

Background

The Navajo Nation – Division of Social Services, Department of Child Care and Development in Window Rock, Arizona supports low-income working families through child care financial assistance and promotes children’s learning by improving the quality of early care, education, and afterschool programs at child care centers located throughout the reservation.

SCOPE OF WORK:

The Navajo Nation Department of Child Care and Development proposes to enter into a service contract for “Grease Trap and Septic Cleaning Services” at various DCCD Tribal Child Care Centers; for a term period of three years beginning October 1, 2020. Responders will be responsible for providing labor, supervision, materials, equipment, transportation, service, and perform a high quality level of service. The Department of Child Care & Development intends to award the contract to the responder that can best provide the Department with the highest quality service as further described in this Request for Bid.

A. SERVICES TO BE PROVIDED BY CONTRACTOR:

- Waste Management services “Septic and Grease Trap cleaning” for twenty (20) child care centers and septic services for five (5) child care services. Sanitation services provider “vendors” should have equipment to accommodate standard common Waste Management services and specific grease and septic cleaning items that shall be disposed of to a sanitation recycle yard and/or waste dumping lagoon facility.
- Services are intended to be for waste disposal purposes only at the twenty (20) locations; bidder shall provide a flat rate to be charged an hourly wage, and mileage to be subjected to any and all sites listed below.

The scope of work to conduct these services and bins sizes is as follows:

1. Shiprock Region:	Grease Trap	Services
1. Alchini Nizhoni Child Care Center	25 Gal/Cap (1 bin)	Bi-annually
2. Hog Back Child Care Center	25 Gal/Cap (1 bin)	Bi-annually
3. Shiprock Child Care Center, Admin	25 Gal/Cap (1 bin)	Bi-annually
4. Toadlena/Two Grey Hills	25 Gal/Cap (1 bin)	Bi-annually
2. Crownpoint Region:		
1. NTC “CIT” Tiists’ozi	25 Gal/Cap (1 bin)	Bi-annually
3. Fort Defiance Region:		
1. Fort Defiance Child Care Center	25 Gal/Cap (1 bin)	Bi-annually
2. Karigan Child Care Center	25 Gal/Cap (1 bin)	Bi-annually
3. Little Miss Muffet child Care Center	25 Gal/Cap (1 bin)	Bi-annually
4. Chinle Region:		
1. Many Farms Child Care Center	25 Gal/Cap (1 bin)	Bi-annually
2. Tsaille #1 Child Care Center	25 Gal/Cap (1 bin)	Bi-annually
3. Rough Rock Child Care Center	25 Gal/Cap (1 bin)	Bi-annually
4. Rock Point Child Care Center	25 Gal/Cap (1 bin)	Bi-annually
5. Greasewood Child Care Center	25 Gal/Cap (1 bin)	Bi-annually
6. Chinle Child Care Center – Kii Doo Bah #1	25 Gal/Cap (1 bin)	Bi-annually
7. Kii Doo Baa # 2 Child Care Center	25 Gal/Cap (1 bin)	Bi-annually
8. Cottonwood/Tselani Child Care Center	25 Gal/Cap (1 bin)	Bi-annually
9. Pinon Child Care Center I & II	25 Gal/Cap (1 bin)	Bi-annually
5. Southwest/Tuba City Region:		
1. Shonto Chinle Region	25 Gal/Cap (1 bin)	Bi-annually
2. Tuba City Child Care Center	25 Gal/Cap (1 bin)	Bi-annually
3. Leupp Child Care Center	25 Gal/Cap (1 bin)	Bi-annually

Septic Tank cleaning services are to include cleaning of the tank, pumping stations required waste removal and ensure the water is running thru the systems properly at each of the five (5) sites. Additionally, ensure waste is handled environmentally safe and disposed of within vendor's disposal sites. Navajo Nation Child Care and Development Fund Program (CCDF) has five (5) sites that require services and is to be scheduled in advance (2) twice within each fiscal 10/01 to 9/30 of each year contract.

Listing Child Care Centers	Building	Location
1. Lower Greasewood Child Care Center	Modular Bldg	Greasewood, Arizona
2. Rough Rock Child Care Center	Conventional Bldg	Rough Rock, Arizona
3. Hogback Child Care Center	Modular Bldg	Hogback, New Mexico
4. Shonto Child Care Center	Modular Bldg	Shonto, Arizona
5. Leupp Child Care Center	Conventional Bldg	Leupp, Arizona

Service Call: this same vendor will be the sole contractor to provide service calls and emergency services that will be prior authorized and job tickets/invoice will be processed with all information of location, work that had been performed, (detailed description of the work performed). Emergency Services Cost to be billed separately from contract.

The maintenance strategy should include inspection of the individual child care center to ensure that smooth and uninterrupted services are performed to eliminate down time and increase efficiency. There are twenty-one (21) child care centers located in both Arizona and New Mexico.

REQUEST FOR PROPOSAL

General Information

Grease Trap and Septic Cleaning Services
Department of Child Care and Development
Navajo Nation Division of Social Services

BID NO. 20-05-2313LE

Request for submittal deadline: All RFPs must be received, by Friday, June 26, 2020 at 5:00pm MDT

CONTACT PERSON: Navajo Nation Department of Child Care and Development (DCCD),
Selena Curley, Delegated Program Manager II
Telephone Number 928.871.6629

COURIER SERVICE/DELIVERY TO: Navajo Nation Department of Child Care and Development
Attention: Jeffrey Hubbard, AMS
47552-J State Highway 264, Window Rock Az. 86515

MAIL TO: Navajo Nation
Division of Social Services
Department of Child Care & Development
P.O. Box 2425
Window Rock, Arizona -86515

INSTRUCTION TO BIDDERS

- A. **ISSUING OFFICE:** This Request for Proposals (RFP) is issued for the Navajo Nation Department of Child Care & Development. P.O. Box 2425 Window Rock, Arizona.
- B. **PURPOSE:** This RFP provides prospective proposals with sufficient information to enable them to prepare and submit for consideration.
- C. **SCOPE:** This RFP contains the instructions governing the proposals to be submitted and the materials to be included therein; mandatory requirements which must be met to be eligible for consideration; and other requirements to be met. Please include the attachments with proposal packet.

D. **SCHEDULE OF ACTIVITIES:**

DEADLINE:

1. Prospective proposals Inquiry deadline (no questions accepted after this date);Inquiries and questions will be answered At any time prior, questions may be verbal or in writing.
Due date for all proposals

June 26, 2020

- E. **INQUIRES:** Prospective proposals may make telephone or written inquiries concerning this RFP to obtain clarification of requirements. No inquiries will be accepted after the inquiry deadline listed in Section D.

(1) Mailed inquiries is to be addressed to:

The Navajo Nation
Department of Child Care & Development
Post Office Box 2425
Window Rock, Arizona 86515

- F. **ADDENDUM OF SUPPLEMENT TO THIS REQUEST FOR PROPOSALS:** In the event that it becomes necessary to revise any part of the RFP, an addendum will be issued.
- G. **PROPOSALS SUBMISSION:** Proposals must be received on or before Friday, June 26, 2020. Businesses who are mailing their proposals should allow sufficient time for mail delivery to ensure receipt by the time specified. If mailed, it is recommended that proposals be sent by certified mail to the address indicated on the cover sheet of the RFP. NO LATE PROPOSALS WILL BE ACCEPTED.

FOUR (4) COPIES OF THE PROPOSAL ARE REQUIRED: The original and three copies must be delivered in a sealed envelope. The outside of the envelope should be clearly marked with the **(Grease Trap and Septic Cleaning Services), Bid number (20-05-2313LE) DO NOT OPEN**, and the name and address of the firm submitting the proposal. **Cost to be sealed in a separate envelope.**

LATE RECEIPT OF PROPOSALS: Late proposals will NOT be accepted. It is the responsibility of the bidder to ensure that the proposal arrives in the Purchasing Services Department prior to the date and time specified.

- H. **REJECTION OF PROPOSALS:** The Purchasing Services Department and Department of Child Care & Development reserves the right to reject any or all proposals and to waive informalities and minor irregularities in proposals received.
- I. **PROPRIETARY INFORMATION:** Any restrictions on the use of data continued within any proposals must be clearly stated in the proposal itself. Proprietary information submitted in response to this RFP will be handled in accordance with applicable purchasing procedures. Each and every page of the proprietary material must be labeled or identified with the word "PROPRIETARY".
- J. **RESPONSE MATERIAL OWNERSHIP:** All material submitted regarding this RFP shall become property of the Navajo Nation and will not be returned to the business. Responses received will be retained by the Purchasing Services Department and may be reviewed by any person after final selection has been made, subject to paragraph I above. The Purchasing Services Department has the right to use any or all system ideas presented in reply to this RFP, subject to limitations in paragraph K below. Disqualification or non-selection of a proposal or bid does not eliminate this right.
- K. **INCURRING COSTS:** The Navajo Nation Purchasing Services Department and Navajo Nation Department of Child Care & Development is not liable for any cost incurred by the proposal prior to issuance of a contract.
- L. **ACCEPTANCE OF PROPOSAL CONTENT:** The contents of the proposal of the successful bidder will become contractual obligations if acquisition action ensues. Failure of the successful proposal to accept these obligations may result in cancellation of the award and such proposal may be removed from consideration for future solicitation. The Navajo Nation Purchasing Services Department and Navajo Nation Department of Child Care & Development reserves the right to pursue appropriate legal action in the above set of circumstances.
- M. **ACCEPTANCE TIME:** The Navajo Nation Division of Social Services – Department of Child Care & Development, intends to make a vendor selection within ten (10) days after the closing date for receipt of proposals.
- N. **AWARD OF BID:** Upon selection, a contract document will be prepared to the contractor and the proposal submitted by the contractor will become part of the contract.
- O. **JOINT PROPOSALS:** Nothing in this RFP shall be construed to prohibit vendors from entering into a consortium for the purpose of affirming a proposal in response to this RFP. Parties to a consortium will not be permitted independent, individual proposals in response to this RFP.
- P. **EVALUATION PROCEDURES AND CRITERIA:**
1. A Review Committee will review and will judge the proposals received in accordance with the general criteria used herein. The team may request oral presentation by the organization proposing. Proposals prepared to provide any additional information the team feels necessary for a fair evaluation of proposals.
 2. Failure to provide any information requested in the RFP may result in disqualification of the proposal. All proposals must be endorsed with the signature of a responsible official having the authority to bind the proposal to the execution of a contract.

3. The sole objective of the review team will be to select the proposal that is most responsive to the needs of the Navajo Nation Department of Child Care and Development. The specifications in this RFP represent the minimum performance criteria necessary for a response. On the basis of the evaluation criteria established in this RFP the Review Committee will select and recommend the proposal who best meets this objective.
4. Evaluation Criteria: The following criteria will be used by the selected proposal reviewing Committee in the selecting process for contract award. The technical proposal factors will be rated on a scale of 1-100 with weight relations as stated below.

<u>Product and Services</u>	0-25 Points
<ul style="list-style-type: none"> • Equipment, expertise and Implementation plan & schedule 	
<u>Project detailed</u>	0-30 Points
<ul style="list-style-type: none"> • Detailed information on approach to scope of work providing Overall Safety check, and inspection with report 	
<u>Credentials and Past Performance</u>	0-25 Points
<ul style="list-style-type: none"> • Licensures of business • Past Projects completed on NN 	
<u>Staff and Qualifications:</u>	0-20 Points
<ul style="list-style-type: none"> • Staff Training, education, And Experience 	

1. Cost/Price Factors:

The importance of cost factors in the selection will depend upon the magnitude of the cost differentials identified, the credibility of such differential, the keenness of competition in the Technical Proposal, and the impact of other factors. The burden of proof as to cost credibility rests with the offeror. Proposed costs will be evaluated not only to determine if the estimate is reasonable, realistic and cost effective, but also to determine the offerors understanding of the program and ability to organize and perform the contract. Cost/price factors will not be numerically weighed and scored.

Proposed Cost: (To be sealed in a separate envelope) Show cost for overall proposal with NN Tax included with detail cost and attachment to be with proposal packet.

- Attachment called "Purchase Price" that's under scope of work.

Q. STANDARD CONTRACT: The Navajo Nation reserves the right to incorporate standard contract provisions into any contract negotiations as a result of a proposal submitted in response to this RFP. The Navajo Nation is a sovereign government and all contracts entered into as a result for the RFP shall comply with Navajo Nation law, rules and regulations, including the Navajo Preference in Employment Act, the Navajo Nation Business Opportunity Act, 5 N.N.C. § 201 et. Seq., Navajo Procurement Act, 12 N.N.C. § 301, and applicable federal law, rules and regulations, 45 CFR part 98.41 (C) (4)-(5) (Health & Safety Requirements) regarding Building and Physical premises safety. 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 construed as a waiver of the Navajo Nations Sovereign Immunity.

- R. **RETURN OF PROPOSALS:** The Navajo Nation has no obligation to return any proposals received in response to this RFP.
- S. **SPECIAL CLAUSES:** Pursuant to Section 507 PL 106-113, Special Clauses: The grant agreement requires disclosure of (1) the percentage of the total costs of the program or project which will be financed with Federal money (2) the dollar amount of Federal funds for the project or program, and (3) the percentage and dollar amount of total costs of the project or program that will be financed by nongovernmental sources.
- 100% of total cost of this RFP will be financed with ACF-HHHS CCDF Grant Funds
 - Upon award and acceptance, the total dollar amount will be made available
 - None of this RFP will be funded by outside sources.
- T. **TERMS:** The term of this contract will be for three years (3 years) from October 1, 2020, not to exceed September 30, 2023. With an option for a negotiable contract or a Purchase Order that will require mutual agreements between both parties.
- U. **PROPOSAL REQUIREMENTS:** All proposals must have as a minimum, the capabilities listed herein and the bid proposal submitted must reflect in detail the inclusion of these services as well as the degree of expertise in utilizing these capabilities.
1. Licensed, bonded, and current **General Liability**.
 2. Prospective recipient shall sign a **Navajo Nation Debarment and Suspension Waiver** form, to be provided by DCCD.
 3. Must Submit Listing and provide all Licenses, Certification, Awards, Degree with Proposal
 4. Prospective recipient shall sign a **Tax Form – W9 (2018)**

BILLING AND PAYMENT:

1. Billing and payment shall conform to all Navajo Nation procurement procedures. In order to receive timely payment, vendor have an obligation and responsibility to present invoices that are timely and accurate. An original of a vendor's invoice is needed for payment. The invoice must also contain identical information as shown on the purchase order or contract.

Acknowledgment:

I have read and reviewed information pertaining "Request for a Proposal" for a service contract "**Grease Trap and Septic Cleaning Services**" and approve to be advertised as is.

 5/28/20

Selena Curley, Delegated Program Manager II

**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

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>	
	<p>2 Business name/disregarded entity name, if different from above</p>	
	<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 <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ 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. <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>	<p>Requester's name and address (optional)</p>
	<p>6 City, state, and ZIP code</p>	
	<p>7 List account number(s) here (optional)</p>	

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					
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or					
Employer identification number					
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 5%; text-align: center;">-</td> <td style="width: 70%; border: 1px solid black; height: 20px;"></td> </tr> </table>		-			
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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.

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-INT (interest earned or paid)

- 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.