



JUDICIAL BRANCH *of the* NAVAJO NATION

REQUEST FOR PROPOSALS LODGING, CONFERENCE, CATERING AND AUDIO-VISUAL SERVICES RE-BID 26-02-4035SB

BID DUE DATE: JULY 30, 2026 @ 4:00 P.M.
ANY BIDS RECEIVED AFTER THIS DATE WILL NOT BE ACCEPTED

DESCRIPTION: JUDICIAL BRANCH – ADMINISTRATIVE OFFICE OF THE COURTS
TO PROVIDE LODGING, CONFERENCE, CATERING AND AUDIO-VISUAL
SERVICES

CONTACT PERSON: Procurement Analyst
Administrative Office of the courts
Email: rchee@navajo-nsn.gov
Phone : 928-871-7019

PROSPECTIVE VENDORS MUST IDENTIFY BID # AND COMPANY NAME ON ALL QUOTE DOCUMENTS.
PLEASE SUBMIT AN ORIGINAL AND TWO (02) COPIES OF YOUR BID IN A SEALED ENVELOPE AND
CLEARLY MARKED ON THE OUTSIDE OF THE ENVELOPE.

MAIL/DELIVER TO: THE NAVAJO NATION
ADMINISTRATIVE OFFICE OF THE COURTS
7968A WINDOW ROCK BLVD. - EAST VETERANS PARK
WINDOW ROCK, AZ 86515

BID QUOTES CAN BE EMAILED IN FOLLOWING FORMATS:

1. Letter of Transmittal
2. Quotes on Contract in accordance with Part C. Scope of Work
3. Detailed Cost and Grand Total Contract Amount for all services for the RFQ

THE EMAIL ADDRESS FOR QUOTES: JUDICIALFISCAL@NAVAJO-NSN.GOV

THE FOLLOWING DOCUMENTS MUST ACCOMPANY THE QUOTE:

1. Navajo Nation Certification regarding Debarment and Suspension
2. Signed, current W-9 form
3. Current Certificate of Liability Insurance

A. PURPOSE OF THIS RFP

General Information

1. The Navajo Nation Judicial Branch (NNJB) provides court services, peacemaking, and probation and parole services, to adjudicate cases, resolve disputes, rehabilitate individuals and families, restore harmony, educate the public, agencies, and other governments in Diné bi beenahaz' áanii, and protect persons and property pursuant to Navajo Nation laws, customs, traditions, and applicable federal laws.

Pursuant to Diné bi beenahaz' áanii, the NNJB has established a justice system that fully embodies the traditional values and processes of the Navajo People. The Judicial Branch provides these services in the Administrative Office of the Courts, Navajo Supreme Court and in twelve (12) judicial districts.

NNJB is inviting qualified and well-established vendors capable of providing comfortable facilities and services to submit proposals and bids.

2. Dates for consideration of the NNJB Staff Meeting and Training - October 29-30, 2026. NNJB is seeking a vendor capable of providing 1 day of meetings, 1 night of lodging and 1.5 days of meals and refreshments within the recommended time period, for 200 participants. Similar accommodation is sought for 2027, 2028 and 2029 for a multi-year contract.

B. CONDITIONS GOVERNING THIS PROCUREMENT

The Judicial Branch will comply with all federal and tribal laws and regulations pertaining to the procurement of these items. The Judicial Branch reserves the right to reject any bids, in whole or in part. The invitation to bid is not a legal binding agreement, obligation, or contract and any costs incurred by the respondent in preparing, transmitting, presenting, or modifying the invitation to bid shall be the responsibility of the respondent. Indian preference will apply to this invitation to bid as well as vendors who should indicate they are Navajo Nation priority one or two vendors.

C. SCOPE OF WORK

The proposed vendor will provide a detailed breakdown by costs, category, and grand total for all services for the following:

1. Proposed Dates:
 - a. October 29-30, 2026
 - b. October 2027 *dates to be determined*
 - c. October 2028 *dates to be determined*
 - d. October 2029 *dates to be determined*

2. Lodging Accommodations for 200 individuals
 - a. Number of rooms (single or double) to be provided by the vendor: Minimum of 100 double rooms.
 - b. Each double room should have two double or two queen beds. Roll-a-ways will not be accepted as a substitution. Hide-away beds will not be accepted as a substitution.
 - c. All rooms to be non-smoking rooms.
 - d. Where applicable, identify number of complimentary rooms and/or suites.
 - e. Lodging rate per night for both room types shall be the same.
3. Meals and Beverages
 - a. 1 – full breakfast
 - b. 1 – seated lunch or buffet
 - c. 1 – mid-morning snacks
 - d. 1 – afternoon snacks
 - e. 1 – full evening dinner buffet
 - f. Vendor to provide ice water, drinking glasses, individually wrapped hard candy, pens and notepads for the participants in all rooms.
 - g. Quote must include a proposed menu for meals, snacks and beverages.
 - h. Quote must include meals and refreshments consistent with General Services Administration (GSA) per diem rates.
4. Meeting Room and Facilities
 - a. General Sessions will be held on the following days:
 - i. Day 1 – Evening (4:00 – 8:00 pm) accommodate 200 participants
 - ii. Day 2 – Morning (8:00 – 10:00 am) and Afternoon (3:00 pm – 5:00 pm) – accommodate 200 participants
 - b. Seven (7) break-out rooms will comfortably accommodate 35 to 80 individuals each. Break-out sessions will be held on the following days:
 - i. Day 2 – from 9:00 am to 12:00 pm – 7 rooms, accommodate 35 individuals
 - ii. Day 2 – from 1:00 pm to 5:00 pm - 7 rooms, accommodate 70 individuals
 - c. One workroom is designated near training area for two (02) days and is equipped with electric plugs and Wi-Fi service.
 - d. Proposal shall include a top-view floor plan of the facility identifying rooms recommended for meeting rooms.
 - e. Meeting room set-up will be determined 30 days prior to start of the training.

- f. Public address system with a minimum of two (2) wireless microphones, including an In- Focus type projector and screen, shall be provided by the vendor for the large General Session meeting room. The projector should be able to connect to laptop computers provided by presenters.
- g. Stage set-up with a black backdrop and a podium with draping.
- h. Registration Area with tables outside of general session area.
- i. Proposal should include wireless connectivity.

***** END OF DOCUMENT – BUT SEE TABS A –B *****

TAB B - CERTIFICATION REGARDING DEBARMENT, SUSPENSION

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

Applicant Address

Applicant Address

Applicant Address

Printed name individual signing on Applicant's behalf

Title of individual signing on Applicant's behalf

Signature of individual signing on Applicant's behalf

Date

NNDOJI10-25

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) _____ <i>(Applies to accounts maintained outside the United States.)</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.

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:

- 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