

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

**RFP BID NO: 21-08-2552LE**

**Classroom Furniture**

**PROPOSAL DUE DATE:** September 15, 2021

**DESCRIPTION:** Navajo Head Start  
Classroom Furniture

**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# 21-08-2552LE - Classroom Furniture**

**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 I

### A. RESPONDENT REQUIREMENTS:

All respondents must have, as a minimum, the capabilities listed herein, and the bid proposals submitted must reflect in detail the inclusion of these services as well as the additional forms required in Section II. Respondent should also provide technical information of delivery of services required in this RFP.

### B. SCOPE OF WORK:

Navajo Head Start is seeking proposals from qualified firms and vendors to provide classroom furniture for Head Start centers. The classroom furniture will consist of:

QUANTITY	DESCRIPTION	SIZE
160	<b>Classroom Tables – Circle</b> <ul style="list-style-type: none"> <li>• Golden Oak round table with adjustable legs</li> </ul>	42” Round
320	<b>Classroom Tables – Rectangle</b> <ul style="list-style-type: none"> <li>• Golden Oak rectangular table with adjustable legs.</li> </ul>	30 x 72
160	<b>Classroom Tables – Half Moon</b> <ul style="list-style-type: none"> <li>• Golden Oak Half Moon table with adjustable legs</li> </ul>	36’ x 72’
1600	<b>Student Chairs 12”</b> <ul style="list-style-type: none"> <li>• Classic Chrome Chairs</li> </ul>	
320	<b>5 Section Student lockers</b> <ul style="list-style-type: none"> <li>• Caroline 5-Section Locker</li> </ul>	48” H x 60.5” W x 15.5” D

1. Attached are specifications of the furniture.
2. Contractor must deliver and assemble all furniture.
3. Contractor must discard all trash without cost to NHS, “EXCEPT” for the old furniture which NHS will retain in its possession.

Navajo Head Start has five (5) Districts services area as follows:

Districts
District I – Shiprock, NM
District II – Crownpoint, NM
District III – Window Rock, AZ
District IV – Chinle, AZ
District V – Tuba City, AZ

The Navajo Nation 6% sales tax will apply. A 7% local tax will apply for any services performed in the Tuba City and Kayenta, Arizona.

**RFP Submittal Deadline:**

All RFP's must be received/ mailed / or physically delivered by **September 15, 2021 at 4:00 pm** DST (Daylight Saving Time) and must be mailed or physically delivered to:

Navajo Head Start  
Attention: NHS Finance Section  
Post Office Box 3479  
Window Rock, Arizona 86515

Courier Service/Delivery to:  
Navajo Head Start  
Attention: NHS Finance Section  
SW Corner of Route 12 &  
Highway 264, Suite #2A  
Window Rock, AZ 86515

## 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.
7. Respondent must provide proposal on contract approach.
  - a. Provide in detail how they would accomplish the objectives described in the scope of work.
  - b. Provide number of employees in the company/organization.
  - c. Provide Resume & Credentials of each Employee including Certificates, Diploma and/or Degrees.
8. Respondent must provide a detailed cost for the classroom furniture.

- B. REJECTION OF PROPOSALS:** The Navajo Nation reserves the right to waive any informalities or irregularities in the RFP, or reject any or all proposals whenever such rejection is deemed in the best interest of the Navajo Nation.
- C. PROCUREMENT OF RFP:** This procurement shall be conducted in accordance with all applicable Navajo Nation laws and regulations including the Navajo Business Opportunity Act. All applicable rules, regulations, and laws shall also be followed. Prospective Vendors shall familiarize themselves with Navajo Nation regulations prior to submitting responses to this RFP, and may request a copy of Navajo Nation procurement regulations from the NHS Principal Contract Analyst at any time up to the Deadline for Proposals.
- D. INQUIRIES:** Any inquiries regarding this RFP should be submitted in writing to Lavine J. Roan, Principal Contract Analyst / Darlene Begay, Senior Contract Analyst. Only written responses to questions will be considered official. All questions will be directed to Lavine J. Roan and/or Darlene Begay at 928-871-7061 or email: [lroan@navajo-nsn.gov](mailto:lroan@navajo-nsn.gov) , [darlenebegay@nndode.org](mailto:darlenebegay@nndode.org). Questions regarding this procurement will be accepted until 5:00 p.m. DST on **September 13, 2021**
- E. AMENDED PROPOSALS:** A respondent may submit an amended proposal before the deadline for receipt of proposals. Such amended proposals must be a complete replacement for a previously submitted proposal and must be clearly identified in the transmittal letter.
- F. PROPOSAL SUBMISSION:** Proposal must be received on or before **4:00 p.m. September 15, 2021 (DST)**. Respondents who are mailing their proposals should allow sufficient time for mail delivery to ensure receipt by the date specified. If mailed, it is recommended that proposals be sent by certified mail to the address indicated on the cover sheet of the RFP. **Late proposals will not be accepted.**
- G. REJECTION OF PROPOSALS:** NHS reserves the right to reject any and all proposals. This RFP may be canceled at any time and all proposals may be rejected in whole or in part when the NHS Assistant Superintendent determines it is in the best interest of the Navajo Nation.
- H. PROPRIETARY INFORMATION:** Any restriction on the use of data contained within any proposals must be clearly stated in the proposal. 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” or “confidential”.

**I. RESPONSE MATERIAL OWNERSHIP:** All material submitted regarding this RFP shall become property of the Navajo Nation and will not be returned to the respondent. Responses received will be retained by NHS and may be reviewed by any person after final selection has been made. NHS has the right to use any or all system ideas presented in reply to this RFP. Disqualification or non-selection of a respondent or proposal does not eliminate this right.

**J. INCURRING COSTS:** Any cost(s) incurred by the respondent in preparing, transmitting, presenting, or modifying the proposal or material for this RFP shall be the responsibility of the respondent.

**K. SUFFICIENT APPROPRIATION:**

A contract awarded as a result of this RFP is contingent upon the availability of funds. A contract may be terminated or reduced in scope if sufficient funds do not exist. Sending written notice to the Vendor shall affect such termination or reduction in scope. The NHS Assistant Superintendent’s decision to terminate or reduce the scope due to insufficient appropriations shall be accepted as final by the Vendor.

**L. EVALUATION PROCEDURES AND SELECTION CRITERIA.**

1. An evaluation team will evaluate the proposals received in accordance with the general criteria used herein. Respondents should be prepared to provide any additional information the team feels necessary for the fair evaluation of proposals.
2. Failure of a respondent to provide any information requested in the 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 respondent to the execution of a contract.
3. The sole objective of the review team will be to select the respondent who is most responsive to the needs of NHS. The specifications in this RFP represent the minimum performance necessary for a response. On the basis of the evaluation Criteria established in this RFP, the review team will select and recommend the respondent who best meets this objective. If there is only one responsive bid, the NHS Assistant Superintendent may elect to evaluate the RFP solely.
4. Evaluation Criteria: The following criteria will be used by a review committee in the selection process for contract award.

Initial Point Criteria:

- |                             |             |
|-----------------------------|-------------|
| a. Presentation of Response | 1-10 points |
| Completeness                |             |
| Clarity of Presentation     |             |

Organization of Presentation	
Understanding NHS Objectives	
b. Statement of Qualifications	1-20 points
List of three (3) Client References	
c. Technical Requirements	1-20 points
Project description	
Projected accomplishments	
d. Project Management	1-20 points
Project Management Experience	
Schedule/Project Plan	
Staffing	
Related Experience	
Education - Credentials	
e. Navajo Nation vendor, Priority 1 or 2	1-10 points
f. Cost of Service	1-20 points

**Total possible points = 100**

- M. STANDARD CONTRACT:** The Navajo Nation reserves the right to incorporate standard contract provision into any contract negotiations as a result of a proposal submitted in response to the RFP.
- N. TAX:** All appropriate taxes should be included in the cost of services including the Navajo Sales Tax. All work performed within the territorial jurisdiction of the Navajo Nation is subject to the Navajo Sales Tax at the prevailing rate, on gross receipts for all work performed within the territorial jurisdiction of the Navajo Nation pursuant to 24 N.N.C. §§601 et seq., and the Navajo Nation Sales Tax Regulations §§6.101 et seq., as amended from time to time, except that work performed within the To’Nanees’Dizi Local Government (“Tuba City Chapter”) or the Kayenta Township is subject to their respective local sales taxes as amended from time to time. In addition to being subject to Navajo Nation Sales Tax, the CONSULTANT is subject to local sales tax on gross receipts for all work performed within a governance-certified chapter that imposes a local sales tax pursuant to a duly enacted local tax ordinance and the Uniform Local Tax Code, 24 N.N.C. §§150 et seq.
- O. SOVEREIGNTY:** The Navajo Nation will not relinquish any of its sovereignty rights.





### **SECTION III**

#### **A. RESPONDENT REQUIREMENTS:**


All respondents must have, as a minimum, the capabilities listed herein and the bid proposals submitted must reflect in detail the inclusion of these services as well as the additional forms required in Section II. Respondent should also provide technical information of delivery of services required in this RFP.



# Classroom Furniture Specs

QTY	Name/Description	
<b>160</b>	Classroom tables-Circle 42" round  <b>(2 per classroom)</b>	  Golden Oak 42" Round Table With Adjustable Legs
<b>320</b>	Classroom tables-Rectangle 30 x 72  <b>(4 each per classroom)</b>	  Golden Oak 30" x 72" Rectangular Table With Adjustable Legs
<b>160</b>	Classroom tables-Half Moon 36' X 72"  <b>(2 per classroom)</b>	  Golden Oak 36" x 72" Half Moon Table with Adjustable Legs
<b>1600</b>	Student Chairs 12"  <b>(20 chairs per classroom)</b>	  Classic Chrome Chairs

## Classroom Furniture Specs

<b>320</b>	5 Section Student lockers- 48"H x 60.5"W x 15.5"D <b>(4 per classroom)</b>	 <small>Carolina 5-Section Locker</small>
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