
Request For Proposal Production Printer

SECTION 1 – OVERVIEW

A. General Information

- a. The Navajo Division of Transportation (Navajo DOT) is requesting bids for a Production Printer

The Request for Proposal process will identify; evaluate and select qualified firm based on items submitted for bid. The selected firm shall have all required items specified under the Scope of Work.

- b. Request for Proposals (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 the Navajo Division of Transportation, Navajo Transportation Complex, #16 Old Coal Mine Road, Mentmore, NM, starting TBA during regular business hours. The Navajo Transportation Complex is located north of NM State Highway 264 and 1.5 miles east of the New Mexico/Arizona State Line. Contact Navajo DOT at 505.371.8301 to request a package. Download the RFP from the Navajo DOT website at <http://www.navajodot.org>.

- c. General Scope of Work (SOW) – The selected firm(s) shall provide the Navajo DOT with a list of services for Navajo DOT which include but are not limited to:

- i. Xerox Versant 280 Press

- d. Schedule of RFP Activities

<u>Activity:</u>	<u>Schedule:</u>
1. Advertisement Period	March 14, 2025
2. RFP Submittal Deadline	March 27, 2025
3. Evaluation of RFP & Firm(s)	March 31, 2025
4. Final Selection of Firm(s)	April 2, 2025

- e. Inquires – Navajo DOT will accept or reply to any inquiries for this RFP until March 24, 2025.

- f. Proposal Submittal Deadline – Proposal shall be physically submitted to the following address by March 27, 2025, by 4:00 PM (Mountain Daylight Savings Time):

Navajo Division of Transportation
ATTN: Evans Bennallie
Navajo Transportation Complex
#16 Old Coal Mine Road
Mentmore, NM 87319

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, Navajo DOT shall issue a written addendum on the specifics of the change(s) and inform all concerned.
- 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 RFP 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 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 – Navajo DOT is not liable for any cost incurred by the firm(s) prior to issuance of a signed contract award for service.
- l. Contractual Obligation – The contents of the proposal may become part of contractual obligations of the contract award. Failure of the firm to accept these obligations may result in cancellation of the award for services.
- 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 Contract– Navajo DOT will award of the top-rated firm(s). Upon selection, the firm will be notified, upon Navajo DOT acceptance of the SOW and estimates (fee proposal, etc.) provided by the firm(s), a contract will be issued. The contract shall be effective from the executed date of the contract 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 contract documents; including provision of the Navajo Business and Procurement Act, at 12 N.N.C. § 1501 et seq., and the Navajo Business Opportunity Act, at 5 N.N.C. § 201 et seq.
- p. 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. § 601 et seq.).
- q. Insurance – The Navajo Nation require 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.

- r. 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. Bid Submission

- a. Bid (s) shall be submitted in a sealed clearly marked enveloped:
 - i. **“DO NOT OPEN RFP # 24-12-3527LE - NDOT Production Printer”**
 - ii. Include the firm’s name and address on the outside of the envelope.
- b. Proposal Standards – The firm shall submit one (1) original and three (3) identical copies of their RFP packet for the evaluation committee members. Appearance of the proposal is important and professionalism in the proposal presentation should not be neglected. The proposal standards are as follows:
 - i. The RFQ proposal may not exceed 30 single-side pages (maximum 8 ½” x 11”) with a minimum of 10 pt. type.
 - 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 Bid Cost.
 - iv. RFQ submittals should be plastic or metal spiral-bound only. **Please do not submit RFQ proposals in loose-leaf 3-ring binder, these will be considered non-responsive and will be un-rated.**
 - v. Firm shall submit their SAM.GOV ID listed on proposal for compliance.

B. Proposal Review Process

- a. Receipt of Proposal will be verified on the due date specified. Navajo DOT will screen and evaluate bids received in accordance to the following criteria. Bids which fail this check will be considered non-responsive and will be un-rated.
 - 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 to 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

Firm shall submit bids for a preferred system; Xerox Versant 280 Press, the following items are required below.

Equipment specifications:

- 80 page per minute Full Color Production Press
- In Line Spectrophotometer for real time color corrections during a run
- Registration of +/- 1.0mm
- Multiple half tone screens to allow for optimal print quality (currently have 150, 175, 200, 300, and 600 Clustered Dot – 150, 200 Rotated – Stochastic)
- Machine initiated, real time registration adjustment without user intervention
- Post Process covers insertion module
- In Line Decurling and cooling units for flat sheet output and availability for user adjustment during a run
- In Line GBC punch for automated Booklet punching for both spiral and comb binding up to 300gsm
- In Line 3 knife trim for full bleed booklet making to include creasing unit and squarefold for flat output booklets
- Finished booklet sizes down to 4.27 x 7.17 up to 9.5 x 12.5
- Multi position stapling to include top left and dual side stapling
- Envelope Feeder trays to allow for full color envelope printing
- IEC 62368-1 security compliance
- Extended sheet size feeding of up to 47” long
- Hand Held Spectrophotometer for manual calibrations
- Fiery Job Master or equivalent software for reordering pages within a document
- Standalone Fiery EX server with Fiery Edge as well as monitor screen, keyboard and mouse

Service Capabilities:

- On-call remedial maintenance, including exchange warranty on all unserviceable parts and supplies (toner, staples, etc.).
- All replacement parts using exclusively OEM materials
- All labor associated with break/fix of MFPs
- Guaranteed 4 - 6 hours service response time
- All preventative maintenance, device cleaning to be completed during scheduled service calls.
- Preventative maintenance based upon the specific needs of the individual unit, including lubrication, necessary equipment adjustments and replacement of unserviceable parts.
- Provide firmware updates on software as needed
- Remote service for “I can’t print” issues for quicker resolution, driver configurations and training.
- Provide resolution to diagnosed issue within 1 business day of identification.
- In-service and on-going on-site training of MFP features by Xerox Business Solutions Southwest trainer(s).
- Equipment uptime of at least 95%.

Company Methodology:

- Please provide specifics on how your company addresses Service Technician training
- Please provide specifics on how your company addresses Account Management
- Please provide specifics on how your company addresses Sustainability Programs
- Please provide specifics on your vision of an Implementation Plan to include Site Prep, Training and a sample timeline

The Production Printer shall have a 6-year service contract, running from dates January 1, 2025, through December 31, 2030.

All hardware shall include warranty and scheduled maintenance of all hardware.

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 – Production Printer proposal to Navajo DOT
 - b. Evidence of Insurance, such as Professional Liability Insurance
- 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 bid 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 RFP	10 Points
B.	Letter of Transmittal	5 Points
C.	Specifications of Submitted Services	70 Points
D.	Three References	15 Points
Total Points		100 Points
E.	NBOA (Priority #1)	15 Points
F.	NBOA (Priority #2)	10 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 Request for Proposals - 24-12-3527LE

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
------------------	--------------------------	------

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