

REQUEST FOR PROPOSAL

NAVAJO DEPARTMENT OF EMERGENCY MANAGEMENT

BID No. 21-05-2485LE

DATE: May 25, 2021

PROJECT TITLE: Installation of Water, Waste Water lines, Bathroom Sink, Shower, Toilet and Water heater hook-up.

PROPOSAL DATE DUE: Advertisement of RFP: June 1, 2021 to June 14, 2021.

Bid Due Date: June 14, 2021 at 5:00 PM [MST]

PROPOSAL: Contractors are invited to review and respond to this Request for Proposal at their discretion. All questions pertaining to the contents of the proposal can be directed to the contact person Harland Cleveland, Delegated Emergency Manager-Navajo Department of Emergency Management at hcleveland@navajo-nsn.gov or 928.871.6892.

Schedule onsite walk through beginning June 1, 2021 through June 14, 2021 for measurement verification and assessment.

LOCATION OF SITE: Navajo Department of Emergency Management
200 Morgan Boulevard, Building # 2518
Window Rock, Arizona 86515.

Responses made to this proposal must identify **BID# 21-05-2485LE** and company name on the outside of all sealed envelopes.

Deliver to : The Navajo Nation
Purchasing Department
1st Floor, Administration Building #1
Window Rock, AZ 86515
Attn: Lorita Etsitty, Buyer I

All responses to this bid shall be sent in a sealed envelope, including a return address, and vendor name clearly marked on the outside of the envelope; indicate the following:

RFP # 21-05-2485LE
Navajo Department of Emergency Management
Water & Waste Water Line Connection
DO NOT OPEN-BID PROPOSAL

NOTICE TO GENERAL CONTRACTORS

BACKGROUND The Navajo Department of Emergency Management (NDEM) is requesting bids for a licensed general contractor to install underground piping and tap into existing water /waste water lines to our main office, furthermore providing hook-up and installation of bathroom Shower, and to install and hook-up water heater.

SCOPE OF WORK

- The vendor shall perform an initial on-site visit to obtain measurements of the overall project area and to gain an idea of pipe placement.
- Ensure communication and collaboration with local public works and sanitation office before any work is started.
- The vendor shall deliver and install underground pipes from the existing water line to the main office bathroom.
- Install and hook-up water heater to suppress hot water to bathroom sink and shower.
- NDEM will furnish electric water heater for installation.
- NDEM will furnish shower stall for installation
- Vendor will need to purchase and install exterior faucet.
- Vendor will need to purchase pipes and plumbing and shall be weatherized to mitigate damage.
- Vendor will need to connect into existing waste water line.
- Vendor is responsible for working with local utility authority (water, electric and underground lines) to identifying existing infrastructure.
- A job time line shall be created by the vendor.

ADDITIONAL WORK/SAFETY/ DAMAGE

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. In the event the contractor discovers additional work during the site visit contractor must include additional work into the proposed budget.

MATERIALS AND GENERATED WASTE

- **Selected Contractor is responsible for providing their own materials for all work stated in the Scope of Work.**
- **The selected contractor is responsible for managing and collecting debris generated during construction.**

SCOPE OF CONTENT

The Navajo Department of Emergency Management will utilize the standard Professional Service Contract for procurement of goods and services for this project.

REQUEST FOR BID DOCUMENTS

All proposals **MUST** have Prospective Respondent's name and contact information on the **OUTSIDE** of the Sealed Bid Proposal.

Bid submission shall include one (1) original and three (3) copies of each of the following:

- Certification with Navajo Business Regulatory Department
- Certification/Licensure of Professional Commercial /Residential vendor

- W-9 Request for Tax Identification Number
- Scope of work [detail breakdown of work proposed to complete project].
- Navajo Nation Certification Regarding Debarment and Suspension

BUDGET

Your proposed budget must include the Six (6) percent Navajo Nation Sales Tax.

INSURANCE

Provide evidence of the certificates of insurance with the appropriate coverage and limits of insurance and names the Navajo Nation as the insured in the general and auto liability policies.

If you have any questions, please call Harland Cleveland, Delegated Emergency Manager or Lavina Willie-Nez, Sr. Office specialist 928.871.6892.