

**NAVAJO DEPARTMENT OF HEALTH**  
**Navajo WIC Nutrition Program**  
**Request for Proposals**

**RE-BID Number:** 21-05-2472LE\*

This invitation for bid is a Competitive Sealed Bid procurement of goods and includes the following:

**A. Name of Project:** Assembly of Office Panels & Equipment (Gallup WIC Clinic and Tuba City WIC Clinic)

**B. Instruction and information to bidders concerning the bid submission requirements.**

**1. Procurement specification.**

**a. Physical, functional, and performance descriptions (Scope of Work)**

**Gallup WIC Clinic**

- i. Assemble office panels & equipment following manufactory specification
  - a) Sapphire Cubicle System; three of 6' x 6' x 52H' cubicles into one 6'6" x 18'91/2" section; Panel style is solid and glass; desk in each cubicle; accessories (cables, electrical lines, etc.); diagram is attached.
  - b) Sapphire Cubicle System; one 6' x 6' x 52'H section; Panel style is solid and glass; desk in cubicle; accessories (cables, electrical lines, etc.); diagram is attached.
  - c) Sap Slim; 6' x 65"H; Panel style is polycarbonate; accessories (wheels, cables, electrical lines, etc.); diagram is attached.
  - d) Sapphire Cubicle System; 6' x 65'H; Panel Style is glass; accessories (support)
  - e) Table; Quantum; 24' x 60'
  - f) Sapphire Cubicle System; 6' x 6' x 65'H – 52'H; Panel Style is Solid and glass; accessories (cables, electrical lines, etc.); diagram is attached.
  - g) Strategically locate i.a) to i.f. in areas identified on floor plan (attached)

**Tuba City WIC Clinic**

- ii. Assemble workstations and mobile room dividers according to specifications
  - a) Four chairs with mesh back with synchro tilt and adjustable arm kit
  - b) Two mobile room dividers, 71" width with horizontal cross bars
  - c) Four workstations with work surfaces, base, power modules, pedestal and modesty panels.
- ii. Comply with the Navajo WIC Nutrition Program's standards in this solicitation.

**2. Supplier qualification**

- a. Company profile to include priority number as listed on the Navajo Business Opportunity Act - Source List of Certified Navajo Business. If not listed, please indicate.  
Within two (2) working days, successful bidder must provide:
- b. Current W-9
- c. Current company insurance meeting Navajo Nation standards.
- d. Signed Navajo Nation Suspensions and Disbarments form

**3. Any other special information necessary for the particular procurement**

The first day of pick-up of bid packets:

- a. Date and time opened: June 11, 2021 at 8:00 am
- b. Location of pick-up: The Navajo Department of Health  
Navajo WIC Nutrition Program  
Attention: Genevieve White, Administrative Service Officer  
Building #2296 (Administration Building #2)

**NAVAJO DEPARTMENT OF HEALTH**

**Navajo WIC Nutrition Program**

**Request for Proposals**

Window Rock, Arizona

- c. Upon a documented request the Invitation to Bid may be emailed to a potential bidder.

**4. Date and time any pre-bid conference(s) and whether such conference is voluntary**

Date: June 15, 2021  
Time: 11:00 am Mountain Daylight Savings Time (MDST)  
Conference Call: Call in Number – (971)224-6601, Conference Code 550885

**5. Time and date deadline for submission of bids**

- a. Date and time to submit Invitation to Bid: June 17, 2021 at 5:00 pm

**6. Individual to whom bid is to be submitted and address of the office to which the bid is to be delivered**

- b. All responses to this request for proposals may be returned in a sealed envelope, including a return address to:

The Navajo Department of Health  
Navajo WIC Nutrition Program  
Attention: Genevieve White, Administrative Service Officer  
Building #2296 (Administration Building #2)  
Window Rock, Arizona

- a. Bid may be returned in person or mailed. If mailed, it must be post-marked by the date and time for submission of bid. Envelope must be clearly marked on the outside with the following:

BID # 21-05-2472LE\*

DO NOT OPEN (to be opened by Navajo Office of the Controller, Purchasing Department)

**7. Form in which bid is to be delivered**

- a. Submit xix (6) copies of the bid: one original and five copies
- b. Print on white and 20# paper.

**8. Date, time and location of bid opening**

- a. Date: June 21, 2021
- b. Time: 11:00 am
- c. Location: Administration Building #2  
Building No. 2296  
Navajo Department of Health, Conference Room East  
Window Rock, Arizona 86515
- d. The Bid Opening shall comply with the procedures as described in Navajo Nation Procurement Rules and Regulations Section III.F.1. to 7.

**C. Purchase description, evaluation factors, delivery or performance schedule, inspection requirement and acceptance requirements**

**1. Purchase description**

- a. Assemble office panels & equipment following manufactory specification
- b. Comply with the Navajo WIC Nutrition Program’s standards

**2. Evaluation factors**

**NAVAJO DEPARTMENT OF HEALTH**  
**Navajo WIC Nutrition Program**  
**Request for Proposals**

Evaluation of the bids will be based on:

<u>Section</u>	<u>Description</u>	<u>Point Value</u>
I	Timeliness	10
II	Procurement Specifications	30
III	Instructions & Notifications	20
IV	Cost	40

The Bid Opening shall comply with the procedures as described in Navajo Nation Procurement Rules and Regulations Section III.G.1. to 11.

**3. Delivery or performance schedule**

- a. Assembly of office panel and equipment (Gallup WIC Clinic)
- b. Assembly of office panel and equipment (Tuba City WIC Clinic)

**4. Inspection requirement**

Project may be inspected by the Navajo WIC Nutrition Program at the time of completion of project. The inspection may be from Monday to Friday, 8 am to 12 pm and 1 pm to 5 pm except Holidays and weekends.

**5. Acceptance requirements**

Project may be tested by the Navajo WIC Nutrition Program.

**6. Contract terms and conditions**

- a. Warranty
  - i. Provide the standard warranty from the manufacturer.
  - ii. Provide assurance on warranty work performance.
- b. Bonding
- c. Other Security Requirements
- d. Type of Contract
 

The Navajo Nation will use the standard Professional Services Agreement for the procurement of goods and services of this project.

**7. Instructions to bidders**

Visibly mark status as a vendor certified under the Navajo Nation Business Opportunity Act on the outside of the bid packet including Priority 1 or 2.

**8. Notification to bidders.**

- a. The Navajo Nation is not bound to enter a contract under the Invitation for Bids and may issue a subsequent Invitation for Bids for the same Goods.
- b. The Navajo Nation is a sovereign government and all contracts entered into as a result of the Invitation for Bids shall comply with Navajo Nation law, rules and regulations, including but not limited to the Navajo Preference in Employment Act and applicable federal laws, rules, and regulations.

**D. Other(s)**

- 1. Project Completion Date
  - a. This project shall be completed by August 31, 2021.