

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

**RE-BID Number:** 21-05-2473LE\*

Competitive Sealed Bidding with public bid opening shall be Navajo WIC Nutrition Program's the preferred method of vendor selection. This invitation for bid is a Competitive Sealed Bid procurement of goods and includes the following:

**A. Name of Project:** Crownpoint WIC Clinic Wastewater Tap

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

**1. Procurement specification.**

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

- i. Comply with the twelve (12) Navajo Tribal Utility Authority's Wastewater Service Tap Procedure. It is the responsibility of the respondent to be familiar with the standards.
  - A) Permission to Tap forms to be initiated at the Crownpoint NTUA District Office.
  - B) Proposed Construction Plans and Specifications.
  - C) Standard Material Listing.
  - D) Right of Way.
  - E) Pressure readings, elevation and system as-built ties information
  - F) Open Trench Policy.
  - G) Final Inspection.
  - H) As-Built requirements and Cost Breakdown:
    - Material
    - Labor
    - Equipment
  - I) Provide NTUA a one-year warranty
  - J) Installation of meter and initiation of services
  - K) Submit transfer packet to NTUA Headquarters Operation / Civil Engineering.
    - Complete construction as-built drawings with NTUA system tie information
    - Transfer agreement with cost of plant
    - Right of Way agreement / Grant of Easement
    - Final Inspection Certification
- 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 for 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

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Building #2296 (Administration Building #2)

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**

Pre-bid conference is voluntary and not mandatory.

Date: June 15, 2021

Time: 10:00 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**

- a. Invitation to Bid may be submitted to or dropped off at:

The Navajo Department of Health

Navajo WIC Nutrition Program

Attention: Genevieve White, Administrative Service Officer

Building #2296 (Administration Building #2)

Window Rock, Arizona

- 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

- c. or if mailed, it must be post-marked and mailed by the date and time for submission of bid (B.3.a.) to:

The Navajo Department of Health

c/o Navajo WIC Nutrition Program

Attention: Genevieve White, Administrative Service Officer

P.O. Box 1390

Window Rock, Arizona

- d. Envelope must be clearly marked on the outside with the following:

BID # 21-05-2473LE\*

DO NOT OPEN

**7. Form in which bids are to be delivered**

- a. Submit six (6) copies of the bid
- b. Print on white and 20# paper.

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

- a. Date: June 21, 2021

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- b. Time: 10:00 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. Disconnect and remove active septic tank at the Crownpoint WIC clinic
- b. Re-Fill and compact open ground area created by removal of septic tank
- c. Connect the Crownpoint Indian Health Service clinic’s waste water system to the NTUA main sewer line / system.
- d. Must be in compliance with NTUA procedures and specifications for the wastewater service tap/connection.

**2. Evaluation factors**

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. Disconnect and remove active septic tank at the Crownpoint WIC clinic
- b. Re-fill and compact open ground area created by removal of septic tank
- c. Connect the Crownpoint Indian Health Service clinic’s waste water system to the NTUA main sewer line / system.

**4. Inspection requirement**

Project will be inspected by the Navajo Tribal Utility Authority 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 will be tested by the Navajo Tribal Utility Authority.

**6. Contract terms and conditions**

- a. Warranty
  - i. Provide the standard warranty from the manufactory.
  - ii. Provide assurance all warranty work will be performed at and by
- b. Bonding
- c. Other Security Requirements

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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**

This project shall be completed by September 15, 2021.