET LTR, 4 DRAWERS	K150739/32887OP4 HON214PL	1
38.	FILE CABINET LTR, 4 DRAWERS	K150739/32887OP5 HON214PL	1
39.	BUF24FFL STEELC PEDESTAL FILE CAB-	106746-OP-23 BUF24FFL	1
40.	BUF24FFL STEELC PEDESTAL FILE CAB-	106746-OP-24 BUF24FFL	1
41.	BUF24FFL STEELC PEDESTAL FILE CAB-	106746-op C023-26 BUF24FFL	1
42.	BUF24FFL STEELC PEDESTAL FILE CAB-	106746-op C023-27 BUF24FFL	1
43.	BUF24FFL STEELC PEDESTAL FILE CAB-	106746-OP-29 BUF24FFL	1
44.	BUF24FFL STEELC PEDESTAL FILE CAB-	106746-OP-30 BUF24FFL	1
45.	BUF24BBLF STEELC PEDESTAL FILE CABINET	106746-OP-25 BUF24BBLF	1
46.	BUF24BBLF STEELC PEDESTAL FILE CABINET	106746-op C023-28 BUF24BBLF	1
47.	BUF24BBLF STEELC PEDESTAL FILE CABINET	106746-OP-31 BUF24BBLF	1
48.	936711 STEELC CABINET-	106746-OP-12 936711	1
49.	936711 STEELC CABINET-	106746-OP-13 936711	1

Exhibit A - General description of items to be moved/relocated**NOVRI-PROPERTY LISTING**

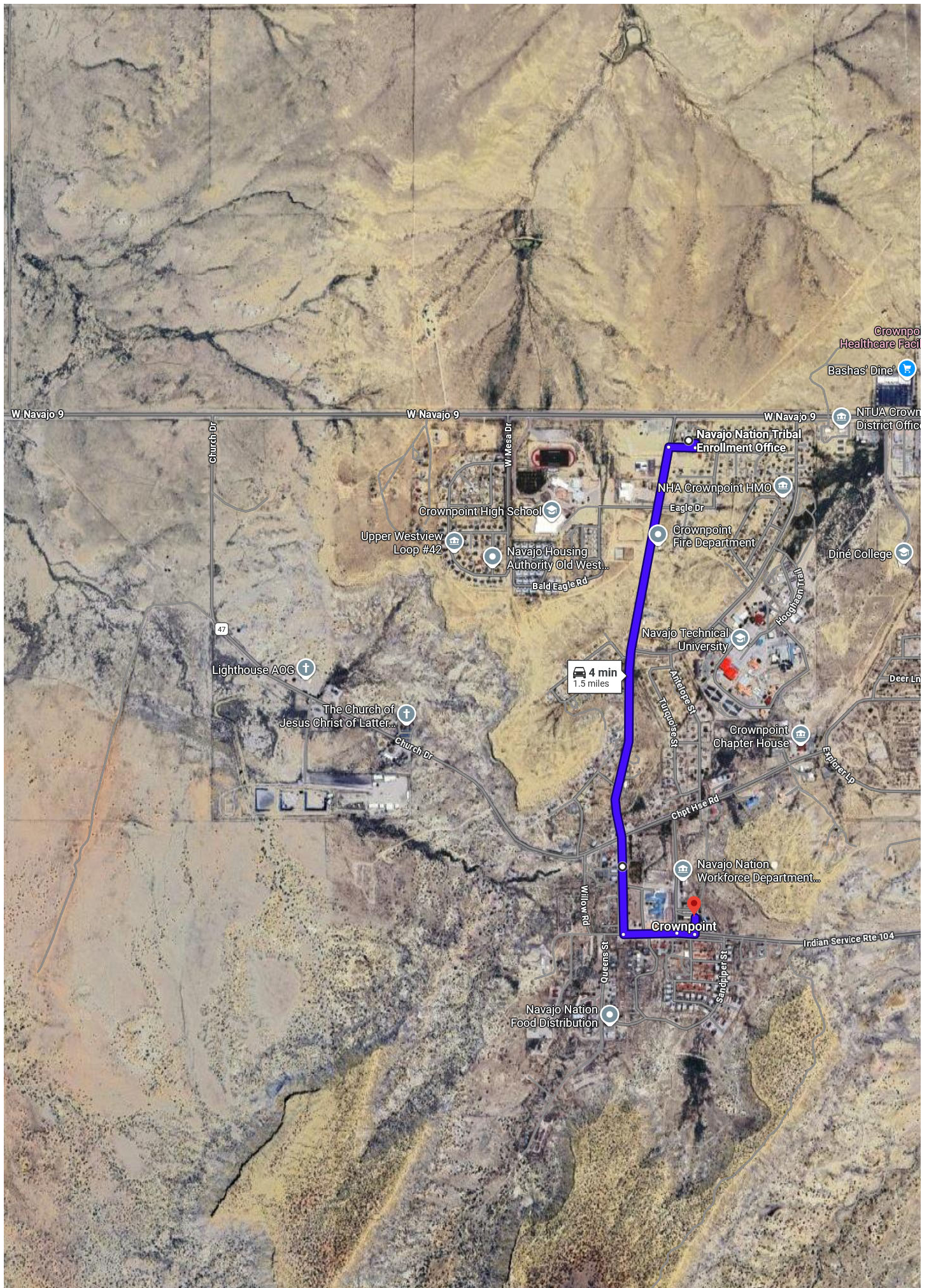
Department Name:	Navajo Office of Vital Records & Identification	Department	24
Location Address:	Bldg. No. 2652 NR #9 & Chaco Blvd. Old Police Dept. Crownpoint, NM 87313		
Google Latitude:	35.96555	Google Longitude:	-108.15109

50.	936711 STEELC CABINET-	106746-OP-14	936711	1
51.	936711 STEELC CABINET-	106746-OP-15	936711	1
52.	936711 STEELC CABINET-	106746-OP-16	936711	1
53.	936711 STEELC CABINET-	106746-OP-17	936711	1
54.	936711 STEELC CABINET-	106746-OP-18	936711	1
55.	936711 STEELC CABINET-	106746-OP-19	936711	1
56.	936711 STEELC CABINET-	106746-OP-20	936711	1
57.	936711 STEELC CABINET-	106746-OP-21	936711	1
58.	936711 STEELC CABINET-	106746-OP-22	936711	1
59.	836461HF STEELC FILE-	106746-OP-01	836461HF	1
60.	836461HF STEELC FILE-	106746-OP-02	836461HF	1
61.	836461HF STEELC FILE-	106746-OP-03	836461HF	1
62.	836461HF STEELC FILE-	106746-OP-04	836461HF	1
63.	836461HF STEELC FILE-	106746-OP-05	836461HF	1
64.	836461HF STEELC FILE-	106746-OP-06	836461HF	1
65.	836461HF STEELC FILE-	106746-OP-07	836461HF	1
66.	836461HF STEELC FILE-	106746-OP-08	836461HF	1
67.	836461HF STEELC FILE-	106746-OP-09	836461HF	1
68.	836461HF STEELC FILE-	106746-OP-10	836461HF	1
69.	836461HF STEELC FILE-	106746-OP-11	836461HF	1
70.	FILE CABINET, LGL, 5DRW, BLACK	415727 OP-10	HON315CPP	1
71.	SW17040 TYPEWRITER 7040	K150739/329077-OP-5	SW17040	1
72.	SW17040 TYPEWRITER 7040	K150739/329077-OP-6	SW17040	1
73.	LARGE RETANGLE TABLE, LT GRAY	365689 OP-09	SKU563814	1
74.	LARGE RETANGLE TABLE, LT GRAY	365689 OP-10	SKU563814	1
75.	SWINTEC 7040 TYPEWRITER	K100732/VITAL RECORDS	SW17040	1
76.	LORELL CERAMIC HEATER,	412310 OP-03	LLR33979	1
77.	PALO ALTO, FIREWALL SWITCH	413188 OP-05	021201033214	1
78.	STARLINK SATELLITE, FLAT HIGH PERFORMANC	456840 OP-01	73A232D4000CA	1
79.	STAR LINK - STANDARD KIT	456840 OP-03		1
80.	NETGEAR 5 PORT SWITCH	439083 OP-04	9C05D6E5CP4B	1
81.	UBIQUITI 1G MANAGED	455883 OP01	BC24127705672	1
82.	NETGEAR 5 PORT SWITCH	439083 OP-01	GS305PV3	1
83.	10GB ETHERNET	446512 OP-19	9C05D6C4F84A	1
84.	UBIQUITI CLOUD KEY	446512 OP-13	9C05D6AFFB9B	1
85.	ELETRIC BACK-UPS	448971 OP-08	BVK950MS	1
86.	SYNOLOGY 4-BAY DISK	445356 OP-05	23C0TQR32X1D9	1
87.	UBIQUTI CAMERA 2K NETWK	446512 OP-01	28704E104435	1
88.	UBIQUTI CAMERA 2K NETWK	446512 OP-07	28704E1045C6	1
89.	STEELCASE 457 CHAIR	106746-OP-32	4571424	1
90.	STEELCASE TABLE-ROUND		854200	1
91.	VTECH, PHONE, CORDLESS,	435785 OP-04	VTEDS67713	1
92.	FUJITSU SCANSNAP DESK TOP SCANNER	437462 OP-72	CJYAH04820	1
93.	STANDARD REACH HEAVY DUTY, EMBOSSER	445430 OP-11		1
94.	LAMP, DESK SMART, BK	396510 OP-04	LLR99772	1
95.	LORELL DOUBLE PEDESTAL DESK	448970 OP-01	LLR60926	1

Exhibit B - General description of the LOCATION #1 of items to be moved/relocated from and to.



Navajo Nation Tribal Enrollment Office, Drive 1.5 miles, 4 min
Crownpoint, NM 87313 to Bureau of Indian Affairs, 222 Chaco Blvd,
Crownpoint, NM 87313





Imagery ©2025 Airbus, Maxar Technologies, Map data ©2025 Google 1000 ft

Navajo Nation Tribal Enrollment Office
Crownpoint, NM 87313

- ↑ 1. Head east
148 ft
- ↘ 2. Turn right toward Chaco Blvd
351 ft
- ↙ 3. Turn left onto Chaco Blvd
1.2 mi
- ↙ 4. Turn left onto Stacher St
0.1 mi
- ↑ 5. Continue onto Chaco Blvd/Indian Service Rte 104
236 ft
- ↙ 6. Turn left
210 ft

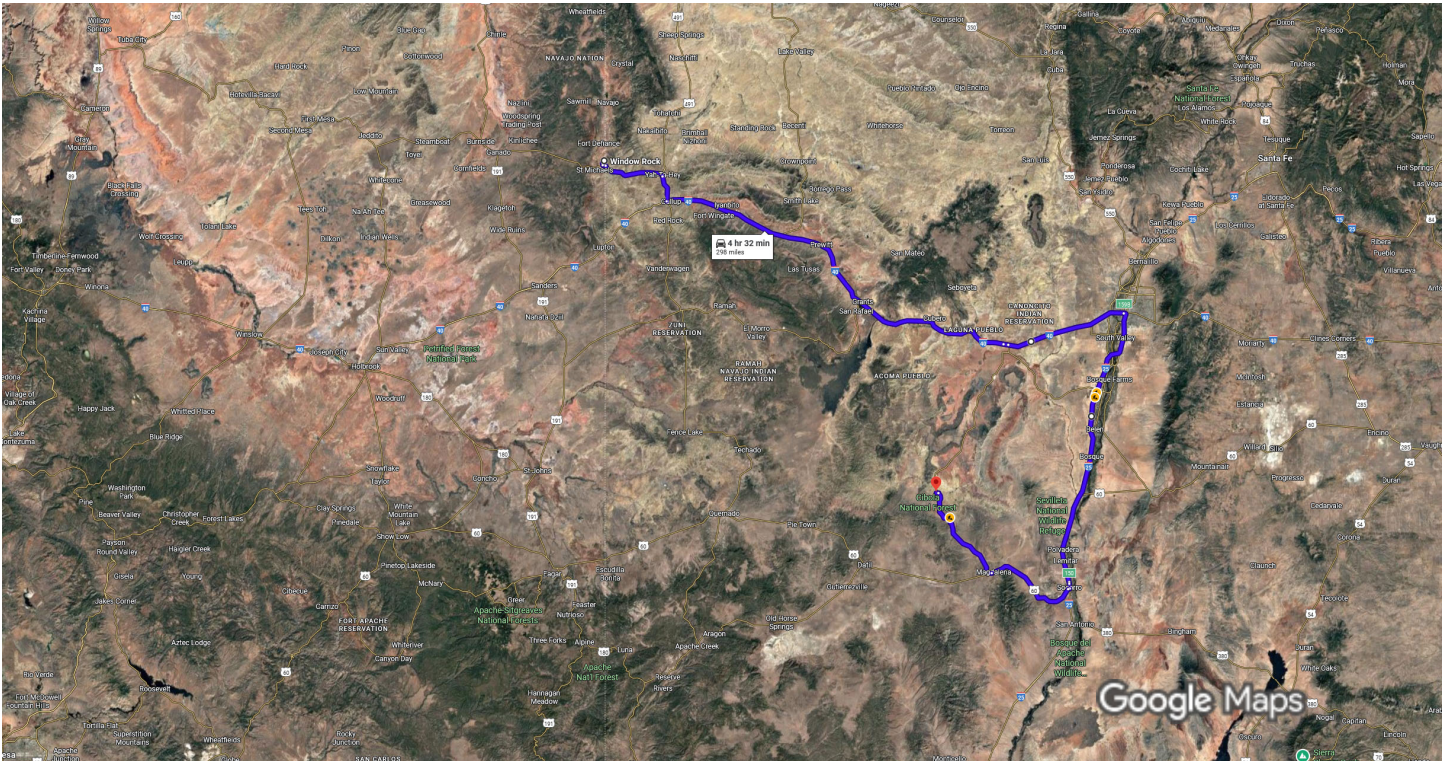
i Destination will be on the left

Bureau of Indian Affairs
222 Chaco Blvd, Crownpoint, NM 87313

Exhibit C - General description of the LOCATION #2 of items to be moved/relocated from and to.



Window Rock, Arizona to Alamo, New Mexico Drive 298 miles, 4 hr 32 min



Imagery ©2025 NASA, Map data ©2025 Google 10 mi

Window Rock
Arizona

Get on I-40 E in Gallup from NM-264 E and US-491 S

- ↑

1. Head east toward Tribal Hill Dr

32 min (25.8 mi)
- 115 ft
- ↗

2. Turn right onto Tribal Hill Dr

0.1 mi
- ↗

3. Turn right to stay on Tribal Hill Dr

0.1 mi
- ↶

4. Turn left onto Morgan Blvd

433 ft
- ↗

5. Turn right onto Indian Rte 100

0.4 mi
- ↑

6. Continue onto Window Rock Blvd

0.2 mi
- ↶

7. Use any lane to turn left onto Indian Rte 12

0.6 mi
- ↶

8. Use the left 2 lanes to turn left onto AZ-264 E

0.8 mi
- i

Entering New Mexico

- ↑ 9. Continue onto NM-264 E
 i Pass by NAPA Auto Parts - Yazzie's Auto Parts LLC (on the right)
 i Passing through Arizona
 i Entering New Mexico

16.2 mi
- ↗ 10. Merge onto US-491 S
 i Pass by Burger King (on the right in 6.6 mi)

7.0 mi
- ↗ 11. Slight right to merge onto I-40 E toward Albuquerque

0.2 mi

Continue on I-40 E. Take I-25 S to I-25BL/US-60 W/N California St in Socorro. Take exit 150 from I-25 S

- _____
2 hr 59 min (214 mi)
- ↗ 12. Merge onto I-40 E

104 mi
- ↑ 13. Continue onto U.S. Rte 66

1.2 mi
- ↑ 14. Continue onto I-40 E

32.3 mi
- ↘ 15. Use the right 2 lanes to take exit 159B-159C to merge onto I-25 S toward Las Cruces

76.0 mi
- ↘ 16. Take exit 150 for US-60 W/I-25BL toward Socorro/Magdalena

0.3 mi

Follow US-60 W and NM-169 N to your destination in Alamo

- _____
1 hr 4 min (58.5 mi)
- ↑ 17. Continue onto I-25BL/US-60 W/N California St
 i Pass by Subway (on the left in 0.6 mi)

1.4 mi
- ↘ 18. Turn right onto Spring St

0.5 mi
- ↙ 19. Use any lane to turn left onto US-60 W

26.5 mi
- ↘ 20. Turn right onto NM-169 N

29.4 mi
- ↙ 21. Slight left

0.6 mi

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. <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) _____	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 <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.

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	
<input type="text"/>	<input type="text"/> - <input type="text"/> - <input type="text"/>
or	
Employer identification number	
<input type="text"/>	<input type="text"/> - <input type="text"/>

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
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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

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