

REQUEST FOR PROPOSALS  
SECURITY DOOR WITH ACCESS CONTROL SYSTEM AND OFFICE SPACE  
MODIFICATION

**\*Bid No. 21-07-2516LE\***

The Navajo Nation Division of Community Development requests proposal from firms interested in providing services to:

**1) Install a security door at front entrance suite to NNDCD, Administration Building #2, and Second floor with keyless access lock, heavy duty, steel-case BHMA compliant mortise lock, and a smartphone-based, keyless access control system. Also with the Storefront frame accessories for proper installation with all data control information to main control IT room.**

**2) Build an extension to the Executive Directors' office space by building an enclosed office next to existing office located in the southeast corner of 2<sup>nd</sup> floor. The enclosed office will have the west wall as drywall with electrical outlet and communication ports, the north wall will be glass and glass door with lock**

NNDCD intends to seek and obtain professional services by a reputable provided to perform necessary professional services to Navajo Nation-owned facilities located in Window Rock, AZ

Proposers are recommended to visit NNDCD facility and perform a comprehensive assessment of the facility prior to submitting a response. The Contractor shall visit the site prior to proposal in order to be fully acquainted with the existing site conditions and surrounding area. It is the Contractor's responsibility to field verify all devices, equipment and measurements needed prior to proposal.

The successful proposers will be responsible for providing labor, supervision, materials, equipment, transportation, service, and the NNDCD facility necessary to perform high quality work. Proposers must comply with ADA Standards for Accessible Design Code. Proposers may provide an explanation itemizing the extent of their service procedure and practices. NNDCD intends to award the contract to the proposer that is able to establish a contractual relationship with a qualified proposer that can best provide the NNDCD with quality maintenance and services as further described in this RFP.

The proposal format shall include: (1) a narrative outlining the project approach, qualifications, and current workload and capability; (2) a list of past projects completed on the Navajo Nation; (3) a list of three references and phone numbers from recent clients; and (4) copy of License and Insurance Certifications, W-9, Debarments/ Non-collusive affidavit and Navajo Preference information.

The contract will be awarded to the proposer who submits the best proposal in terms of: (1) Capability, Qualifications and References, (2) Method of Approach, and (3) Lowest Bid Price.

Four copies of the proposal shall be submitted in a **sealed envelope** labeled "NNDCD SECURITY DOOR INSTALLATION AND OFFICE SPACE EXTENSION MODIFICATION - DO NOT OPEN," to Attn: Lorita Etsitty, Buyer, Navajo Nation Purchasing Service, Administration Building #1, Window Rock Blvd., Window Rock, Arizona, or mailed to P.O. Box 9000, Window Rock, Arizona 86515. Bid documents and supplemental information regarding the project will be available online at <http://www.nnooc.org> link: Purchasing. If any questions regarding this RFP call Leslie Sandoval at 928.871.7172 or email: [leslie@nndcd.org](mailto:leslie@nndcd.org)

The Navajo Nation reserves the right to reject any and all proposals not within projected budget and may elect to award the contract not solely on the bid amount but the bidders' qualification. The due date for proposal is **July 30, 2021** before 5:00PM.

#### PROPOSAL SUBMITTAL REQUIREMENTS:

To be considered, each bidder must submit a response to this Request for Proposal (RFP) and respond to the SELECTION CRITERIA identifying your understanding of the services requested. The proposal must be signed in ink, by an official authorized to bind the bidder to its provision.

Proposals must be marked as "NNDCD SECURITY DOOR INSTALLATION AND OFFICE SPACE EXTENSION MODIFICATION" and must be received by 5:00 p.m., July 30, 2021. The bidder is responsible for the timely receipt of their proposal by the Navajo Nation Purchasing Service Department. Bid documents and supplemental information regarding the project will be available online at [www.nnooc.org](http://www.nnooc.org) link: Purchasing. Late or faxed proposals will not be considered.

Proposers are recommended to visit NNDCD facility and perform a comprehensive assessment of the facility prior to submitting a response. The Contractor shall visit the site prior to proposal in order to be fully acquainted with the existing site conditions and surrounding area. It is the Contractor's responsibility to field verify all devices, equipment and measurements needed prior to proposal. Onsite assessment will also provide an opportunity for the bidder(s) to ask any questions of the proposal, and receive clarity of the content of the proposal through mutual understanding.

The content of this RFP, its attachments, the proposal and any mutual understandings resulting from oral presentations will become contractual obligations if a contract ensues. Failure of the successful bidder to accept these obligations may result in cancellation of a proposed contract. NNDCD further reserves the right to interview the key personnel assigned by the successful bidder to this project. NNDCD reserves the right to reject any and all proposals.

#### NON-DISCRIMINATORY PRACTICES:

In accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d-4, the NNDCD hereby notifies all bidders that it will affirmatively insure that in regard to any contract entered into pursuant to this advertisement, minority business enterprises will be offered full opportunity to submit bids in response to this invitation and will not

be discriminated against on the basis of race, color, sex, or national origin for an award.

#### LIABILITY:

NNDCD assumes no responsibility or liability for cost incurred by the contractor prior to the signing of an agreement. Total liability of NNDCD is limited to the terms and conditions of any contract resulting from this RFP.

#### INDEMNIFICATION:

The contractor shall indemnify and hold harmless the NNDCD and its agents and employees, from and against all claims, damages, losses, and expenses, including attorney fees arising out of or resulting from the performance of the work, which includes all labor, materials and equipment required to produce the services required by the contract, provided that any such claim, damage, loss or expense: 1) is injury to or destruction of tangible property (other than the work itself), including the loss of use resulting there from; and 2) is caused in whole or in part by any negligent act or omission of the contractor, any subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, regardless of whether or not it is caused in part by a party indemnified hereunder. The contractor assumes full responsibility and liability for compliance with any and all local, state, federal laws and regulations applicable to the contractor and its employees, including, but not limited to, compliance with the Occupational Safety and Health Act of 1970.

#### GENERAL PROPOSAL REQUIREMENTS,

The proposals shall include the following:

- Name or firm or company, business address, name of contact person, telephone number, fax number and email address (if applicable).
- Price of service per facility and aggregate.
- Number of hours that you project will be necessary to perform the described duties, per facility and aggregate.
- Reasons, especially government organizations, preferably governmental entities in Arizona or New Mexico:
- Description of your firm, personnel and services provided.
- Reason(s) why you believe your firm should provide these services to NNDCD.
- Copies of all applicable licenses and insurance certificate (i.e., workers' compensation, general liability, unemployment compensation, etc.).
- W-9, Debarment Affidavit, Non-collusive affidavit.
- Any other pertinent information that you believe will assist NNDCD in understanding your company and assurances if awarded the contract. i.e., most recent financial statement, bonding certificate.
- Changes made to the RFP as the result of a response by NNDCD, to questions or concerns raised through correspondence with prospective bidders, will be in writing and provided to each bidder.
- All information contained in a proposal is subject to disclosure.

#### SELECTION CRITERIA:

Responses to this RFP will be evaluated based upon the following factors as presented in the bid proposals:

##### Capability, Qualifications and References - (30%)

- The written proposal should indicate the ability of the contractor to meet the terms of the RFP.
- The written proposal should indicate the competence of personnel whom the bidder intends to assign to the project.
- Qualifications will be measured by training and experience, with particular reference to work experience in facilities of equal or greater size to that described in the RFP.
- Emphasis will be placed upon the qualifications of bidder's project manager. Method of Approach - (20%)
- This factor will be judged based upon the Work Plan provided in the Proposal.
- Price - (50%)
- This factor will be based on the total firm cost with breakdown of labor cost, expense cost and supplies/materials cost of the services per site location.

#### QUESTIONS:

Questions should be directed to: NNDCD

PO Box 1904 Window Rock, Arizona 86515

Email: leslie@nndcd.org Telephone: 928.871.7172

#### OBJECTIVE AND SCOPE:

NNDCD wishes to secure timely, consistent and cost-effective services, from one contractor to ensure clean and safe facilities for employees and persons doing business with the contractor. The contractor shall maintain work performed at NNDCD the Navajo Nation.

#### SCOPE OF SERVICES:

Work within this request for proposal (RFP) shall include the following:

- 1) Install a security door at front entrance suite to NNDCD, Administration Building #2, and Second floor with keyless access lock, heavy duty, steel-case BHMA compliant mortise lock, and a smartphone-based, keyless access control system. Also with the Storefront frame accessories for proper installation with all data control information to main control IT room.
- 2) Build an extension/addition within the Executive Directors' office space by building an enclosed office, 192 S.F. next to existing office and open cubical space located in the southeast corner of 2<sup>nd</sup> floor. The enclosed office will have north wall storefront system door system to match existing, and the west wall as fully enclose drywall, suspended ceiling to match existing, with electrical outlets, and communication data ports.

The Contractor shall maintain or have readily available spare parts and properly trained personnel to support the equipment at the Contractor's cost throughout the duration of the contract. If required, the Contractor shall provide only replacement parts that are new and

have the same quality and brand name as that being replaced. Substitutions will be permitted only with prior authorization of the Program Manager or their designated representative. NNDCD reserves the right to request the contractor supply invoices from suppliers showing the contractor costs. All repair services, if required, shall be conducted in full compliance with all specified standards in a manner equal to or better than the normal safety and security procedures and standards established by NNDCD.

At no time shall NNDCD facilities or its occupants be placed in jeopardy.

- Work shall be done with a minimum amount of disruption to the NNDCD operation.
- Remove and legally dispose of all waste generated by the work.
- Remove all unused material brought onsite by bidder.

### **GENERAL CONDITIONS:**

In the event the premises specifically described herein are partially destroyed or damaged so that they are no site in whole or part, the fees set forth in the contract shall be proportionately reduced based on the remaining duties and functions described in the Schedule of Duties.

- Insurance required during the entire length of agreement is as follows:
  1. Workers Compensation coverage per statutory requirements
  2. Liability coverage as follows:
    - Bodily Injury Property Damage: \$ 1 million per person \$ 1 million each accident
    - \$1 million each aggregate \$1 million aggregate
- The contractor shall comply with any and all rules and regulations established by the Navajo Nation regarding security, building use, and conduct of the contractor's employees on NNDCD's premises.
- The contractor shall have an agent on the premises to provide adequate and continuous supervision at all times that its employees are working
- The contractor shall promptly remove any of its employees who, in judgement of NNDCD, either has performed his/her duties unsatisfactory or has violated the agreement.
- In the event activities are scheduled or occur on the premises, which interfere with the contractor's normal cleaning schedule, the contractor shall rearrange such schedule so that the work is performed before and/or the activity. The contractor is not required to rearrange work to be performed on Saturday, Sunday, or holidays.
- The contractor, including all outside contractors, shall comply with NNDCD and NIOSH safety policies.
- The agreement shall not be automatically renewed. Termination of agreement shall be for any reasons by either party with a 60-day written notice
- Contract shall be for a one-year period.

### **SUMMARY:**

This RFP is designed to allow qualified service providers to demonstrate their capability of providing work prescribed in this RFP for NNDCD.

Three copies of completed proposals must be received, including the full cost of service no later than 5:00PM on July 30, 2021.

Proposals must be addressed in the following manner:

Attn: Lorita Etsitty, Buyer  
PROPOSAL BID#: Bid No. 21-07-2516LE

Navajo Nation Purchasing Services  
Administration Building #1 Window Rock Blvd., Window Rock, Arizona  
or mailed to PO Box 9000, Window Rock, Arizona 86515

Format: Proposals should be 8.5 inches x 11 inches, bound in a single document and organized in sections following the other specified under contents.

Contents: Proposal shall contain the following information:

- Project Approach
  - A. Describe your understanding of NNDCD's needs, considering: the required features listed by NNDCD. Identify the system your firm can provide to meet the requirements. Identify the infrastructure needed to support the features of the new system you propose.
  - B. Firm Description  
Provide a description of your firm and list relevant information about capabilities, rate of services, and length of time in existence.
  - C. Relevant Experience  
Describe relevant experience establishing phone and voicemail systems for other municipalities or similar size organizations.
  - D. Key Personnel Qualifications  
Identify key personnel assigned to the project, their respective roles and a synopsis of their relevant experience.
  - E. References  
List of public agencies or clients for whom similar work has been performed. Provide the name, title and phone number of contact person. NNDCD may request a copy of a similar plan prepared by your firm for another client.
  - F. Schedule of Charges  
Provide a complete detailed fee schedule with breakdown of labor costs, expense cost and supplies materials cost of the services for each project. Include charges for installation, equipment and customer service support, and projected timeline to complete the installation and training.
  - G. Insurance
  - H. The individual or firm receiving the contract shall procure and maintain for the duration of the contract, insurance against claims for injuries to persons or damages to property that may arise from or in connection with the performance of the work. The costs of such insurance shall be included in the contractor's proposal.

**OTHER CONSIDERATIONS:**

NNDCD reserves the right to reject any and all proposals. This Request for Proposals does not commit NNDCD to award a contract, pay any costs incurred in the preparation of proposals, or to procure or contract for supplies or services.

NNDCD reserves the right to negotiate with any qualified source or to cancel, in part of or in its entirety, this Request for Proposals, if it is in the best interest of NNDCD to do so. NNDCD may

require the selected bidders to participate in negotiations, and submit such price, technical or other revision of the proposal that may result from negotiations.

**ATTACHMENTS:**

W-9 Form

NN Debarment Form

Non-collusive Affidavit

Navajo Preference