

THE NAVAJO NATION



JONATHAN NEZ | PRESIDENT MYRON LIZER | VICE PRESIDENT

REQUEST FOR PROPOSALS PROPOSAL BID #: 21-01-2414LE

“STOREFRONT ENTRANCE GLASS DOORS MAINTENANCE AND/OR REPAIR SERVICES”

Navajo Special Diabetes Program (NSDP) requests proposals from firms interested in providing services to the Maintenance and/or Repair of Entrance Glass Doors on behalf of the NSDP Facilities. NSDP intends to seek and obtain professional services by a reputable provider to perform necessary professional maintenance and/or Repair on Storefront Entrance Glass Doors to four Navajo Nation-owned facilities, located within the Navajo Reservation.

Proposers are recommended to visit each of facility listed within and perform a comprehensive assessment of the facility locations prior to submitting a response. The Contractor shall visit the site prior to proposal in order to be fully acquainted with the existing site conditions and surrounding area. It is the Contractor’s responsibility to field verify all devices, equipment and measurements needed prior to proposal.

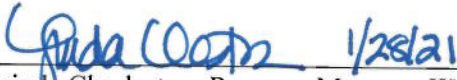
The successful proposers will be responsible for providing labor, supervision, materials, equipment, transportation, service, and the shop facilities necessary to perform high quality work. Proposers must comply with ADA Standards for Accessible Design Code. Proposers may provide an explanation itemizing the extent of their repair service procedure and practices. NSDP intends to award the multi-year contract to the proposer that is able to establish a contractual relationship with a qualified proposer that can best provide the NSDP with quality maintenance and repair services as further described in this RFP.

The proposal format shall include: (1) a narrative outlining the project approach, qualifications, and current workload and capability; (2) a list of past projects completed on the Navajo Nation; (3) a list of three references and phone numbers from recent clients; and (4) copy of License and Insurance Certifications (if available).

The contract will be awarded to the proposer who submits the best proposal in terms of: (1) Capability, Qualifications and References, (2) Method of Approach, and (3) Price.

Four copies of the proposal shall be submitted in a sealed envelope labeled “STOREFRONT ENTRANCE GLASS DOORS MAINTENANCE AND/OR REPAIR SERVICES” - DO NOT OPEN,” to Attn: Lorita Etsitty, Buyer, Navajo Nation Purchasing Service, Administration Building # 1, Window Rock Blvd., Window Rock, Arizona, or mailed to P.O. Box 9000, Window Rock, Arizona 86515. Bid documents and supplemental information regarding the project will be available online @ www.nnooc.org link: Purchasing. If any questions regarding this RFP call Randall Comb at 928-871-6532 or email: rcomb@navajo-nsn.gov

The Navajo Nation reserves the right to reject any and all proposals not within projected budget and may elect to award the contract not solely on the bid amount but the bidders’ qualification. The due date for proposal February 12, 2021, 5:00 p.m.



Lucinda Charleston, Program Manager III
Navajo Special Diabetes Program

Date: January 27, 2021

REQUEST FOR PROPOSALS
"Storefront Entrance Glass Doors Maintenance and/or Repair Services"
PROPOSAL BID #: 21-01-2414LE

PURPOSE:

Navajo Special Diabetes Program (NSDP) intends to seek and obtain maintenance and/or repair on storefront entrance glass doors services by a reputable provider to perform necessary professional services to four Navajo Nation-owned facilities, located within the Navajo Reservation.

PROPOSAL SUBMITTAL REQUIREMENTS:

To be considered, each bidder must submit a response to this Request for Proposal (RFP) and respond to the SELECTION CRITERIA identifying your understanding of the services requested. The proposal must be signed, in ink, by an official authorized to bind the bidder to its provision.

Proposals must be marked as "STOREFRONT ENTRANCE GLASS DOORS MAINTENANCE AND/OR REPAIR SERVICES" and must be received by 5:00 p.m., February 12, 2021. The bidder is responsible for the timely receipt of their proposal by the Navajo Nation Purchasing Service Department. Bid documents and supplemental information regarding the project will be available online @ www.nnooc.org link: Purchasing. Late or faxed proposals will not be considered.

Bidders who intend to submit proposals will be required to visit each of facility listed within and perform a comprehensive assessment of the facilities prior to submitting a response. This will provide an opportunity for the bidder(s) to ask any questions of the proposal, and receive clarity of the intent of the proposal through mutual understanding.

The content of this RFP, its attachments, the proposal and any mutual understandings resulting from oral presentations will become contractual obligations if a contract ensues. Failure of the successful bidder to accept these obligations may result in cancellation of a proposed contract. NSDP further reserves the right to interview the key personnel assigned by the successful bidder to this project. NSDP reserves the right to reject any and all proposals.

NONDISCRIMINATORY PRACTICES:

In accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d-4, the NSDP hereby notifies all bidders that it will affirmatively insure that in regard to any contract entered into pursuant to this advertisement, minority business enterprises will be offered full opportunity to submit bids in response to this invitation and will not be discriminated against on the basis of race, color, sex, or national origin for an award.

LIABILITY:

NSDP assumes no responsibility or liability for cost incurred by the contractor prior to the signing of an agreement. Total liability of NSDP is limited to the terms and conditions of any contract resulting from this RFP.

INDEMNIFICATION:

The contractor shall indemnify and hold harmless the NSDP and its agents and employees, from and against all claims, damages, losses, and expenses, including attorney fees arising out of or resulting from the performance of the work, which includes all labor, materials and equipment required to produce the services required by the contract, provided that any such claim, damage, loss or expense: 1) is injury to or destruction of tangible property (other than the work itself), including the loss of use resulting there from; and 2) is caused in whole or in part by any negligent act or omission of the contractor, any subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, regardless of whether or not it is caused in part by a party indemnified hereunder. The contractor assumes full responsibility and liability for compliance with any and all local, state, federal laws and

regulations applicable to the contractor and its employees, including, but not limited to, compliance with the Occupational Safety and Health Act of 1970.

GENERAL PROPOSAL REQUIREMENTS:

The proposals shall include the following:

- Name of firm or company, business address, name of contact person, telephone number, fax number and email address (if applicable).
- Price of service per facility and aggregate.
- Number of hours that you project will be necessary to perform the described duties, per facility and aggregate.
- References, especially government organizations, preferably governmental entities in Arizona or New Mexico.
- Description of your firm, personnel and services provided.
- Reason(s) why you believe your firm should provide these services to NSDP.
- Copies of all applicable licenses and insurance certificate (i.e., worker's compensation, general liability, unemployment compensation, etc.).
- Any other pertinent information that you believe will assist NSDP in understanding your company and assurances if awarded the contract, i.e., most recent financial statement, bonding certificate.
- Changes made to the RFP as the result of a response by NSDP, to questions or concerns raised through correspondence with prospective bidders, will be in writing and provided to each bidder.
- All information contained in a proposal is subject to disclosure.

SELECTION CRITERIA:

Responses to this RFP will be evaluated based upon the following factors as presented to the bid proposals:

Capability, Qualifications and References – (30%)

- The written proposal should indicate the ability of the contractor to meet the terms of the RFP.
- The written proposal should indicate the competence of personnel whom the bidder intends to assign to the project.
- Qualifications will be measured by training and experience, with particular reference to work experience in facilities of equal or greater size to that described in the RFP.
- Emphasis will be placed upon the qualifications of bidder's project manager.

Method of Approach – (20%)

- This factor will be judged based upon the Work Plan provided in the Proposal.

Price - (50%)

- This factor will be based on the total firm cost with breakdown of labor cost, expense cost and supplies/materials cost of the services per site location.

NSDP Facilities

TABLE 1:

	<i>Facility Name</i>	<i>LOCATION</i>	<i>Square Feet (s.f.)</i>
1	Dilkon Wellness Center	East of Dilkon District Court Land Tract Dilkon, Arizona	6,720
2	Teeenospos Wellness Center	Teeenospos Chapter Land Tract Teeenospos, Arizona	5,146
3	Tuba City Wellness Center	East of Tuba City Medical Center Tuba City, Arizona	6,000
4	Window Rock Wellness Center	Navajo Nation Fair Grounds Window Rock, Arizona	10,752

QUESTIONS:

Questions should be directed to:
Randall Comb, Acting Facility Coordinator
Navajo Special Diabetes Program
P O Box 3748
Window Rock, Arizona 86515
Email: rcomb@navajo-nsn.gov
Telephone: 928-871-6532
Fax: 928-871-6543

Navajo Special Diabetes Program Service Area Building Information and Contact Listing

<u>Office Locations:</u>	<u>Building Size:</u>	<u>Contact Person:</u>	<u>Telephone #:</u>
Dilkon Wellness Center	6,720 sq. ft.	Thomasita Tsosie	928-657-8119
Tecnospos Wellness Center	5,146 sq. ft.	Charlene Begay	505-612-9127
Tuba City Wellness Center	6,000 sq. ft.	Ryan Morgan	928-707-0742
Window Rock Wellness Center	10,752 sq. ft.	Nathanial Yazzie	928-871-7870

OBJECTIVE AND SCOPE:

NSDP wishes to secure timely, consistent, and cost-effective maintenance and repair services, from one contractor, to ensure clean and safe facilities for employees and persons doing business with the contractor. The contractor shall maintain and repair the interior and exterior store front glass doors at designated facility sites on the Navajo Reservation.

SCOPE OF SERVICES:

Work within this request for proposal (RFP) shall include the following:

Summary of the Work: Work of the Project includes:

- Be able to repair storefront entrance glass doors on site, stock available parts to purchase for doors.
- Install and repair door push & pull hardware devices on site, which may include but not limited to, latch track threshold, dropped forged center case, concealed vertical rod device, reversible exit device, narrow stile device, and stock available parts.
- Repair handicap door openers, which may include but not limited to, and stock available parts.
- Services shall include all parts and labor. All components, belts, lubricants, pivots, glass, and guide rails shall be inspected. All work shall be performed in accordance with the original equipment manufacturer's instruction.
- Install and repair various types of door hardware on site if needed.
- If needed; installation of new insulated entrance glass doors with a bronze over glass finish with visible light transmission of 47%. All glass doors are required to have push bars on the interior side and pull handles on the exterior side. Americans with Disabilities Act (ADA) approved 4" thresholds. All doors are to have locks installed and keyed. These doors will be required to be upgradeable for a security system upgrade such as card readers or other security systems. Automatic manual closers are required on all doors.

The Contractor shall maintain or have readily available spare parts and properly trained personnel to support the equipment at the Contractor's cost throughout the duration of the contract. If required, the Contractor shall provide only replacement parts that are new and have the same quality and brand name as that being replaced. Substitutions will be permitted only with prior authorization of the Program Manager or their designated representative. NSDP reserves the right to request the contractor supply invoices from suppliers showing the contractor costs. All repair services, if required, shall be conducted in full compliance with all specified standards in a manner equal to or better than the normal safety and security procedures and standards established by NSDP.

At no time shall NSDP facilities or its occupants be placed in jeopardy.

- Work shall be done with a minimum amount of disruption to the diabetes prevention activities.

- Remove and legally dispose of all waste generated by the work
- Remove all unused material brought on site by the bidder.

GENERAL CONDITIONS:

In the event the premises specifically described herein are partially destroyed or damaged so that they are not used in whole or part, the fees set forth in the contract shall be proportionately reduced based on the remaining duties and functions described in the Schedule of Duties.

- Insurance required during entire length of agreement is as follows:
 1. Worker's Compensation coverage per statutory requirements
 2. Liability coverage as follows:

Bodily Injury	Property Damage:	\$1 million per person	\$1 million each accident
		\$1 million each aggregate	\$1 million aggregate
- The contractor shall comply with any and all rules and regulations established by the Navajo Nation regarding security, building use, and conduct of the contractor's employees on NSDP's premises.
- The contractor shall have a designated agent on the premises to provide adequate and continuous supervision at all times that its employees are working.
- The contractor shall promptly remove any of its employees who, in the judgment of NSDP, either has performed his/her duties unsatisfactory or has violated the agreement.
- In the event activities are scheduled or occur on the premises, which interfere with the contractor's normal cleaning schedule, the contractor shall rearrange such schedule so that the work is performed before, and/or after the activity. The contractor is not required to rearrange work to be performed on Saturday, Sunday or holidays.
- The contractor, including all outside contractors, shall comply with all NSDP and NNOSHA safety policies.
- The agreement shall not be automatically renewed. Termination of agreement shall be for any reason by either party with a sixty (60) day written notice.
- Contract shall be for a one-year period.

SUMMARY:

This RFP is designed to allow qualified service providers to demonstrate their capability of providing glass entrance door repair services to NSDP.

- Three copies of completed proposals must be received, including the full fixed Cost of service no later than 5:00 p.m. on February 12, 2021.

Proposals must be addressed in the following manner:

Attn: Lorita Etsitty, Buyer
PROPOSAL BID #: 21-01-2414LE
 Navajo Nation Purchasing Services
 Administration Building #1, Window Rock Blvd., Window Rock, Arizona,
 or mailed to P.O. Box 9000, Window Rock, Arizona 86515.

Format: Proposals should be 8 1/2 inches x 11 inches, bound in a single document and organized in sections following the other specified under contents.

Contents: Proposal shall contain the following information:

Project Approach

A. Describe your understanding of NSDP's needs, considering the required features listed by NSDP. Identify the system your firm can provide to meet the requirements. Identify the infrastructure needed to support the features of the new system you propose.

B. Firm Description

Provide a description of your firm and list relevant information about capabilities, rate of services, and length of time in existence.

C. Relevant Experience

Describe relevant experience establishing phone and voicemail systems for other municipalities or similar size organizations.

D. Key Personnel Qualifications

Identify key personnel assigned to the project, their respective roles, and a synopsis of their relevant experience.

E. References

List of public agencies or clients for whom similar work has been performed. Provide the name, title and phone number of a contact person. NSDP may request a copy of a similar plan prepared by your firm for another client.

F. Schedule of Charges

Provide a complete detailed fee schedule with breakdown of labor cost, expense cost and supplies/materials cost of the services per site locations. Include charges for installation, equipment, and customer service support, and projected timeline to complete the installation and training.

G. Insurance

The individual or firm receiving the contract shall procure and maintain for the duration of the contract, insurance against claims for injuries to persons or damages to property that may arise from or in connection with the performance of the work. The cost of such insurance shall be included in the contractor's proposal.

OTHER CONSIDERATIONS:

NSDP reserves the right to reject any and all proposals. This Request for Proposals does not commit NSDP to award a contract, pay any costs incurred in the preparation of proposals, or to procure or contract for supplies or services.

NSDP reserves the right to negotiate with any qualified source or to cancel, in part of or in its entirety, this Request for Proposals, if it is in the best interest of NSDP to do so. NSDP may require the selected bidders to participate in negotiations, and submit such price, technical or other revisions of the proposal that may result from negotiations.

ATTACHMENTS:

- W-9 Form
- NN Debarment Form

**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</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>	<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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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.