

**REQUEST FOR PROPOSAL
Bid Number: 21-10-2584LE**

Date: October 4, 2021

Project Title: Navajo Nation Division of Behavioral and Mental Health Services – NRBHC HVAC Mechanical Systems Inspection, Repair, Replace and Preventive Maintenance Project

Project Schedule:

Advertisement of RFP	10/06/2021 – 10/20/2021
On site pre-bid meeting	10/20/2021 @ 10:00 am
Location: Navajo Regional Behavioral Health Center-Shiprock, NM	
<i>For directions, please call (505) 368-1438</i>	
Requests for Information Due Date	10/29/2021 @ 5:00 pm MST
Bid Due Date	11/19/2021 @ 5:00 pm MST

Proposal:

All interested parties are invited to review and respond to this Request for Proposal at their discretion. All questions pertaining to the contents of this RFP as a respondent can contact via email Michael Salabiye, Planner – DBMHS/DOH at msalabiye@navajo-nsn.gov

All parties responding to this bid are instructed to submit or send four (4) proposals (1 original and 3 copy) to the following address:

The Navajo Nation
Division of Finance – Purchasing
Attention: Lorita Etsitty, Buyer
Administration Building #1
Window Rock Blvd
Window Rock, Arizona

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

**BID #21-10-2584LE NNDBMHS
NRBHC DBMHS
MECHANICAL SYSTEMS PROJECT
DO NOT OPEN-BID PROPOSAL**

GENERAL INFORMATION AND GUIDELINES FOR THIS RFP

I. DESCRIPTION OF THE ORGANIZATION

The Navajo Nation Division of Behavioral and Mental Health Services (DBMHS) is a federally funded program operating outpatient and inpatient counseling services throughout the Navajo Nation.

II. SCOPE OF THE CONTRACT

The Navajo Nation intends to enter into a professional services contract with one (1) responsible, qualified, and independent Contractor to complete all work as described in the attached scope of work.

III. RESPONDENT REQUIREMENTS

All respondents must have the capabilities listed herein, including sufficient detailed information with regard to experience and expertise in meeting the following requirements:

1. A legitimate and credible vendor with a minimum of five (5) years' experience and history with providing the described services.
2. The Navajo Business Opportunity Act 5 NNC § 201, 205 will apply.
3. Federal requirements, if applicable (i.e. Davis Bacon wage rates).
4. All workmanship and materials shall comply with applicable Safety Codes.
5. As built drawings of all completed work.

IV. SCOPE OF WORK (See Attached)

V. REQUIREMENTS

The respondent will furnish all requested information as specified in the RFP.

VI. PROPOSAL CONTENT AND REQUIRED INFORMATION

Please utilize the outline described below with four (4) copies.

1. Organizational letter expressing your interest and a brief description of your proposed services. Do not reveal or make reference to the cost in this letter.
2. Organization qualifications and project experience. Include references.
3. Scope of Work
4. Product Specifications including cut sheets (if any).
5. Design (detailed plan depicting layout).
6. Schedule
7. Copies of licenses, certifications, insurance certificates, and other relevant documents.
8. Sub-contractor Information, if applicable
 - a. Subcontractor work should not exceed certain percentage of entire project
9. **Costs to be submitted in a separate sealed envelope. (Detailed breakdown of costs: Material, Labor, and other applicable costs; 6% Navajo Nation Sales Tax.**
10. Compliance: Any proposal that does not adhere to this format and does not address each specification, requirement, or scope of work as outlined, may be deemed non-responsive and rejected on that basis.

VII. EVALUATION PROCESS (pre-qualifying process)

1. Evaluation Criteria

- a. Qualifications, credentials, and minimum five (5) years' work experience. This includes the capabilities to provide all requested services. (20 points)
 - b. Quality of products, ability to install, and warranty services. (30 points)
 - c. Project Schedule. (20 points)
 - d. Navajo Preference. (5 points)
 - e. **Cost (separate sealed envelope).** (25 points)
2. Applicable Federal Requirements (25 CFR 900, OMB Circulars A-87, GSA qualified vendor, Davis Bacon wage rates, etc.).
 3. The Navajo Nation Division of Behavioral and Mental Health Services reserve the right to interview respondents if deemed necessary due to tied scores or other legitimate matters.
 - a. This may entail a presentation from the respondent for clarification and/or details on products or other requirements. The presentation will be scheduled to be presented in Shiprock, NM (if necessary). It is DBMHS's intention to award one (1) vendor to provide all services as specified.

VIII. TYPE OF CONTRACT

The Navajo Nation will utilize a standard Professional Services Contract for the procurement of goods and services for this project.

IX. PERIOD OF PERFORMANCE

The period of performance will be determined and negotiated based on the schedule proposed by the respondent and the contract implementation date.

X. TECHNICAL DIRECTION

The Navajo Nation DBMHS point of contact Michael Salabiye, Planner for inquiries related to the project and other matters. Questions and responses will be shared with all respondents. Mr. Salabiye's email address is msalabiye@navajo-nsn.gov

XI. PAYMENT AND SUBMISSION OF INVOICES

The Navajo Nation Professional Services Contract will describe this section.

XII. RIGHTS

The Navajo Nation reserves the right to reject any and all proposals, in whole or in part based on the requirements set forth in this RFP.

XIII. AGREEMENT TERMS AND CONDITIONS

The Navajo Nation is not bound to enter a contract under the RFP and may issue a subsequent RFP for the same services, and

The Navajo Nation is a sovereign government and all contracts entered into as a result for the RFP shall comply with the Navajo Nation law, rules and regulations, including the Navajo Preference in Employment Act, and applicable federal law, rules, and regulations. This procurement and any RFP with respondents that may result shall be governed by the laws of the Navajo Nation and applicable federal law. Nothing herein shall be constructed as a waiver of the Navajo Nation's sovereign immunity. In addition, the Navajo Nation Business Opportunity Act will apply to the RFP.

The Navajo Nation Professional Services Contract will provide all other legal and contractual obligations, terms, and requirements of this project.

XIV. OTHER

SCOPE OF WORK

Navajo Nation Division of Behavioral and Mental Health Services
Navajo Regional Behavioral Health Center
NRBHC HVAC Mechanical Systems Inspection, Repair, Replace
and Preventive Maintenance Project 21-10-2584LE
Shiprock, New Mexico

The Navajo Regional Behavioral Health Center (NRBHC) Heating, Ventilation and Air Conditioning system is a complex and complicated system consisting of horizontal water source heat pumps, Make up Air Units (RTU's, Boilers, various pumps, motors etc.) piping to a geo thermal (underground source) system, to include a radiant floor heating system for 2-buildings in our traditional healing grounds. The Navajo Regional Behavioral Health Center facility was constructed in 2009 and since has had several issues regarding maintenance and improvement with the system. Since 2017, the facility has had several service providers attempt to restore functionality back to the system. These attempts included replacing several heat-pumps, changing supply hoses, replacing filters, back flushing heat-pump units, flushing of the geo-thermal field and replacing the water/glycol mixture, recharging freon, replacing belts and installing a new Carrier IV-U monitoring/control system. In 2020, the facility experienced a cut in live wire, which resulted in the short of several components in this system. As a result, several areas of the system are now not functioning as a complete system. The facility is currently experiencing a differential of temperature throughout the building as we currently cannot control the system and the thermostats/sensors are unable to communicate with the heat pumps. This system also includes two separate buildings which have the in floor radiant system which also cannot be controlled using the IV-U system. With the nearing of winter and cold weather, Division of Behavioral and Mental Health Services would like to have all systems operational as one complete unit.

The Division of Behavioral and Mental Health Services NRBHC is seeking a qualified vendor (preferably one certified in Daiken McQuay) to thoroughly inspect the entire system including individual heat pumps and its components (filters, electrical, fan motors, fans, valves, gauges, piping, drain pans, controllers (BACnet), thermostats, water pressure, water quality etc.) for total operability. DBMHS would like all areas of this system to be fully functional. The heat pumps will be a priority, however – all other components of the entire system will have to be inspected (including ducts, grills, diffusers, vents and connections.

- Phase I: Inspection/Troubleshooting
 - Includes all components of systems to determine repairs needed for total operability
- Phase II: Repairs
 - DBMHS is aware repairs will be estimates based on the status of system components. DBMHS highly recommends all interested vendors complete an on-site meeting to pre-evaluate the system and provide estimates based on pre-evaluation.
 - Upgrade Heat Pump control boards
- Phase III: Monthly, Quarterly, Semi-Annual and Annual Preventive Maintenance
 - To be determined by the Manufacturer's Operating/ Maintenance Manual.
 - First, vendor will establish preventive maintenance plan for HVAC mechanical systems

- Second, vendor will provide preventive maintenance services based on recommendations and in accordance to preventive maintenance plan

RFP respondents (prospective contractors) are to provide manufacturers recommended maintenance (procedures) plan for the listed pieces of mechanical equipment below. The recommended maintenance plan must be inclusive of the following:

- (1) Task List for the equipment listed, and
- (2) Frequency (monthly, quarterly, semi-annually or annually) of maintenance required

Equipment Information

#	Description	Make	Model
Condensing Units			
1	CU-1	AAON	CA-02-1
2	CU-2	AAON	CA-07-3
3	CU-3	YORK	H4DB076
4	CND-1	YORK	HB180C00A4
Makeup Air Units			
5	MAU-1	AAON	RM-001-9-0-AA01-519
6	MAU-2	AAON	RM-001-9-0-AA01-519
7	MAU-3	AAON	RM-002-1-0-0U0K-519
8	MAU-4	AAON	RM-005-3-0-0W0K-539
9	MAU-5	REZNOR	CAUA-250
10	MAU-6	REZNOR	RPBL500
Roof Top Units			
11	RTU-1	PREDATOR	DM048N10
12	RTU-2	PREDATOR	DM048N10
Heat Pumps			
13	HP1-87	McQuay	See CD M601
14	Hose Kits HK-1		See CD M601
15	Geothermal piping		
Boilers			
16	B-1	Bryan "F" Series	F-650
17	B-2	Bryan "F" Series	F-650
18	B-3	Weil McLain	CGA-3-PID
19	B-4	Weil McLain	CGA-3-PID
Hydronic Floor Heating System			
20	Women's THG	Onsite review only	
21	Men's THG	Onsite review only	
Air Conditioning Unit (Split System)			
22	AC-1 Indoor	MITISUBISHI Slim	MS15TN
23	AC-1 Outdoor	MITISUBISHI Slim	MU09TW
24	AC-2 Indoor	MITISUBISHI Slim	MS15TN
25	AC-2 Outdoor	MITISUBISHI Slim	MU09TW
26	AC-3 Indoor	MITISUBISHI Slim	MS15TN
27	AC-3 Outdoor	MITISUBISHI Slim	MU09TW
28	AC-4 Indoor	MITISUBISHI Slim	MS15TN

29	AC-4 Outdoor	MITISUBISHI Slim	MU09TW
30	AC-5 Indoor	MITISUBISHI Slim	MS15TN
31	AC-5 Outdoor	MITISUBISHI Slim	MU09TW
Unit Heaters			
32	UH-1	REZNOR	UDAS-100
33	UH-2	REZNOR	EGE-2
Kitchen Hood Exhaust Fan			
34	KE-1	Greenheck Cube	CUBE-101-3
35	KE-2	Greenheck Cube	CUBE-200-15
Other			
36	Expansion Tanks	ET1-3	See CD M601
37	Pumps	P1-8	See CD M601
38	Air Purger	AP-1	See CD M601
39	Air Vent	AV-1	See CD M601
40	Suction Diffuser	SD-1	See CD M601
41	Flexible Connections	FX-1	See CD M601
42	Ceiling Exhauster	CE-1	See CD M602
43	Ceiling Diffuser	D1-3	See CD M602
44	Return Grille	RG1-2	See CD M602
45	Exhaust Grille	EG-1	See CD M602
46	Exhaust Fans	EF1-33	See CD M602
47	In Line Fan	ILF-1	See CD M602
48	Cabinet Fan	CF1-4	See CD M602
49	Ventilating Fan	VF-1	See CD M602
50	Intake Louvers	L1-17	See CD M602
51	Duct cleaning	Onsite review only	

As built drawings will be available for viewing at the site.
All replacement(s) should include all components for complete replacement.
Warranty information for materials and workmanship to be provided to site.
Maintenance information should be provided to site upon completion of the project.
Copy of "cut sheets" should be provided to site upon completion of project.
Vendor will be responsible for disposal of replaced fixtures and debris at the location.

VENDORS WILL BE RESPONSIBLE TO VERIFY SYSTEM COMPONENTS AND ALL OTHER NECESSARY INFORMATION ON SITE. Contact Melvin Joe, Sr., Facility Manager at (505) 368-1438 to schedule appointments for follow up walk through inspections (if needed)

End Scope of Work