



Request for Proposals  
Renovation; Flooring, Painting, Windows, Shelving & Cabinets, Lighting,  
Street Sign (marque with lighting) and Plumbing Chase  
BID #18-10-1941VJ  
Date: January 7, 2019

Project Title:

The Navajo Nation Chinle Juvenile Detention Center is requesting for proposals for procurement for flooring, painting, windows, shelving & cabinets with benches, lighting renovations and plumbing chase along with street sign (marque with lighting) for the Chinle Juvenile Detention Center.

Proposal Due Date:

Monday, February 4, 2019 at 5:00pm. LATE PROPOSALS WILL NOT BE ACCEPTED

Proposal:

All interested and qualified 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 may contacted Fernando F Towne, Corrections Sergeant and Delegated Corrections Lieutenant at 928/674-2293 or email at [ftowne@navajo-nsn.gov](mailto:ftowne@navajo-nsn.gov) or Wilfred Tah Jr, Building Maintenance Supervisor at 928/674-2365 or email at [wtahjr@navajo-nsn.gov](mailto:wtahjr@navajo-nsn.gov) with Department of Corrections – Chinle District at Adult Corrections.

There will be an on-site pre-bid meeting on Wednesday, January 23, 2019 at 10:00 am (DST). All parties responding to this bid are instructed to submit or send five (5) proposals to the following mailing address:

The Navajo Nation  
Department of Corrections  
Attention: Delores Greyeyes, Corrections Director  
PO Box 1949  
Window Rock, Arizona 86515

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 No. 18-10-1949VJ  
Navajo Nation Chinle Juvenile Detention Center  
Renovation; Flooring, Painting, Windows, Shelving & Cabinets, Lighting and Plumbing  
Chase & Street Sign (a marque with lighting)  
**DO NOT OPEN-BID PROPOSAL**

## GENERAL INFORMATION AND GUIDELINE FOR THIS RFP

Navajo Nation Chinle Juvenile Detention Center, Chinle, Arizona  
Renovation; Flooring, Painting, Windows, Shelving & Cabinets with Benches, Lighting and  
Plumbing Chase & Street Sign (marque with lighting)

### 1. DESCRIPTION OF THE ORGANIZATION

The Navajo Nation Chinle Juvenile Detention Center (CJDC) is a corrections facility for Juveniles; the facility needs flooring, painting, windows, shelving & cabinets with benches, lighting & ceiling tiles renovation along with plumbing chase & one Street Sign (marque with lighting).

### 2. SCOPE OF THE CONTRACT

The Navajo Nation Chinle Juvenile Detention Center intends to enter into a professional services contract with one (1) responsible, qualified and independent General Contractor to provide the work as described in Chinle, Arizona.

### 3. RESPONDENT REQUIREMENT

All respondents must have the capabilities listed herein, including sufficient detailed information with regard to experience and expertise in meeting the following requirements:

- a. A legitimate and credible vendor with a minimum of 5 years' experience and a history of providing flooring, painting, windows, shelving & cabinets with benches, lighting & ceiling tiles services, plus plumbing chase & one street sign.
- b. The Navajo Business Opportunity Act 5 NNC § 201, 205 will apply.
- c. All workmanship and materials shall comply with applicable Safety Codes.
- d. A detailed Scope of Work.

### 4. SCOPE OF WORK

The Navajo Nation Chinle Juvenile Detention Center is seeking a General Contractor that can provide or conduct all of the following services:

- a. Flooring; renovate and remove all existing vinyl tiles and carpeted areas throughout the facility. Prep, Prime and Install vinyl and carpet tiles, with 4" rubber baseboard in all areas. Measurements as follows:
  - i. Booking area (Intake):  $2,045 \text{ ft}^2$
  - ii. Visitation area:  $393 \text{ ft}^2$ 
    1. F/L Restrooms:  $129 \text{ ft}^2$
  - iii. Administration area:  $129 \text{ ft}^2$
  - iv. File/Equipment General room:  $194 \text{ ft}^2$

- v. Housing Unit (Nataanii Pod):  $1,727 \text{ ft}^2$
- vi. Housing Unit (Mountain Pod):  $1,455 \text{ ft}^2$
- vii. Custodial Closet/Storage (Property room):  $263 \text{ ft}^2$
- viii. Laundry area:  $189 \text{ ft}^2$
- ix. Storage:  $57 \text{ ft}^2$
- x. West entry (Corridor):  $248 \text{ ft}^2$ 
  - 1. Restroom (Unisex):  $37 \text{ ft}^2$
- xi. Kitchen:  $322 \text{ ft}^2$
- xii. Storage (Maintenance office):  $195 \text{ ft}^2$
- xiii. Corridor (Entry from the Courtyard to MPR):  $140 \text{ ft}^2$
- xiv. Storage -  $92 \text{ ft}^2$
- xv. Multipurpose room -  $2403 \text{ ft}^2$
- xvi. Corridor (Passage to Classroom - Open area):  $160 \text{ ft}^2$
- xvii. Education room (Classroom Storage):  $1,058 \text{ ft}^2$

*All measurements are estimates.*

Carpet: renovate and remove all existing carpet tiles throughout the facility. Prep, Prime and Install 2' x 2' carpet with 4" rubber baseboards with floor mats at all entrances.

- i. Housing Unit (Naataanii Pod);
  - a. Day room –  $460 \text{ ft}^2$
  - b. Detention Recreation Area (Quiet room) –  $93 \text{ ft}^2$
  - c. Day room -  $445 \text{ ft}^2$
  - d. Detention Recreation Area –  $119 \text{ ft}^2$
  - e. Day room -  $447 \text{ ft}^2$
- j. Housing Unit (Mountain Pod);
  - a. Detention Recreation Area –  $93 \text{ ft}^2$
  - b. Storage -  $119 \text{ ft}^2$
  - c. Detention Recreation Area –  $119 \text{ ft}^2$
  - d. Day room –  $393 \text{ ft}^2$
  - e. Detention Recreation Area (Quiet room) –  $93 \text{ ft}^2$

- k. Lobby – Front (Administration)
  - a. Lobby –  $369 \text{ ft}^2$
  - b. Corridor (Passage to Administration office) -  $87 \text{ ft}^2$
  - c. Front desk –  $340 \text{ ft}^2$
  - d. Office I –  $157 \text{ ft}^2$
  - e. Office II –  $119 \text{ ft}^2$
  - f. Office III –  $121$
  - g. Foyer (To the Staff Lounge) –  $139 + 20 = 159 \text{ ft}^2$
  - h. Staff Lounge –  $185 \text{ ft}^2$
  - i. Conference room –  $266 \text{ ft}^2$
  - j. Front Office -  $340 \text{ ft}^2$
- l. Classroom –  $403 \text{ ft}^2$

*All measurements are estimates.*

Concrete: remove old epoxy flooring and remove all 4” rubber baseboard and clean out the grout in the Sally port area. Prep areas and reapply new epoxy flooring and 4” rubber baseboards in the following areas:

- m. Sally-port:
  - a. Drive way -  $737 \text{ ft}^2$
  - b. Clean out the water drainage in the Sally-port
- n. Booking:
  - a. Holding cells;
    - i. Holding Cell(s) –  $555 \text{ ft}^2$
  - b. Shower area –  $34 \text{ ft}^2$
- o. Housing Unit (Naataanii Pod):
  - a. Passage (to Unit Control area) –  $85 \text{ ft}^2$
  - b. Dayroom -  $230 \text{ ft}^2$
  - c. Detention Cell –  $136 \text{ ft}^2$
  - d. Shower -  $22 \text{ ft}^2$
- p. Housing Unit (Mountain Pod):
  - a. Passage (to Unit Control area) –  $85 \text{ ft}^2$

- b. Detention Cell – 272 *ft*<sup>2</sup>
- c. Shower - 22 *ft*<sup>2</sup>
- q. Mechanical room – 915 *ft*<sup>2</sup>

*All measurements are estimates.*

Ceramics: Remove old epoxy and urethane from current ceramics 12” x 12” tiles and glaze the entire ceramic tile areas.

- r. Administration: 346 *ft*<sup>2</sup>
- s. Kitchen: 1,009 *ft*<sup>2</sup>

*All measurements are estimates.*

- b. Painting: Remove old paint, Prep (filling and sealing holes and cracks) interior and exterior walls (of the entire facility) painting including ceilings in certain areas, all metal door frames, window frames with durable metal screen & one metal gazebo shade and four (4) cemented post.

- i. Booking:

- 1. Shower area – 34 *ft*<sup>2</sup>

- ii. Corridor, Internal (from the Courtyard) – 53 *ft*<sup>2</sup>

- iii. Administration:

- 1. Custodial storage – 87 *ft*<sup>2</sup>

- iv. Equipment – 98 *ft*<sup>2</sup>

- v. Housing Unit (Nataanii Pod):

- 1. Passage (to Unit Control area) – 85 *ft*<sup>2</sup>

- 2. Dayroom - 230 *ft*<sup>2</sup>

- 3. Detention Cell – 136 *ft*<sup>2</sup>

- 4. Shower - 22 *ft*<sup>2</sup>

- vi. Housing Unit (Mountain Pod):

- 1. Passage (to Unit Control area) – 85 *ft*<sup>2</sup>

- 2. Detention Cell – 272 *ft*<sup>2</sup>

- 3. Shower - 22 *ft*<sup>2</sup>

- vii. Mechanical room – 915 *ft*<sup>2</sup>

*All measurements are estimates.*

- c. Doors: Interiors of the Administration area are heavy oak doors; remove old lacquer and professionally finish (glaze) each door and weather strip all exterior doors.
- d. Windows: Check all windows for leaks throughout the facility, if leaks are found, remove old materials to repair leaks; Possibly, replace with (thick wired glass) security windows in Booking and replace all broken and/or damaged windows throughout the facility:
  - i. Booking; Security Windows
    1. Control area:
      - a. 2 - 55 1/2 in x 34 1/2 in
      - b. 2 - 44 1/2 in x 34 1/2 in
      - c. 1 - 56 in x 3/4 x 1/2 in
      - d. 1 - 32 in x 3/4 x 1/2 in
    - ii. Visitation area;
      1. Security Windows
        - a. Three Sections
          - i. 69 3/4 in x 31 3/4 in - each
    - iii. Lobby;
      1. Waiting area;
        - a. Window (Huge Bay window and/or Garden style Window)
          - i. Check for leaks and repair, if necessary
    - iv. Staff Lounge;
      1. Two – 41 3/4 in x 41 3/4 in - each
    - v. Housing Unit (Nataanii Pod):
      1. Entry door – 26 1/2 in x 8 1/4 in
      2. Day room;
        - a. Sky light; check for leaks. If necessary, replacement.
          - i. Four windows
    - vi. Housing Unit (Mountain Pod):
      - a. Sky light; check for leaks. If necessary, replacement.

- i. Four windows

*All measurements are estimates.*

- e. Unit Control area -Electrical; all interior lighting throughout the facility will be changed to LED lights. All light fixtures will be removed, replaced with new windows and dispose of in accordance to OSHA regulations:
  - i. All existing lights will be removed
  - ii. New LED lights fixtures will be installed
  - iii. All EXIT sign fixtures will be replaced with LED fixtures
- f. Ceiling Tiles; remove and replace all interior ceiling tiles throughout the facility.
- g. Shelves & Cabinets;
  - i. Wood; remove the laminated cabinets and replace with quality shelves to stock inmate clothing, shoes along with personal hygiene; remove laminated secured cabinets and replace with secured cabinets & counter-top secured cabinets in Examination room; standard cabinets with counter-top for employee breakroom. including benches in Booking area.
    - 1. Booking;
      - a. Property Room – Shelves to store Inmate Uniform/Hygiene with *168 ft<sup>2</sup>* room space
      - b. Examination room –
        - i. Cabinet,
          - II. *10 ft across; white, laminated with security locks*
        - ii. Cabinet - Counter-top,
          - II. *92 in; white with sink at 30” and security locks*
    - 2. Library:
      - a. Shelves attached to the wall
        - i. Three
          - II. *3 ft, 11 in x 4 ft*
        - ii. Five

II. 3 ft x 6 ft

3. Classroom;

a. Storage – *trapezoid shape at 87 ft<sup>2</sup>*

i. Shelves attached to the wall

II. Five

a. *14 ft 7 in x 36 in*

b. Arts' & Crafts;

i. Cabinet(s)

II. Five

a. *3 ft 2 in x 6 ft*

III. Five

a. *2 ft 10 in x 2 ft 5 in*

*All measurements are estimates.*

ii. Metal; remove all Metal shelves in each inmate cell and replace with safe, quality & combination of function and design to use with a desk with no handle or doors.

h. Benches;

i. Booking;

1. One holding cell

a. *Two; 2 in x 6 in x 20 in*

2. Two holding cells

a. *One; 2 in x 6 in x 12 in - each*

3. One holding cell

a. *One; 2 in x 6 in x 8 in*

*All measurements are estimates.*

i. Provide a Performance Bond.

j. Provide warranty service on all applicable products and services.

k. Meet a stringent schedule to meet the needs of the Chinle Juvenile Detention Center.



- l. Site Work: The Contractor will furnish all equipment, materials and labor to complete the site work relating to the flooring, painting, windows, shelving & cabinets, benches, lighting & ceiling tiles renovation including plumbing chase and one street sign.
- m. Demolition: The Contractor will demolish and dispose of all materials relating to the deconstruction of the existing fixtures required to complete improvement.
- n. Installation: The Contractor will furnish all labor and materials necessary to complete the flooring, painting, windows, shelving & cabinets, benches, lighting & ceiling tiles services including plumbing chase and one street sign.
- o. Electrical: The Contractor will furnish all labor and materials necessary to complete the electrical work relating to this project.
- p. Clean up: The Contractor will be responsible for all construction related to clean up and debris disposal. The Contractor will also isolate work areas to minimize the impact to non-work-related spaces.

## **5. REQUIREMENTS**

The respondent will furnish all requested (required) information as specified in the RFP (Section 4. Proposal content and required information)

## **6. PROPOSAL CONTENT AND REQUIRED INFORMATION**

Please utilize the outline described below with five (5) original copies.

- a. Organization's letter expressing your interest and a brief description of your proposed services. (DO NOT reveal or make references to the cost in this letter).
- b. Costs are to be submitted in a separate sealed envelope. (Detailed breakdown of costs: Materials, Labor, and other applicable costs: Navajo Nation Tax at 6%).
- c. Organization's qualifications and projects experience on the Navajo Nation including project site(s), and site contact information.
- d. Scope of Work.
- e. Product Specifications including cut sheets.
- f. Design (Detailed Plans).
- g. Schedule.

- h. Copies of Licenses, Certifications, Insurance certificates, and a Performance Bond, Recent W-9 (Revised form: 11/2017), Navajo Nation and USDOJ Debarment Forms and Suspension form.
- i. 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 precise basis.

## **7. EVALUATION PROCESS (Pre-Qualifying Process)**

- a. Evaluation Criteria
  - i. Qualifications, Credentials, and 5 years work experience on the Navajo Nation, including the capabilities to provide all requested services. (20 points)
  - ii. Recommended Solution. (20 points)
  - iii. Quality of Products, Ability to Install, and Warranty services. (20 points)
  - iv. Project Schedule. (20 points)
  - v. Navajo or Indian Preference. (05 points)
  - vi. Cost (In separate sealed envelope). (15 points)
- b. Applicable Federal Requirements (25 CFR 900, OMB Circular A-87, GSA qualified vendor, etc.)
- c. The Navajo Nation Chinle Juvenile Detention Center reserved the right to interview respondents if deemed necessary due to tied scores or other legitimate matters. 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 Chinle, Arizona (if necessary). It is the intention of CJDC to award one (1) respondent to provide all services as specified.

## **8. TYPE OF CONTRACT**

The Navajo Nation will utilize a standard Professional Services Contract for the procurement of goods and services for this project.

## **9. TAX**

All appropriate taxes should be included in cost of services including the Navajo Nation Sales Tax. All work performed in Chinle within the territorial jurisdiction of the Navajo Nation is subject to 6% sales tax.

**10. TERM**

The Navajo Nation will not relinquish any of its sovereignty rights.

**11. COMPLIANCE WITH LAWS AND REGULATION.**

The successful Vendor shall comply with all Federal, Tribal, State and Local laws, regulations and Navajo Nation rules and policies pertaining to work; will be charged, and intend to, at their expense, procure any permits that may be required.

**12. PERIOD OF PERFORMANCE**

The period of the performance will be determined and negotiated based on the scheduled proposed by the respondent and the contract's implementation date.

**13. TECHNICAL DIRECTION**

The Navajo Nation CJDC point of contact is Fernando F Towne, Corrections Sergeant and Delegated Corrections Lieutenant at [ftowne@navajo-nsn.gov](mailto:ftowne@navajo-nsn.gov) for inquiries related to specifications for the renovation, and other matters.

**14. PAYMENT AND SUBMISSION OF INVOICES**

The Navajo Nation Professional Service Contract will describe this section.

**15. RIGHTS**

The Navajo Nation reserves the right to reject any and all proposals, in whole or part based on the requirement set forth in this RFP.

**16. AGREEMENT TERMS AND CONDITIONS**

The Navajo Nation Professional Services Contract will provide all the legal and contractual obligations, terms, and requirements of this project.

**17. OTHER**

# 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> <hr/> <p><b>2</b> Business name/disregarded entity name, if different from above</p> <hr/> <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</p> <p><input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____</p> <p><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.</p> <p><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> <hr/> <p><b>6</b> City, state, and ZIP code</p> <hr/> <p><b>7</b> List account number(s) here (optional)</p>	<p>Requester's name and address (optional)</p> <hr/>

## 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>											
				-			-				
<b>or</b>											
<b>Employer identification number</b>											
				-							

## 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.

<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 or 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.*

