

**REQUEST FOR PROPOSAL
BID No. 21-04-2471LE**

DATE: April 28, 2021

PROJECT TITLE: FURNISH NEW OFFICE BUILDING

PROPOSAL DATE DUE: Advertisement of RFP: May 03, 2021 to May 14, 2021
Bid Due Date: May 14, 2021 at 5:00 P.M. (MST)

PROPOSAL: Contractors are invited to review and respond to this Request for Proposal (RFP) at their discretion. All questions pertaining to the contents of the RFP can be directed to the contact person Lisa Jim, Office Specialist, Minerals Department - Oil and Gas Inspection Program at lmjim@navajo-nsn.gov or Office Phone: (928)871-7099 or Larsen Nez, Senior Petroleum Technician at lfnez@navajo-nsn.gov or Work Cell Phone (928)206-6363.

Please schedule an onsite walk through beginning May 03, 2021 through May 14, 2021 for measurement verification.

LOCATION OF SITE: Oil & Gas Inspection Program
Route 264, Morgan Blvd./Tribal Hill Drive, Building No. 10650
Window Rock, AZ 86515

Each company responding to this proposal is instructed to submit an original and two (2) sealed bids to the following addresses:

Mailing Address: Navajo Nation Minerals Department –
Oil and Gas Inspection Program
P.O. Box 1910
Window Rock, AZ 86515

Or

Physical Address: Navajo Nation Minerals Department – Oil and Gas Program
Route 264, Morgan Boulevard/Tribal Hill Drive, Building No. 10650
Window Rock, AZ 86515

Response made to this proposal must identify BID# and Company Name on the outside of all sealed packages/envelope. Thank you

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Furnish Office Building

Notice to Construction Manager/General Contractors

Background

The Navajo Nation Minerals Department – Oil & Gas Program (MD-OGP) is requesting bids for a licensed construction management/general contractor and a professional Steelcase dealer to furnish our Commercial Modular Office Building of approx. 1,800 Sq. Ft. in Window Rock, Arizona. MD-OGP is looking for a company that has completed similar projects.

It is the intent of MD-OGP to open up this request for bids (FRB) to furnish our new commercial modular office building to any firm that meets the Navajo Business Opportunity Act (NBOA). The bid opening procedure will follow the NBOA guidelines. Preference will be given to Priority “One” Navajo Firm.

The following are required specification of the MD-OGP:

Scope of Work

- The vendor shall perform an initial on-site visit to obtain measurements of the overall space and to gain an idea of furniture placement. Contractor will take measurements of the office space and use the proposed outline provided by MD-OGIP to construct the office spaces.
- Filing Room: The vendor shall deliver and install Steelcase Filing Cabinets, Map Racks/Slots and a filing table. All Steelcase Filing Cabinets (legal size) need to be lockable that will fit into the filing room.
- Receptionist: Install adjustable height U-shaped office desk with two (2) of two (2) filing drawers (pedestal), filing cabinet, shelves and office chair.
- Foyer: Put in a small couch and two (2) end tables
- Office 1 & 2: The vendor shall install an adjustable height U-shaped office desk with two (2) of two (2) pedestal filing drawers, letter size filing cabinet, bookshelf and an office chair.
- Break/Conference Room: Install a refrigerator, microwave, coffee maker, conference table and chairs.
- Data Room: Install two (2) letter size Filing Cabinets and top shelf and bottom drawer locking cabinet.
- Janitorial Closet: Install a supply cabinet with locks. One (1) shelf and a full locker.
- Supply Closet: Install shelves

Additional Work/Safety/Damage

In the event the Contractor discovers additional work during the site visit, the Contractor is requested to incorporate the additional work into their proposal and budget. The Contractor shall adhere to all safety precautions to perform the work required. The Contractor shall repair or replace any damages incurred by Contractor at own expense.

During the onsite visit, Contractors must follow the following Centers for Disease Control (CDC) guidelines to protect yourself and others:

- Stay at least six feet from other people
- Cover your mouth and nose with a cloth face cover
- Take temperature before entering the building
- Wash your hands often soap and water for at least 20 seconds or use a hand sanitizer that contains at least 60% alcohol

Materials and Generated Waste

- Selected Contractor is responsible for providing their own materials for all work stated in Scope of Work.
- The selected Contractor is responsible for controlling and collecting debris generated during construction.
- On a weekly basis, the selected Contractor will be responsible for removing and disposing of generated litter at appropriate waste facility.

Scope of Content

The Navajo Nation Minerals Department – Oil and Gas Program will utilize the standard Professional Service Contract for the procurement of goods and services for this project.

Rights

MD-OGP reserves the right to decline any proposal, in whole or in part based on the requirements set forth in the Request for Bids. MD-OGP may elect to award the contract not solely on bid amount, but the Bidder's qualification(s). All materials and other documentation submitted with the proposal will become the property of MD-OGP at the time of submission.

Request for Bids Documents

Bid submission shall include one (1) copy each of the following:

- Certification with Navajo Business Regulatory Department
- Certificate/License of Professional Steelcase vendor
- Navajo Nation Certification Regarding Debarment and Suspension
- W-9 – Request for Tax Identification Number
- Scope of Work (detail breakdown of work proposed to complete project)

- Cost Proposal (detail breakdown of costs: Materials, Labor other applicable costs and Navajo Nation tax of 6%)
- Certificate of current Liability Insurance

If you have any questions, please call Larsen Nez, Senior Petroleum Technician at (928)206-6363 or Lisa Jim, Office Specialist (928)871-7099. Thank you.



