

REQUEST FOR PROPOSAL
Bid Number: 21-03-2453LE

Date: March 30, 2021

Project Title: Navajo Nation Division of Behavioral and Mental Health Services Fire Alarm Systems Inspection Project

Project Schedule:

Advertisement of RFP	03/31/2021 – 04/16/2021
Conference Call Pre-Bid Meeting	04/20/2021 @ 10:00 am
	Conference Call Information: (602) 580-9563 Access Code 6038635#
Requests for Information Due Date	05/07/2021 @ 5:00 pm DST
Bid Due Date	05/21/2021 @ 5:00 pm 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 Michael Salabiye, Planner – DBMHS at msalabiye@navajo-nsn.gov.

All parties responding to this bid are instructed to submit or send four (4) proposals (1 original and 3 copies) to the following address:

The Navajo Nation
Division of Finance – Purchasing
Attention: Lorita Etsitty, Buyer
Administration Building #1
Window Rock Blvd
Window Rock, Arizona, 86515

All 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 #21-03-2453LE NNDBMHS
NAVAJO NATION DBMHS
FIRE ALARM SYSTEMS INSPECTION PROJECT

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 Nation.

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 five (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, if applicable (i.e. Davis Bacon wage rates).
4. All workmanship and materials shall comply with applicable Safety Codes.
5. Operating Manuals for 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 four (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. Sub-contractor Information, if applicable
 - a. Subcontractor work should not exceed certain percentage of entire project
- 9. Costs to be submitted in a separate sealed envelope. (Detailed breakdown of costs: Material, Labor, and other applicable costs; including 6% Navajo Nation Sales Tax.**
10. 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 minimum five (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. (5 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 Services reserve the right to interview respondents if deemed necessary due to tied scores or other legitimate matters.
 - a. 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 Dilkon, AZ (if necessary). It is DBMHS's intent 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 Michael Salabiye, Planner for inquiries related to the project and other matters. Questions and responses will be shared with all respondents. Mr. Salabiye's email address is msalabiye@navajo-nsn.gov.

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
Navajo Nation Division of Behavioral and Mental Health Services
DBMHS Treatment Center Sites
Fire Alarm Systems Inspection Project
21-03-2453LE

The Division of Behavioral and Mental Health Services (DBMHS) is requesting inspection services for existing fire alarm systems at several DBMHS outpatient treatment centers in Arizona and in New Mexico. Existing systems vary at each site. It is the intent of DBMHS to bring all fire alarm systems up to date and in compliance with building and life safety codes. The vendor must be licensed as a commercial fire safety inspection company.

Locations:

- Fort Defiance OTC, Fort Defiance, AZ
- Newlands OTC, Newlands (Sanders), AZ
- Chinle OTC, Chinle, AZ – three buildings
- Tuba City OTC, Tuba City, AZ
- Kaibeto OTC, Kaibeto, AZ
- Kayenta OTC, Kayenta, AZ
- Crownpoint OTC, Crownpoint, NM – three buildings
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This project may entail the following:

1. Inspection of fire alarm control panels and existing components (including but not limited to relay modules; pull station; smoke detector; interior horn alarm; exterior horn alarm; interior horn/strobe).
2. Installation of new batteries, if applicable/recommended
3. Recommend re-wiring all components of the fire alarm system and test all connections and devices, if necessary
4. Inspection of fire risers and sprinkler suppression systems and its components.
5. Inspection of commercial kitchen hood system per NFPA 17 and 17A,
 - a. Note: not all sites have commercial kitchens
6. Inspection of duct fire dampers, smoke detectors and its components.
7. Recommendation of special fire suppression systems in all DBMHS MDF and IDF (Main Distribution Frame/ Intermediate Distribution Frame) rooms for sensitive computer and other electronic equipment.
8. Inspection of fire extinguishers to include recharge/ rebuild if needed per NFPA 10.
9. Inspection of all exit lighting and emergency exit lighting and signage.
10. Inspection of all existing exit doors with panic release hardware (in good working order).
11. Provide project manager with detailed Inspection reports and language that can be utilized for the development of a scope of work for each site for repairs, replacement or additions. This report is to include costs.
12. Upon completion of inspection services, minor repairs equal to or less than One Thousand Dollars (\$1,000.00) will be completed by the Vendor (per site), please add costs to bid.
13. Annual inspections of all mentioned systems for five (5) years to ensure proper operations of all systems and components.

14. Provide all materials and workmanship warranty information to site.
15. Provide maintenance information to project manager and site staff
16. Contractor is responsible for field verification of systems at all sites.
17. Location, ownership and testing of nearest public fire hydrant.
18. There are no elevators at these sites.
19. Exclusions: Based on your expertise- please list any and all fire related life safety code requirements not otherwise in this scope of work.

End Scope of Work