

REQUEST FOR BIDS: # 18-03-179SVJ

TO: All Potential Bidders

FROM: Office of Navajo Labor Relations
Post Office Box 1943
Window Rock, AZ 86515

DATE: March 14, 2018

SUBJECT: Request for Sealed Bid - Modular Office Building

The Office of Navajo Labor Relations is soliciting bids for a new modular office building that will be used as a functional business office with a minimum occupancy capacity of seven (7) people. The Office of Navajo Labor Relations will utilize this modular building to perform program operations and to serve as a communication center for conducting business, which will include meetings with company officials and government officials. The proposed site of the building will be on the vacant lot adjacent to Building No. W008-222 on Morgan Boulevard in Window Rock, Arizona. Utilities will be available within the building site location.

The bid shall include: Confirmation of specification of a standard modular office building, manufacture certification engaging authorize manufacture distributors, delivery, setup, and treated vented wood skirting for the building. The following are required specifications.

The building system shall meet minimum 80 mph wind standard.

Total building size: 36 ft. x 70 ft. = 2,520 square feet.

Interior:

- 8' ceiling height (Drop Ceiling/Ceiling Grid).
- 1 Men's Restroom (ADA compliant w/ sound proof walls)
- 1 Women's Restroom (ADA compliant w/ sound proof walls)
- 7 offices (enclosed with locking doors)
- 1 conference room w/1 erasable wall
- 1 small private office (Compliant with the Navajo Nation Health Start Act)
- 4' recessed diffused fluorescent lighting
- 5/8" drywall, tape and texture
- Semi-Gloss paint interior
- 36" x 70" interior doors
- 50 psi floor load
- Wall to wall commercial carpet in offices.
- Vertical sliding lockable windows.
- Adjustable heat/air diffusers in the ceiling.
- Vinyl horizontal mini-blinds on all windows.

- Kitchenette (Counter and electrical outlets for a refrigerator, a coffee maker, a microwave and a small sink)

Exterior Flooring & Walls:

- 2" x 12" Floor Joist @ 16" O.C.
- 2"x 6" Stud Walls @ 16" O.C
- Exterior Vapor Wrap
- Simpson strong ties

Exterior:

- Exterior grade Hardboard Siding.
- Commercial front entry door 36" x 70" with commercial hardware to include; panic bar entry, closure, and kick plates, and locking device.
- Commercial side door entry with lockable entry door 36" x 70" with commercial hardware to include panic bar entry, closure, and kick plates, and locking device opposite side of building from the front entry.
- Roofing shall depend on roof style. The gabled roof shall have a minimum of 35-year asphalt shingles.
- Exterior paint color; Main body-same as or equal to Sherwin Williams Exterior Gloss
- Construction and installation of steps and ramps meeting ADA requirements

HVAC/Electrical:

- Central Electric Heat and Air conditioning (Side Mounted Unit).
- 220 or 240 amp electrical service
- 120v electrical outlets spaced and installed per 2011 NEC (Including outlets for office partitions)
- Electric Water Heater – minimum 10 gallons (25 gallons preferred).

Insulation:

- Ceiling/roof/attic minimum R30
- Exterior Walls minimum of R19
- Interior 2"x 6" walls R-19
- Floor Minimum of R30

Mandatory Pre-Bid Meeting: Building Site, Friday, March 23, 2018, at 9:00 AM (NN Time)

Office of Navajo Labor Relations will require selective bidders to provide a proposed floor plan at the mandatory pre-bid meeting.

Items not mentioned above shall conform to applicable building/safety codes. UBC, UPC, UMC, 2011-NEC, NFPA 101 and ADA.

RFB Submission Documents:

Bid submission shall include four (4) copies.

1. Certification with Navajo Business Regulatory Department
2. Navajo Nation Certification Regarding Debarment and Suspension
3. W-9 Form: Request for Tax Identification Number
4. Manufacture and Modular Authorization Certificate
5. Cost Proposal (Include all applicable fees and 5% Navajo Nation Tax)
6. Utility Installation plan to include (approximately):
 - a. Sewer – Approximately 40 linear feet
 - b. Water – Approximately 40 linear feet
 - c. Electrical tie-in
 - d. Must coordinate with Navajo Tribal Utility Authority (NTUA)
7. Pad build-up: 1 ft. lift.
 - a. Concrete strip footing.

Submission of Sealed Bid:

Due to the urgency to obligate funds for this project, the Office of Navajo Labor Relations will accept sealed bids by no later than Friday, April 13, 2018, 5:00 pm. (Navajo Nation Time).

Bid package can be hand delivered to:

Victor Joe, Buyer
Purchase Services Department
Window Rock Boulevard
Administration Building 1 (One)
Window Rock, Arizona 86515
Phone: (928) 871-6317
Fax: (928) 871-7778
victorjoe@navajo-nsn.gov

Preference:

The Navajo Business Opportunity Act (NBOA) will apply: The bid opening procedure will be opened in accordance with NBOA. The final bid selection/award will be determined upon which proposal best meets the needs of the Office of Navajo Labor Relations.

Any questions please contact:

Attention: Michael Armijo
Phone: (928) 871-6800
Fax: (928) 871-7088
Email: michaelarmijo@navajo-nsn.gov

*****NO LATE BIDS WILL BE ACCEPTED*****

Sealed Bid Opening: Monday, April 16, 2018, at 2:00 PM (Navajo Nation Time)

Request for Taxpayer Identification Number and Certification

**Give Form to the
 requester. Do not
 send to the IRS.**

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	<p>1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.</p> <hr/> <p>2 Business name/disregarded entity name, if different from above</p> <hr/> <p>3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.</p> <p> <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate </p> <p> <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ </p> <p>Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</p> <p> <input type="checkbox"/> Other (see instructions) ▶ _____ </p>	<p>4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from FATCA reporting code (if any) _____</p> <p><small>(Applies to accounts maintained outside the U.S.)</small></p>
	<p>5 Address (number, street, and apt. or suite no.) See instructions.</p> <hr/> <p>6 City, state, and ZIP code</p> <hr/> <p>7 List account number(s) here (optional)</p>	<p>Requester's name and address (optional)</p> <hr/>

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. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number											
				-			-				
or											
Employer identification number											
				-							

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.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-DIV (dividends or distributions)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

**NAVAJO NATION CERTIFICATION
Regarding Debarment and
Suspension**

Applicant acknowledges that to the best of his/her knowledge that their company and principal participants on this contract:

- 1. Are not debarred, suspended, or otherwise slated for debarment, ineligible and/or excluded from participation on Federal, State, and Tribal Government contracts etc.
- 2. Are not presently nor have been under criminal indictment or civilly charged by a governmental entity (Federal, State, and Tribal Government) for fraud, forgery, falsification, theft, bribery, destruction of records, receiving stolen property and other criminal offenses in the administration of a government contract.
- 3. Have not been terminated for cause or convenience by a governmental entity in the administration of a government contract (Federal, State, and Tribal Government).
- 4. If the Navajo Nation determines that the Certificate provided herein is not true, it will be grounds to terminate the contract and pursue other legal remedies.

Applicant's Address

Name & Signature of Applicant

Type or Print Name

Signature Date