

**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.

The Navajo Nation–DSS-Department of Child Care and Development (DCCD) is seeking responses from qualified vendors for a service contract to supply and deliver propane, ensure storage tanks are in compliance with NFPA 58 codes at all three (3) locations: Two Grey Hills Child Care Center, Rock Point Child Care Center and Rough Rock Child Care Center. The bid is for a firm and fixed price per gallon including delivery of approximately 99,000 gallons, throughout contract period. In addition, DCCD would like vendor to conduct annual safety gas leak with inspection report provided for eight (8) service sites within the next four (4) years, Contract period ending September 30, 2025.

**SCOPE OF WORK:**

The purpose of this bid is to procure an adequate supply of propane at NN-Department of Child Care & Development (DCCD)-Tribal Child Care Centers (service site listed below) given at the best competitive firm and fixed price for term beginning October 1, 2021 to September 30, 2025. Accordingly, bidders to submit bids for the following scope:

Service sites:

All tanks are currently owned by Navajo Nation-Department of Child Care & Development. Vendor is to ensure storage tanks are in compliance with NFPA 58 codes. Upon evaluation of storage tanks and if discovered for non-compliance, the same vendor will be responsible for replacement of tank, parts, labor and installation at a separate cost from contract for duration of contract term.

- 1. Two Grey Hills Child Care Center, Toadlena, New Mexico                      12,000 gallon tank
- 2. Rock Point Child Care Center, Rock Point, Arizona                              1,000 gallon tank
- 3. Rough Rock Child Care Center, Rough Rock, Arizona                              12,000 gallon tank

Firm-Fixed price for delivery of approximately 100,000 gallons of propane beginning 10/1/2021 to 9/30/2025.

Each “Purchase Price” must be filled out for each contract year, make sure it’s identified.

FY 2021 10/1/2021 to 9/30/2022	FY 2022 10/1/2022 to 9/30/2023
FY 2023 10/1/2023 to 9/30/2024	FY 2024 10/1/2024 to 9/30/2025

**Purchase Price: (to be included with proposal packet)**

*Propane cited in this bid is merely an estimate derived from historical usage at the Tribal Child Care Center.*

FY 2021 (10/1/21 to 9/30/22) fixed price for approximately 25,000 gallons of propane for delivery during this fiscal year.

\$ \_\_\_\_\_ (fix price) x 25,000 gallons = \$ \_\_\_\_\_ NN Tax + \$ \_\_\_\_\_.

FY 2022 (10/1/22 to 9/30/23) fixed price for approximately 25,000 gallons of propane for delivery during this fiscal year.

\$ \_\_\_\_\_ (fix price) x 25,000 gallons = \$ \_\_\_\_\_ NN Tax + \$ \_\_\_\_\_.

FY 2023 (10/1/23 to 9/30/24) fixed price for approximately 25,000 gallons of propane for delivery during this fiscal year.

\$ \_\_\_\_\_ (fix price) x 25,000 gallons = \$ \_\_\_\_\_ NN Tax + \$ \_\_\_\_\_.

FY 2024 (10/1/24 to 9/30/25) fixed price for approximately 25,000 gallons of propane for delivery during this fiscal year.

\$ \_\_\_\_\_ (fix price) x 25,000 gallons = \$ \_\_\_\_\_ NN Tax + \$ \_\_\_\_\_.

**TOTAL \$ \_\_\_\_\_** show NN tax separately.

Delivery of propane: Delivery expected to be monthly and higher frequency during the winter months. DCCD chooses to have propane delivered when ordered or have a scheduled delivery when program estimates that propane will be required. Delivery shall begin October 1, 2021 and continue as ordered throughout the contract period.

In addition, DCCD requesting services for Annual Inspection Gas Leak Survey including Inspection Report to be performed by vendor. This survey will need to ensure that facilities are being operated safely and free from underground and aboveground gas leaks. Vendor will perform this inspection one (1) time per fiscal year during the contract period. Below are eight (8) service sites listed where Annual Inspection Gas Leak survey are to be conducted. DCCD chooses that prior scheduling be available when time of services are being conducted.

Upon evaluation/survey of facilities, if any deficiencies, codes violation or emergency gas leak(s) are discovered as a result of the survey process, the same vendor will provide a proposal of cost breakdown that includes replacement of parts, labor and installation to make corrections at a separate cost from contract for duration of contract term.

Service Sites/Purchase Price: (to be included with proposal packet)

Two Grey Hill Child Care Center, Toadlena, NM

FY 2021 \$ \_\_\_\_\_ FY 2022 \$ \_\_\_\_\_ FY 2023 \$ \_\_\_\_\_ FY 2024 \$ \_\_\_\_\_ = TOTAL \$ \_\_\_\_\_

Rough Rock Child Care Center, Rough Rock, AZ

FY 2021 \$ \_\_\_\_\_ FY 2022 \$ \_\_\_\_\_ FY 2023 \$ \_\_\_\_\_ FY 2024 \$ \_\_\_\_\_ = TOTAL \$ \_\_\_\_\_

Rock Point Child Care Center, Rock Point, AZ

FY 2021 \$ \_\_\_\_\_ FY 2022 \$ \_\_\_\_\_ FY 2023 \$ \_\_\_\_\_ FY 2024 \$ \_\_\_\_\_ = TOTAL \$ \_\_\_\_\_

Karigan Child Care Center, St. Michaels, AZ

FY 2021 \$ \_\_\_\_\_ FY 2022 \$ \_\_\_\_\_ FY 2023 \$ \_\_\_\_\_ FY 2024 \$ \_\_\_\_\_ = TOTAL \$ \_\_\_\_\_

Leupp Early Learning Center, Leupp, AZ

FY 2021 \$ \_\_\_\_\_ FY 2022 \$ \_\_\_\_\_ FY 2023 \$ \_\_\_\_\_ FY 2024 \$ \_\_\_\_\_ = TOTAL \$ \_\_\_\_\_

Kii Doo Baa #1 Child Care Center, Chinle, AZ

FY 2021 \$ \_\_\_\_\_ FY 2022 \$ \_\_\_\_\_ FY 2023 \$ \_\_\_\_\_ FY 2024 \$ \_\_\_\_\_ = TOTAL \$ \_\_\_\_\_

Little Folks Child Care Center, Navajo, NM

FY 2021 \$ \_\_\_\_\_ FY 2022 \$ \_\_\_\_\_ FY 2023 \$ \_\_\_\_\_ FY 2024 \$ \_\_\_\_\_ = TOTAL \$ \_\_\_\_\_

Pinon Child Care Center, Pinon, AZ

FY 2021 \$ \_\_\_\_\_ FY 2022 \$ \_\_\_\_\_ FY 2023 \$ \_\_\_\_\_ FY 2024 \$ \_\_\_\_\_ = TOTAL \$ \_\_\_\_\_

**Annual Inspection Gas Leak Survey for four (4) year contract TOTAL \$ \_\_\_\_\_**

**REQUEST FOR PROPOSAL**  
**DEPARTMENT OF CHILD CARE & DEVELOPMENT**  
**PROPANE SERVICE, SALES & DELIVERY/STORAGE TANK SAFETY CHECK**  
**ANNUAL GAS LEAK INSPECTION**

**Bid No.21-02-2429LE**

Request for submittal deadline: All RFPs must be received, by **Friday, April 30, 2021** at 5:00pm MDT

CONTACT PERSON: Navajo Nation Department of Child Care and Development (DCCD),  
Rodney Kenny, Building Maintenance Supervisor  
Telephone Number 928.729.4317

COURIER SERVICE/DELIVERY TO: Navajo Nation Department of Child Care and Development (DCCD),  
Attention: Jeff 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 **April 30, 2021**
- 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, April 30, 2021. 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 **(DCCD Propane Services, Tank Safety Check, Annual Gas Leak Inspection), Bid number (21-02-2429LE) 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 Department of Child Care and Development 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 contained 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.

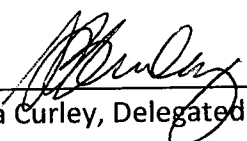
- R. RETURN OF PROPOSALS:** The Navajo Nation has no obligation to return any proposals received in response to this RFP.
- S. SPECIAL CLAUSES:** Pursuant to Section 507 PL 106-113, Special Clauses: The grant agreement requires disclosure of (1) the percentage of the total costs of the program or project 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 DCCD 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 approximately four years (4 years) from October 1, 2021, not to exceed September 30, 2025. 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)**

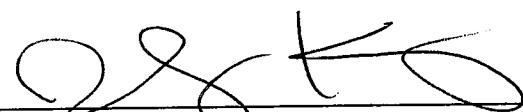
**BILLING AND PAYMENT:**

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 "**Propane Sales & Delivery, Storage Tank Safety Check, Annual Gas Leak Inspection**" and approve to be advertised as is.

  
Selena Curley, Delegated Program Manager II

  
Rodney Kenny, Building Maintenance Supervisor

# 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.	<p><b>1</b> Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.</p>	
	<p><b>2</b> Business name/disregarded entity name, if different from above</p>	
	<p><b>3</b> 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.</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) ▶ _____  <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) ▶ _____         </p>	<p><b>4</b> 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 style="font-size: small;">(Applies to accounts maintained outside the U.S.)</p>
	<p><b>5</b> Address (number, street, and apt. or suite no.) See instructions.</p>	<p>Requester's name and address (optional)</p>
	<p><b>6</b> City, state, and ZIP code</p>	
	<p><b>7</b> 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.

<b>Social security number</b>					
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<b>or</b>					
<b>Employer identification number</b>					
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**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.

<b>Sign Here</b>	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](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

Name & Signature of Applicant

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\_\_\_\_\_  
Type or Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date