

REQUEST FOR PROPOSAL
Bid Number 21-02-2418LE

Date: February 10, 2021

Submission of proposals and qualifications are invited for contractors that provide unarmed security services at Administration Building 1 in Window Rock, Arizona on the Navajo Nation.

Proposal:

All interested parties are invited to respond to this Request for Proposal at their discretion. All questions pertaining to the contents of this RFP as a respondent can contact Brent Wauneka, Financial Analyst – Navajo Nation Office of the Controller via email at btwauneka@nnooc.org or phone 928-871-6023.

All parties responding to this bid are instructed to submit four (4) proposals clearly marking one as “Original” and the rest as copy 1, 2, etc., to the following address:

The Navajo Nation
Division of Finance – Purchasing
Attention: Jeremy Ben, Purchasing Manager
Administration Building #1
2559 Tribal Hill Dr.
Window Rock, Arizona 86515

Proposals shall be mailed and delivered in a sealed package with a return address and ensure the following is clearly written outside on the package:

BID# 21-02-2418LE
SECURITY SERVICES FOR NNOOC
DO NOT OPEN-BID PROPOSAL

The Navajo Nation reserves the right to waive any informalities or irregularities in the Request for Proposal, or to reject any or all proposals whenever such rejection is deemed in the best interest of the Navajo Nation.

Proposals must be received at Navajo Nation Office of the Controller Purchasing located at Administration Building #1, Window Rock, Arizona by **February 17th, 2021, 5:00pm MDT.**

GENERAL INFORMATION AND GUIDELINES FOR THIS RFP

I. BACKGROUND

The Navajo Nation Office of the Controller (NNOOC) monitors and processes all financial documents for the Navajo Nation tribal government. NNOOC currently employs 120 full-time employees and is located in Window Rock, AZ with our Property Management Department/Supply Center located in Fort Defiance, AZ. The Navajo Nation Office of the Controller intends to enter into an agreement with one (1) responsive, qualified, and independent Contractor to complete all work as described in the attached scope of work.

II. INSTRUCTIONS

To be considered for the contract, the proposal must be prepared in accordance with the instructions herein. The proposal document should be prepared simply and economically, providing a straightforward description of the firm's capabilities according to the instructions.

Submit four (4) proposals: one clearly marked as "Original" and the rest as copy 1, 2, etc.

Proposals should contain the following criteria:

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 security services experience; Include references.
3. Scope of Work
4. Copies of licenses, certifications, and other relevant documents.
5. Most recent Certificate of Insurance, W-9, and Suspension & Debarment form
6. Costs to be submitted in a separate sealed envelope. (Detailed breakdown of costs: number of hours x hourly rate; include Navajo Nation Tax (6%).

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.

Bid Closing Date
February 17th, 2021, 5:00pm MDT.

Bid Opening Date & Selection
February 18th, 2021

Evaluation Process:

An evaluation committee will review and evaluate all proposals received in accordance with the general criteria as identified above. At that point, the Committee will notify the firm they believe is most qualified and arrange to complete the security services selection process.

The Navajo Nation will utilize a standard Professional Services Contract for this Service. Attached is a copy of the standard Professional Services Contract form.

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

SCOPE OF WORK SECURITY SERVICES

The Office of the Controller (OOC) is located at Administration Building #1 2559 Tribal Hill Drive, Window Rock, Arizona 86515. OOC is looking for a general security service contractor to provide unarmed security services by one or two guards from 7:00 am to 6:00 p.m, Monday through Friday (with possible hours for weekends and/or overtime). This contract will be a three (3) year agreement with Year 3 being optional. The area of surveillance will be the entrance of Admin. Bldg. 1, parking lot, and the entire first level. The awarded contractor will give a schedule.

Requested Hours to Prepare Cost Estimates

11 Hours per day x 10 Days per week x 26 weeks = 2,860 Hours (Full Year)

10 Hours per day x 26 days per week = 286 Hours (Weekends/OT)

