

**Invitation to Bid
NDOT – HVAC Heat Pumps**

SECTION 1 – OVERVIEW

A. General Information

- a. The Navajo Division of Transportation (Navajo DOT) is requesting proposals for the NDOT – HVAC – Heat Pumps.

The **Invitation to Bid** process will identify, evaluate and select qualified firm(s) based on items submitted for proposal. The selected firm shall have all required items specified under the Scope of Work.

- b. **Invitation to Bid** (ITB) Packet – The instructions on the proposal preparation, required documents, eligibility requirements and evaluation criteria are provided herein.

The ITB package may be obtained downloaded from the Navajo DOT website at <http://www.navajodot.org> or from the Navajo OOC website <https://nnooc.org/>.

- c. General Scope of Work (SOW) – The selected firm(s) shall provide the Navajo Nation with the hardware and software listed below, including but not limited to the items specified.

- **(10) HVAC – Water Source Heat Pump**

- d. Schedule of ITB Activities

	<u>Activity:</u>	<u>Schedule:</u>
1.	Advertisement Period	June 4, 2026
2.	ITB Submittal Deadline	June 16, 2026, 4pm MDT
3.	Evaluation of ITB & Firm(s)	June 17, 2026
4.	Final Selection of Firm(s)	June 18, 2026

- e. Inquires – Navajo DOT will NOT accept or reply to any inquiries for this ITB.
- f. Proposal Submittal Deadline – Proposal shall be electronically submitted to the following e-mail address by June 16, 2026, by 4:00 PM (Mountain Daylight Savings Time):

Email: ebennallie@navajodot.org

LATE E-MAILED PROPOSALS WILL NOT BE ACCEPTED. Such proposals will be un-rated, and firms submitting them will be considered non-responsive.

- g. Addendum to the ITB – In the event it becomes necessary to revise any part of the ITB, Navajo DOT shall issue a written addendum on the specifics of the change(s) and inform all concerned via email or may be obtained downloaded from the Navajo DOT website at <http://www.navajodot.org> or from the Navajo OOC website <https://nnooc.org/>.

- h. Rejection of Proposals – Navajo DOT reserves the right to reject any or all proposals and to waive informalities 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 proposals shall be clearly stated in the proposal. Each and every page that contains proprietary information shall be stamped or imprinted “*PROPRIETARY.*”
- j. Ownership of Proposals – All material submitted with the ITB accepted for rating shall become the property of Navajo DOT and not returned to the firm. Navajo DOT has the right to use any or all information presented in the ITB 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 – Navajo DOT is not liable for any costs incurred by the firm(s) prior to issuance of a Purchase Order.
- l. Contractual Obligation – The contents of the proposal may become part of contractual obligations of the Purchase Order. Failure of the firm to accept these obligations may result in cancellation of the Purchase Order. No partial payments will be issued. Full payment will be made upon delivery, installation (if applicable), and acceptance of all items specified in the Purchase Order.
- m. Evaluation Criteria – Proposals accepted for rating shall be evaluated based on the criteria and 100-point system set forth in Section 5 – Rating System on Evaluation Criteria.
- n. Award of Purchase Order – Navajo DOT shall award the **Purchase Order** to the top-rated firm. Upon selection, the firm will be notified, upon Navajo DOT acceptance of the proposed bid and estimates (fee proposal, etc.) provided by the firm(s), a Purchase Order will be issued. The contract shall be effective from the executed date of the Purchase Order between the Navajo Nation and the firm.
- o. Standard Contract – The Navajo Nation reserves the right to incorporate contract provisions which are based on applicable requirements, such as, Navajo Nation Laws, Federal, State, and local requirements, etc. into the purchasing documents; including provision of the Navajo Business and Procurement Act, at 12 N.N.C. § 1501et seq., and the Navajo Business Opportunity Act, at 5 N.N.C. § 201 et seq.
- p. Taxes – All work, tangible items, 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. § 601 et seq.).
- q. Disclaimer – the Navajo Nation's acceptance or review of any proposal shall not guarantee the execution of any contract, and the proposed contract shall be reviewed by all appropriate departments through the 2 N.N.C. § 164 review process, including the Navajo Nation Department of Justice, for administrative and legal sufficiency, prior to execution by the Navajo Nation. The Navajo Nation reserves the right to reject any proposed contract prior to

execution, for improprieties in the procurement process or applicable Navajo Nation or federal laws or regulations, or for failure to submit all requested documents or information

SECTION 2 – PROPOSAL REQUIREMENTS AND SELECTION

A. Proposal Submission

- a. Proposal shall be submitted via electronically to email address below:
 - i. **Email Address – ebennallie@navajodot.org**
 - ii. The name of the firm submitting the Proposal shall be on the proposal. Please include the firm’s address.
- b. Proposal Standards – The firm shall submit one (1) email. Appearance of the proposal is important and professionalism in the proposal presentation should not be neglected. The proposal standards are as follows:
 - i. The ITB proposal may not exceed 30 single-side pages (maximum 8 ½” x 11”).
 - ii. Pages that have photos, charts, graphs and/or various informative visual illustrations and/or exhibits will be counted toward the maximum number of pages.
 - iii. The following information is not included in the 30-page limit: Cover Letter on Company letterhead and Proposal Cost.
 - iv. **Required Attachments** are as follows listed in proposal for Compliance.
 1. **SAM.GOV ID (Entity ID or CAGE Number)**
 2. **W9 (Rev March 2024) – Updated Signature**
 3. **Navajo Nation Debarment & Suspension Form Updated Signature**
 4. **(3) Past References**

B. Proposal Review Process

- a. Receipt of Proposal will be verified on the due date specified via email date and time received. Navajo DOT will screen and evaluate Proposals received in accordance with the following criteria. Proposals which fail this check will be considered non-responsive and will be unrated.
 - i. Proposal is received by the required deadline date and time.
 - ii. Proposal meets the proposal submission requirements set forth above under Section 2, A.

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. Navajo DOT will rate the Proposals based on specifications of items proposed and rank will be determined as most responsive.

D. Award of Contract

- a. The Navajo DOT will retain the services of the top rated and ranked firm. Upon selection, the firm will be notified with a Notice of Intent Letter sent to the selected firm.
- b. The Navajo DOT will issue a Notice of Intent to the firm upon execution of the approved Purchase Order. Navajo DOT is not liable for any cost incurred by the firm prior to issuance of a Purchase Order.

SECTION 3 – Scope of Work

A. Description of Work

- a. The selected firm shall provide the following listed items below **New and NOT USED nor Refurbished. Systems can be equivalent or greater than.**

Line Item	Description	QTY
1	ClimateMaster - TSH060AFC20CRSS - 3 Phase - 460 Volts - 5 Ton (Return Right - Discharge Left)	1
2	ClimateMaster - TSH042AFC20CRSS - 3 Phase - 460 Volts - 3.5 Ton (Return Right - Discharge Left)	2
3	ClimateMaster - TSH030AFC20CRSS - 3 Phase - 460 Volts - 2.5 Ton (Return Right - Discharge Left)	3
4	ClimateMaster - TSH024AFC20CRSS - 3 Phase - 480 Volts - 2 Ton (Return Right - Discharge Left)	1
5	ClimateMaster - TCH015AEC20CRSS - 1 Phase - 265 Volts - 1.25 Ton (Return Right - Discharge Left)	2
6	Comfort-Aire - HBH018A8C20CRS - 1 Phase - 265 Volts - 1.5 Ton (Return Right - Discharge Rear)	1

SECTION 4 – Proposal Content and Evaluation Criteria

A. Qualification of the Firm. Proposal shall specifically address and affirm the following:

- a. Letter of Interest that indicates why your firm should be selected to provide the NDOT – HVAC – Heat Pumps to Navajo DOT.

B. Navajo Business Opportunity Act (NBOA)

- a. The Navajo DOT will follow Navajo Business Opportunity Act, 5 N.N.C. § 201 et seq; Certified Navajo-owned business first opportunity to proposal on projects (purchase of materials or professional service)
 - i. Priority #1 - 100% Navajo 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 provided in Section 4 – Proposal Content and Evaluation Criteria.
- B. Each proposal will be evaluated and rated as follows:

	<u>COMPONENTS:</u>	<u>SCORING:</u>
A.	Organization of ITB	10 Points
B.	Letter of Transmittal	5 Points
C.	Specifications of Submitted Services	70 Points
D.	Three References	15 Points
Total Points		100 Points

It is the intent of Navajo DOT to score the firms according to the proposals submitted. Navajo DOT reserves the right to conduct detailed interviews, either by telephone or in person, of firms, if warranted.

End of Invitation to Bid - ITB # 26-01-3965DB

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