

REQUEST FOR PROPOSAL  
Bid Number 18-03-1802LE

**ADDENDUM #1 – BID DUE DATE CHANGED**

Date: March 23, 2018

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

Project Schedule:

Advertisement of RFP	03/26/18 – 04/06/18
Onsite Pre-Bid Meeting	04/04/18 at 10 am 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>
Bid Opening	04/24/18 at 10 am DST

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 18-03-1802LE NNDBMHS NRBHC  
ACCESS CONTROL PHASE 1  
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

**PURPOSE:**

The vendor shall plan, design, purchase, and install Access Controls, Card Readers, Access Control Server and proxy cards 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 Access Controls, Card Readers, Proxy Cards and Access Control Server for Navajo Nation Division of Behavioral and Mental Health Services. Navajo Regional Behavioral Health Center (Phase I) will consist of upgrading 54 existing Access Controllers and readers and install 29 additional readers and/or access controls. Navajo Regional Behavioral Health Center (Building 2301) has an active BOSCH RK-AL600 ULX-4CB6 Access Controllers and card readers; Building 2916 has no existing access control devices.

All existing and proposed access control device locations are shown below:

Location	As-Build Drawing	Access Controllers	Existing Readers	Proposed Readers
Bldg 2301 Zone 1	A105		8	1
Bldg 2301 Zone 2	A106	MDF & IDF-3	11	3
Bldg 2301 Zone 3	A107		5	0
Bldg 2301 Zone 4	A108	IDF- 2	10	2
Bldg 2301 Zone 5	A109		2	2
Bldg 2301 Zone 6	A110	IDF – 1	14	0
Bldg 2301 Zone 7	A109		0	0
Bldg 2301 Penthouse	A103		0	1
Bldg 2916	Old OTC		0	8
Total:			50	17

Building 2301 has a MDF (Main Distribution Frame) and three (3) IDF (Immediate Distribution Frame) fiber backbone network and CAT6 cable drops. The existing access controllers are stored in the MDF and IDF rooms.

The vendor shall conduct an onsite assessment of the facility and specified equipment replacement. The vendor shall submit a complete list of necessary equipment and supplies that will be used to complete the work outlined in this scope of work. The overall outcome of the work should ensure that all new and existing access control equipment are working correctly which is inclusive of the Existing Access Control System, card readers, electromagnetic locks, electrical connection and network wiring where required.

**PROJECT REQUIREMENTS:**

1. Vendor shall supply all required labor, tools, equipment, materials, and services required to provide a complete security access control system, servers, operating system and software installation.
2. Vendor shall be a licensed vendor of the access control system product and be fully knowledgeable and experienced in all aspects of procedures and methods.

3. Vendor shall provide warranty information on all work, parts, and labor.
4. 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, state license number for Electricians, Plumbers and shall be submitted with each proposal
5. 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.

**SPECIFICATIONS:**

1. The work shall include, but not necessarily be limited to, the following:
  - a. Design, supply and install all security access and intrusion controls, door controllers, readers, electronic door strikes, exit door motion controls, door contacts, fire/intrusion monitoring control panel, alarm communicator and control computer/monitor as required providing a complete system in accordance with the project.
  - b. Provide complete documentation, orientation 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 access control system shall follow all entry activity in real-time tracking. The system shall also have event viewer, event archiving, time zoning, assignable access groups, assignable access levels, operator interfacing, alarm handling, over-rides, personnel identification numbers, operator privilege levels, various reporting modes, operator on-line assistance, query of system status, back-up, restoration and on-line maintenance.
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 access system must be able to manage at least 100 to a maximum 600 proxy cards.
5. The vendor will provide a physical server that stores the access control software and database with the capability in expanding to other DBMHS OTC locations within the Navajo Reservation via Wide Area Network connection.
  - a. The physical server should contain: hard disk drive, 32 gigabytes of physical memory and an i7 processor. The server's operating system should be at least a Windows 7/Windows 10 professional.
6. The access control system shall contain a non-volatile memory and an integral system battery back-up for long-term persistent storage.
7. New locks and door strikes shall be fully universal and compatible with any access control system.
8. Provide and install all mounting hardware, relays, transformers, power supplies as required for system operation and reliability.
9. The access control system's programming shall include configuration parameters (hardware, software, reader & door locations or numbers and communication parameters). Programming operational parameters shall include unlock/locking times, events, door shut times and communication failure/restore times.

**ELECTROMAGNETIC LOCKS:**

1. The locks will open in the case of an emergency.  
The lock holding force must be set to a minimum of 1200 pounds for the doors.

**VENDOR GENERAL RESPONSIBILITIES:**

1. Familiar with the site and point out any potential problems before starting the job.
2. The award of this contract shall be based on the assurance that qualified staff will be able to carry out this scope of work.
3. All work 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 shall be properly grounded.
6. All additional wiring and cabling materials are the responsibility of the vendor.
7. NRBHC is an active 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.

**VENDOR 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.



