

REQUEST FOR PROPOSAL  
Bid Number 18-03-1801LE

**ADDENDUM #1 – BID DUE DATE and PROJECT REQUIREMENTS CHANGED**

Date: March 23, 2018

Project Title: Navajo Nation Division of Behavioral and Mental Health Services – Northern Regional Behavioral Health Center – Shiprock, New Mexico “Surveillance Camera System Phase I”

Project Schedule:

Advertisement of RFP	03/26/18 – 04/06/18
Onsite Pre-Bid Meeting	04/04/18 at 1 pm DST
Requests for Information Due Date	04/06/18 at 5 pm DST
<b>Bid Due Date</b>	<b>04/20/18 at 5 pm DST</b>
<b>Bid Opening</b>	<b>04/24/18 at 10 am DST</b>

Proposal:

All interested parties are invited to review and respond to this Request for Proposal at their discretion. All questions pertaining to the contents of this RFP as a respondent can contact via email Charlene Begay, Principal Information Systems Technician – DBMHS/DOH at [charlene.begay@nndoh.org](mailto:charlene.begay@nndoh.org)

All parties responding to this bid are instructed to submit or send four (4) proposals (1 original and 3 copy) to the following address:

The Navajo Nation  
Division of Finance – Purchasing  
Attention: Lorita Etsitty, Buyer I  
Administration Building #1  
Window Rock Blvd  
Window Rock, Arizona

Responses to this bid shall be sent in a sealed envelope, including a return address, and clearly marked on the outside of the envelope; the following:

BID 18-03-1801LE NNDBMHS NRBHC  
SURVEILLANCE CAMERA SYSTEM PHASE I  
DO NOT OPEN-BID PROPOSAL

## GENERAL INFORMATION AND GUIDELINES FOR THIS RFP

### I. DESCRIPTION OF THE ORGANIZATION

The Navajo Nation Division of Behavioral and Mental Health Services (DBMHS) is a federally funded program operating outpatient and inpatient counseling services throughout the Navajo Reservation.

### II. SCOPE OF THE CONTRACT

The Navajo Nation intends to enter into a professional services contract with one (1) responsible, qualified, and independent Contractor to complete all work as described in the attached scope of work.

### III. RESPONDENT REQUIREMENTS

All respondents must have the capabilities listed herein, including sufficient detailed information with regard to experience and expertise in meeting the following requirements:

1. A legitimate and credible vendor with a minimum of 5 years' experience and history with providing the described services.
2. The Navajo Business Opportunity Act 5 NNC § 201, 205 will apply.
3. Federal requirements (Davis Bacon wage rates).
4. All workmanship and materials shall comply with applicable Safety Codes.
5. As built drawings of all completed work.

### IV. SCOPE OF WORK (See Attached)

### V. REQUIREMENTS

The respondent will furnish all requested information as specified in the RFP.

### VI. PROPOSAL CONTENT AND REQUIRED INFORMATION

Please utilize the outline described below with 4 copies.

1. Organizational letter expressing your interest and a brief description of your proposed services. Do not reveal or make reference to the cost in this letter.
2. Organization qualifications and project experience. Include references.
3. Scope of Work
4. Product Specifications including cut sheets.
5. Design (detailed plan depicting layout).
6. Schedule
7. Copies of licenses, certifications, insurance certificates, and other relevant documents.
8. Costs to be submitted in a separate sealed envelope. (Detailed breakdown of costs: Material, Labor, and other applicable costs; NM State Tax.
9. Compliance: Any proposal that does not adhere to this format and does not address each specification, requirement, or scope of work as outlined, may be deemed non-responsive and rejected on that basis.

### VII. EVALUATION PROCESS (pre-qualifying process)

1. Evaluation Criteria
  - a. Qualifications, credentials, and 5 years work experience. This includes the capabilities to provide all requested services. (20 points)
  - b. Quality of products, ability to install, and warranty services. (30 points)

- c. Project Schedule. (20 points)
  - d. Navajo Preference. (05 points)
  - e. Cost (separate sealed envelope). (25 points)
2. Applicable Federal Requirements (25 CFR 900, OMB Circulars A-87, GSA qualified vendor, Davis Bacon wage rates, etc.).
  3. The Navajo Nation Division of Behavioral and Mental Health reserve the right to interview respondents if deemed necessary due to tied scores or other legitimate matters. This may entail a presentation from the respondent for clarification and/or details on products or other requirements. The presentation will be scheduled to be presented in Shiprock, NM (if necessary). It is the DBMHS's intention to award one (1) vendor to provide all services as specified.

VIII. TYPE OF CONTRACT

The Navajo Nation will utilize a standard Professional Services Contract for the procurement of goods and services for this project.

IX. PERIOD OF PERFORMANCE

The period of performance will be determined and negotiated based on the schedule proposed by the respondent and the contract implementation date.

X. TECHNICAL DIRECTION

The Navajo Nation DBMHS point of contact Charlene Begay, Principal Information Systems Technician for inquiries related to the project and other matters. Questions and answers will be shared with all respondents. Ms. Begay's email address is [charlene.begay@nndoh.org](mailto:charlene.begay@nndoh.org)

XI. PAYMENT AND SUBMISSION OF INVOICES

The Navajo Nation Professional Services Contract will describe this section.

XII. RIGHTS

The Navajo Nation reserves the right to reject any and all proposals, in whole or in part based on the requirements set forth in this RFP.

XIII. AGREEMENT TERMS AND CONDITIONS

The Navajo Nation is not bound to enter a contract under the RFP and may issue a subsequent RFP for the same services, and

The Navajo Nation is a sovereign government and all contracts entered into as a result for the RFP shall comply with the Navajo Nation law, rules and regulations, including the Navajo Preference in Employment Act, and applicable federal law, rules, and regulations. This procurement and any RFP with respondents that may result shall be governed by the laws of the Navajo Nation and applicable federal law. Nothing herein shall be constructed as a waiver of the Navajo Nation's sovereign immunity. In addition, the Navajo Nation Business Opportunity Act will apply to the RFP.

The Navajo Nation Professional Services Contract will provide all other legal and contractual obligations, terms, and requirements of this project.

XIV. OTHER

**SCOPE OF WORK**  
**Navajo Regional Behavioral Health Center**  
**Surveillance Camera System Phase I**

Install a new surveillance camera system with approximately 91 new IP cameras and retire the existing analog surveillance camera systems, which include the 36 existing cameras. Camera installation requires the installation of Ethernet Cat6 cable from the camera to the MDF/IDF data rooms campus wide. Provide, install, wire and configure new IP cameras. The recording device must be able to retain data for a period of at least 6 months. The installation requires the vendor to assist the IT department with the network configurations for the new IP camera system. Provide a backup of the configurations once all configurations are completed. Provide one year of labor warranty and 3 yr. manufacturer's warranty on equipment.

The entire facility indoor and outdoor camera systems have been identified for the existing and proposed cameras. Our assessments are marked existing and proposed cameras on the NRBHC facility as-built schematics as reference in the following table.

**PURPOSE:**

The vendor shall plan, design, purchase, and install A Server, proper networking accessories, security cameras, UPS, Proper Client Access Licensing (CALs) and trays for Navajo Regional Behavioral Health Center in Shiprock, New Mexico.

**BUILDING HISTORY AND DESCRIPTION:**

This project will be Phase I of several Phases to install, upgrade, and/or replace Security Camera Systems for Navajo Nation Division of Behavioral and Mental Health Services.

**PROJECT REQUIREMENTS:**

1. Video Management Software (VMS)  
We require a Video Management System that has optimal level of processing to tailor the accountability of video imagery. This system must accommodate to the total number of cameras being installed.
  - a. Proper Licensing for the Server is pertinent to the operability of the Camera system as a whole
  - b. 3-Years Server/Workstation Support Base License
  - c. Proper Device Channel Licenses
  - d. 3-Years Support Device Channel Licenses
2. **Vendor shall supply all required labor, tools, equipment, materials, and services required to provide a complete surveillance camera system and software installation.**
3. **Vendor shall be a licensed vendor of the surveillance camera system product and be fully knowledgeable and experienced in all aspects of procedures and methods.**
4. **Vendor shall provide warranty information on all work, parts, and labor.**
5. **Should the use of Subcontractors be required, the firm shall define the categories of subcontractors in the proposal and shall provide a list with the name and address of the subcontracting firm, category of work and shall be submitted with each proposal**
6. **Vendor shall provide and maintain, at their expense, general liability insurance against claims made for damages for personal injury or property damage by reason of anything done or not done, its employees or agents, in connection with the performance of this Agreement.**

**Cameras Indoor and Outdoor**

We require 720/1080 resolution cameras and full integration of product criteria for different measures within the work environment. The cameras are for day and night video surveillance 7 days a week. The cameras in varied locations should capture color video even in very low-light conditions. The cameras installed should have night vision capability. The setup of cameras in the parking lot may require wireless connectivity.

1. Indoor Fixed cameras should consist of minimum 720/maximum 1080 15/30 FPS IR 20/50' range.
2. Outdoor Fixed camera should consist of minimum 720/1080 15/30 FPS IR range will vary (dependent on Line of Sight and Depth). Consideration for Wider Angle Lenses.
3. Outdoor Fixed camera may consist Wireless 360 Degree minimum 720/1080 15/30 FPS IR Range will vary (dependent on Line of Sight and Depth).
4. Outdoor Cameras need to be resistant to moisture and weather conditions.
5. All cameras should have IR-Cutting, pending firmware
6. Indoor-Outdoor Mounting Kits
7. 1-Year Warranty Next Business Day Replacement Shipping

### **Video Server**

We require Video Optimized Server with RAID capability for Hot-Swappable HDs. Proper Appliances/Application to maximize VIDEO THROUGHPUT. This is to prevent video loss and image degradation while providing feedback and review of recorded sessions. Depth of the Chassis will vary from 2U to 4U. Presently, we are managing three NVR's in different IDF closets campus wide, which makes it time consuming to manage. We want to centralize our video storage in a single communication closet with room to grow.

1. Proper Server Licensing and the necessary Licensing to ensure full compliance of all Equipment and cameras.
2. UPS for potential brown-outs and black outs.
3. 3-Year Warranty SW Support and Next Day Parts

### **SPECIFICATIONS:**

1. The work shall include, but not necessarily be limited to, the following:
  - a. Design, supply and install all security cameras, Cat 6 cables, Patch Panels, Switches, Server, proper CALs, UPS and etc. as required for a complete system in accordance with the project.
  - b. Provide complete documentation, orientation, certs and training for Division of Behavioral and Mental Health personnel to provide a clear and complete understanding of the installed equipment and its operation. System training will cover the general operation, hardware, system features and program manipulation.
2. The security camera system shall provide video review and archiving, as well as transfer to USB/DVD capability.
3. The system shall be versatile for a wide area network to be used at other DBMHS locations and cross-platform designs.
4. The new camera system/equipment must be able to manage the variable amount of cameras installed.
5. The vendor will provide a physical server that stores the video camera software and appropriate applications with the capability to expand to other DBMHS OTC locations within the Navajo Reservation via Wide Area Network connection.

- a. The physical server should contain: the appropriate hardware specifications with the current trend and also meet or exceed the requirements of the Video Camera Application(s). It should also be RAID configured for Hot-swappable hard drives.
6. The security camera system shall contain battery back-up where appropriate.
7. Provide and install all mounting hardware/supplies, cables, trays and power supplies as required for system operation and reliability.
8. The security camera system's programming shall include configuration parameters (hardware, software and other communication parameters). Programming operational parameters shall include full configuration for a fully operational system. As well, a back-up of the final configurations.

**Additional Hardware**

1. 100/1000 Network switches sufficient to the cameras installed (per Zone if necessary).
2. 3-Year Support
3. Cabling Infrastructure + Termination Hardware (Label Identification of each cable pulled) and Certs for each Cat 6 cable pulled.

**GENERAL RESPONSIBILITIES**

1. Familiar with the site and point out any potential problems before starting the job.
2. The awarding of this contract shall be based on the assurance that qualified staff will be able to carry out this scope of work.
3. All change management that affects the facility's power and system reboots must be first approved by the Facility Managers; without exceptions.
4. Any disruptions to the integrity of surfaces that are a portion of a fire barrier system – fire walls, enclosures, and floor penetrations must be approved by the facility manager.
5. All newly installed equipment will be properly grounded.
6. All additional wiring and cabling materials are the responsibility of the vendor.
7. NRBHC is an actively behavioral health facility, the vendor's employees shall have a respectful awareness of the NRBHC environment, which includes clients, staff, and events at all times.

**LIABILITY INSURANCE**

Shall provide and maintain, at his expense, general liability insurance against claims made for damages for personal injury or property damage by reason of anything done or not done, its employees or agents, in connection with the performance of this Agreement.

**GENERAL SITE MAINTENANCE**

1. Shall clean up, remove, and dispose of all debris associated with this work. Maintain cleanliness of the property at all times.
2. All work, including start-up of equipment, is to be performed during regular working hours.
3. It is the intent of this contract that all work performed is to be complete and functional in all respects that meet all requirements.
4. The costs of repair(s) and/or replacement(s) of any damage(s) done by the vendor's work force are the responsibility of the vendor.
5. All conduits and raceways shall be concealed unless prior approval has been granted to run on wall surfaces. Where runs are exposed all runs shall be true to building lines and painted out as to not be obvious.
6. Wall and ceiling surfaces disturbed during the installations shall be restored to their original conditions in like kind- materials, textures, finishes, etc.

7. At the completion of the project, all ceiling tiles, furnishing and equipment that were removed during the work will be return to its proper position.

# Request for Taxpayer Identification Number and Certification

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

► Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.		
	2 Business name/disregarded entity name, if different from above		
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only <b>one</b> of the following seven boxes.		4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):  Exempt payee code (if any) _____  Exemption from FATCA reporting code (if any) _____  <i>(Applies to accounts maintained outside the U.S.)</i>
	<input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► _____ <b>Note:</b> 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 <b>not</b> 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. <input type="checkbox"/> Other (see instructions) ► _____		
	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. 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:

- 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 ►

## 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](http://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, 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

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Name & Signature of Applicant

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Type or Print Name

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Signature Date