

**NAVAJO NATION, DEPARTMENT OF DINE' EDUCATION
Navajo Head Start**

RFP BID NO: 21-07-2529LE

Fencing Installation – NHS Tuba City

PROPOSAL DUE DATE: August 18, 2021

DESCRIPTION: Navajo Head Start
Fencing Demolitions/Installations

CONTACT PERSON: Lavine J. Roan, Principal Contract Analyst
Darlene Begay, Senior Contract Analyst
Phone: 928-871-7061
Fax : 928-871-7079

~ RETURN PROPOSALS CLEARLY MARKED ~

“DO NOT OPEN: RFP# 21-07-2529LE - Fencing Installation (NHS Tuba City)”

PROPOSAL & BID SUBMITTAL DEADLINE AND RELEVANT INFORMATION:

All proposals and bids delivery using UPS or Federal Express, must be physically submitted to:

PHYSICAL ADDRESS: Navajo Head Start
SW of US Highway 264 & Indian Route 12, Suite #2A
Window Rock, Arizona 86515
ATTN: Lavine J. Roan, Principal Contract Analyst
Darlene Begay, Senior Contract Analyst

MAILING ADDRESS: Navajo Head Start
P.O. Box 3479
Window Rock, Arizona 86515
ATTN: Lavine J. Roan, Principal Contract Analyst
Darlene Begay, Senior Contract Analyst

SECTION II

The following documents are required and must be submitted:

1. Navajo Nation Certification Regarding Debarment & Suspension (Attached)
2. Federal Form Tax W-9
3. Licensed, bonded, and current Certificate of Liability Insurance.

A. Proposal Format:

1. Respondent(s) must indicate if they are priority one or two vendor with the Navajo Nation.
2. All proposals must be typewritten on standard 8-1/2 X 11 paper and placed within a binder with tabs delineating each section. Larger paper is permissible for charts, maps, or the like.
3. An original RFP response and three (3) copies must be provided in a sealed envelope.
4. The proposal must be organized and indexed in the following format:
 - a. A letter of Transmittal
 - b. Statement of Qualifications
 - c. Proposal on Contract approach
 - d. Proposed Cost (Sealed in Separate Envelope)
5. Each proposal must be accompanied by a letter of transmittal. The letter of transmittal must:
 - a. Provide background on company;
 - b. Identify the name of the person responding to the RFP;
 - c. Identify the name, title, and telephone numbers of person authorized to negotiate on behalf of the organization(s);
 - d. Identify the names, files, and telephone numbers of person to be contacted for clarification;
 - e. Explicitly indicate acceptance of the conditions governing this procurement;
 - f. Signed by the person responding to the RFP; and
 - g. Acknowledge receipt of all amendments to the RFP.
6. The respondent must submit a statement of qualifications to include:
 - a. A resume.
 - b. Number of years of experience working with Navajo Nation government or other government entities.
 - c. Provide three (3) references. Each reference must include the name, address, and telephone number of a contact person who can describe in detail, the quality, quantity, and substance of services provided.
 - d. The respondent must provide a Certificate of Liability Insurance.

Sign in

wise



Google