

REQUEST FOR PROPOSALS
BID NO. 21-07-2513LE

PROPOSAL DUE DATE : **August 17, 2021**

DESCRIPTION : On Call/As Needed Professional Cleaning Services

CONTACT PERSON : Mr. Chris Kescoli
DEPARTMENT OF EMERGENCY MEDICAL SERVICE
DIVISION OF PUBLIC SAFETY
TELEPHONE NO. (928) 871-6410
ckescoli@navajo-nsn.gov

RETURN ALL RESPONSES TO :

DELIVER TO (PHYSICAL) : THE NAVAJO NATION
PURCHASING SECTION
OFFICE OF THE CONTROLLER
1st Floor, Administration Building #1
WINDOW ROCK, ARIZONA 86515
ATTN: Ms. Lorita Etsitty, Buyer
TELEPHONE NO. (928) 871-6316
*NOTE: THE BID NUMBER AND THE VENDOR MUST BE
INDICATED ON THE OUTSIDE OF THE PACKAGE.

MAIL TO : THE NAVAJO NATION
PURCHASING SECTION
OFFICE OF THE CONTROLLER
POST OFFICE BOX 9000
WINDOW ROCK, ARIZONA 86515
ATTN: Ms. Lorita Etsitty, Buyer
TELEPHONE NO. (928) 871-6316
*NOTE: THE BID NUMBER AND THE VENDOR MUST BE
INDICATED ON THE OUTSIDE OF THE PACKAGE.

SECTION I

INFORMATION ONLY NO RESPONSE TO THIS SECTION IS REQUIRED

- A. ISSUING OFFICE:** This Request for Proposals (RFP) is issued by the Purchasing Services Department of the Navajo Nation, P.O. Box 9000, Window Rock, Arizona 86515
- B. PURPOSE:** This RFP provides prospective respondents with sufficient information to enable them to prepare and submit proposals for consideration.
- C. SCOPE:** This RFP contains the instructions governing the proposals to be submitted and material to be included therein; mandatory requirements which must be met to be eligible for consideration; and other requirements to be met by each proposal.

D. SCHEDULE OF ACTIVITIES:

DEADLINE:

- | | |
|--|-----------------------------|
| 1. Public Advertisement | July 22, 29, August 5, 2021 |
| 2. Prospective respondent's inquiry deadline
(No questions accepted after this date) Inquiries and questions will be answered at any time prior to this date. Questions to this RFP may be verbal, in writing or email. | August 10, 2021 at 5:00 pm |
| 3. Due date for proposal | August 17, 2021 at 5:00 pm |
| 4. Opening of proposals and evaluation | August 19, 2021 |
| 5. Award date for contract | August 24, 2021 |

- E. INQUIRIES:** Prospective respondents may make telephone, written or email inquiries concerning this RFP to obtain clarification of requirements. Email inquiries may be emailed to ckescoli@navajo-nsn.gov. No inquiries will be accepted after the inquiry deadline listed in Section D. Mailed inquiries are to be addressed to:

**THE NAVAJO NATION
PURCHASING SERVICES DEPARTMENT
POST OFFICE BOX 9000
WINDOW ROCK, ARIZONA 86515
ATTN: Ms. Lorita Etsitty, Buyer
TELEPHONE (928) 871-6316**

Note: Please mark on the outside of the envelope or subject line of email – **On Call/As Needed Professional Cleaning Services Inquiry.**

- F. ADDENDUM OF SUPPLEMENT TO THIS REQUEST FOR PROPOSALS:** In the event that it becomes necessary to revise any part of this RFP, an addendum will be issued.

- G. PROPOSALS SUBMISSION:** Bidders who are mailing their proposals should allow sufficient time for mail delivery to ensure receipt by the time specified. It is recommended they be sent by certified/priority mail with tracking to the physical address indicated on the cover sheet of this RFP.
- H. TWO (2) COPIES OF PROPOSALS ARE REQUIRED:** (including the original) and should be delivered in a sealed envelope; also include the name and address of the individual or firm submitting the proposal.
- I. LATE RECEIPT OF PROPOSALS:** Late proposals will not be accepted. It is the responsibility of the bidder to ensure the proposal arrives in the Purchasing Section of the Office of the Controller prior to the date and time specified.
- J. REJECTION OF PROPOSALS:** The Purchasing Section reserves the right to reject any or all proposals and to waive informalities and minor irregularities in proposals received.
- K. PROPRIETARY INFORMATION:** Any restriction on the use of data contained within any proposals must be clearly stated in the proposal itself. Proprietary information submitted in response to this RFP will be handled in accordance with applicable purchasing procedures. Each and every page of the proprietary material must be labeled or identified with the word "proprietary".
- L. RESPONSE MATERIAL OWNERSHIP:** All material submitted regarding this RFP shall become the property of the Navajo Nation and will not be returned to the bidder. Responses received will be retained in file and may be reviewed by any person after final selection has been made, subject to Paragraph K above. The Purchasing Section has the right to use any or all system ideas presented in reply to this RFP, subject to limitations outlined in paragraph K above. Disqualification or non-selection of a bidder or bid does not eliminate this right.
- M. INCURRING COSTS:** The Navajo Nation Purchasing Section is not liable for any cost incurred by the bidders prior to issuance of an agreement, contract and/or purchase order.
- N. ACCEPTANCE OF PROPOSAL CONTENT:** The contents of the proposal of the successful bidder will become contractual obligations if acquisition action ensues. Failure of the successful bidder to accept these obligations in a professional service contract, purchase order, delivery order or similar acquisition instrument may result in cancellation of the award and such bidder may be removed from future solicitations. The Navajo Nation Purchasing Section reserves the right to pursue appropriate legal action in the above set of circumstances.
- O. EVALUATION PROCEDURES AND CRITERIA:**
1. General Procedures:
 - a. An ad hoc committee will judge the merit proposals received in accordance with the criteria defined herein.
 - b. Failure of a bidder to provide any information requested in this RFP may result in disqualification of the proposal. All proposals must be endorsed with the signature of a responsible official having the authority to bind the offeror or to the execution of the proposal.
 - c. The sole objective of the ad hoc committee will be to select the bidder whose proposal is most responsive to the Navajo Nation Purchasing Section. The specifications within this RFP represent the

minimum performance necessary for response. On the basis of the evaluation criteria established in this RFP, the ad hoc committee will select and recommend the bidder who best meets this objective.

- d. Evaluation Criteria: The following criteria will be used by the ad hoc committee in the selecting process for contract award. The technical proposal factors will be rated on a scale of 5-100 with weight relations as stated below:

<u>Technical Proposal Factors:</u>	<u>Possible Points:</u>
<u>Specifications</u> Offeror's meeting the minimum specifications and requirements as listed in Section III herein	35
<u>Qualifications of Firm</u> Offeror's qualifications, including work on similar projects, experience of personnel	25
<u>Quality, Accuracy and Completeness of the Proposal</u> The quality, accuracy, and completeness of the Offeror's proposal in response to the RFP specifications and requirements.	10
<u>Cost</u> Price offered is responsive to the RFP requirements and Instructions, and is realistic in respect to specifications and requirements.	30

TOTAL: 100

- P. STANDARD CONTRACT:** The Navajo Nation reserves the right to incorporate standard contract provisions into any contract negotiations as a result of a proposal submitted in response to this RFP.
- Q. RETURN OF PROPOSALS:** The Navajo Nation has no obligation to return any proposal received in response to this RFP.
- R. ALTERNATE PROPOSALS:** Alternate proposals will not be accepted and will be deemed non-responsive.
- S. GOVERNING LAW:** This procurement and any agreement with offerors that may result shall be governed by the laws of the Navajo Nation. Navajo Business Opportunity Act, 5 NNC will apply.

SECTION II

PROPOSAL FORMAT AND ORGANIZATION

A. NUMBER OF COPIES

Proposer shall provide two (2) identical copies of the proposal to the location specified for the submission of proposals in Section I, Paragraph H, on or before the closing date and time for receipt of proposal.

B. PROPOSAL FORMAT

All proposals must be typewritten on standard 8.5 x 11 paper (larger paper is permissible for charts, spreadsheets, etc.) and placed within a binder with tabs delineating each section, as necessary.

1. Proposal Organization

The proposal must be organized and indexed in the following format and must contain as minimum all list items in the sequence indicated.

- a. Table of Contents
- b. Letter of Transmittal
- c. Cost Proposal
- d. Response to the Specifications request
- e. Professional References (List of similar services provided by the Offeror to tribal governments, enterprises, preferably organizations within 75-mile radius of the Navajo Nation within the last five (5) years)
- f. Certifications/Licenses (i.e., manufacturer, ISO, Business), if any.
- g. Credentials (W-9, Insurance)
- h. Appendix (if needed)

Any proposal that does not adhere to these requirements may be deemed non-responsive and rejected on that basis.

Proposer may attach other materials which they feel may improve the quality of their response. However, the material should be included as items in the appendix.

2. Letter of Transmittal

Each proposal must be accompanied by a letter of transmittal. The letter of transmittal must:

- a. Identify the submitting organization with a brief description;
- b. Identify experience, capability and capacity
- c. Identify the name and title of the person authorized to contractually obligate the organization;
- d. Identify the name, title and telephone number of the person authorized to negotiate the contract on behalf of the organization;
- e. Identify the names, title and telephone numbers of person to be contacted for clarification;
- f. Be signed by the person authorized to contractually obligate the organization; and
- g. Acknowledge receipt of any and all amendments to the RFP.

SECTION III

Specifications & Scope of Work

The Navajo Nation Department of EMS, "EMS", seeks proposals from qualified respondents for **On Call/As Needed Professional Cleaning Services** for its owned and/or leased office buildings, storages and quarters as listed below. Qualified respondents shall adhere to the specifications and scope of work set forth within this section (Section III). All proposals must be completed in the requested format set forth in Section II.

A. Professional cleaning services will include, but not limited to the following:

1. Inspection of each office building, storage and quarters with a EMS representative
2. Disinfectant cleaning of all surfaces and commonly touched surfaces within entrance ways, offices, break rooms, conference rooms, bed rooms and hallways
3. Sweeping, mopping and dusting
4. Interior and exterior window cleaning
5. Upholstery cleaning: thorough vacuum & preliminary pre-spray application
6. Upholstery cleaning: Scrub chairs and beds with soft bristle brush, extract and wipe chairs and beds clean
7. Steam clean carpet: Traffic lane application, scrub carpet with low speed floor machines
8. Steam clean carpet: Extract and bonnet carpet
9. Restroom: Scrub and clean toilets, urinals and sinks
10. Furnace Room: Wipe down, vacuum filter, clean furnace area
11. Wipe down walls, chairs, desks, cabinets, door knobs, door handles, door jams, thresholds
12. Wipe down countertops, sinks, tables, light & plumbing fixtures
13. Thorough vacuum under desks, beds and corners
14. Vent air duct cleaning and wash and clean vent covers
15. Strip, seal and wax floors, 2 coats floor sealer, 2 coats floor wax
16. Rodent and Pest droppings cleaning
17. COVID-19 Deep and Sanitizing Cleaning

B. EMS Locations with approximate square footage:

1. Window Rock, AZ
 - a. Office Building #1 - 2,100 sq. ft.
 - b. Office Building #2 - 2,100 sq. ft.
 - c. Office Building #3 - 2,100 sq. ft.
 - d. Office Building #4 - 700 sq. ft.
 - e. Eight (8) Storage Units - 380 sq. ft. each OR 3,040 total combined sq. ft.

2. Inscription House, AZ
 - a. Quarters #1 - 1,650 sq. ft.
 - b. Storage #1 – 200 sq. ft.
3. Red Mesa, AZ
 - a. Office Building #1 – 1,049 sq. ft.
 - b. Quarters #1 – 1,551 sq. ft.
 - c. Storage #1 – 200 sq. ft.
4. Kayenta, AZ
 - a. Office Building #1 – 6,500 sq. ft.
 - b. Office Building #2 – 1,900 sq. ft.
 - c. Storage #1 – 200 sq. ft.
5. Pinon, AZ
 - a. Quarters #1 – 2,900 sq. ft.
 - b. Storage #1 – 200 sq. ft.
6. Dilcon, AZ
 - a. Office Building #1 – 2,160
7. Chinle, AZ
 - a. Office Building #1 – 600 sq. ft.
 - b. Storage #1 – 200 sq. ft.
8. Tuba City, AZ
 - a. Office Building #1 – 400 sq. ft.
 - b. Storage #1 – 200 sq. ft.
9. Crownpoint, NM
 - a. Office Building #1 – 1,317 sq. ft.
 - b. Office Building #2 – 1,000 sq. ft.
 - c. Office Building #3 – 1,900 sq. ft.
 - d. Storage #1 – 200 sq. ft.
10. To'hajiilee, NM
 - a. Office Building #1 – 5,791 sq. ft.
 - b. Storage #1 – 200 sq. ft.
11. Shiprock, NM
 - a. Office Building #1 – 1,000 sq. ft.
 - b. Storage #1 – 200 sq. ft.
12. Tohatchi, NM
 - a. Office Building #1 – 1,950 sq. ft.
 - b. Office Building #2 – 2,500 sq. ft.
 - c. Storage #1 – 200 sq. ft.
13. Torreon, NM
 - a. Office Building #1 – 1,184 sq. ft.
 - b. Storage #1 – 200 sq. ft.
14. Ojo Encino, NM
 - a. Office Building #1 – 850 sq. ft.
15. Newcomb, NM
 - a. Office Building #1 – 250 sq. ft.

Applicable taxes shall be identified with cost proposal.