

NAVAJO DEPARTMENT OF WORKFORCE DEVELOPMENT

REQUEST FOR PROPOSAL (RFP)

BID No. 21-12-2684LE

Rodent and Pest Control Services

Due: January 26, 2022, 5:00 MD T

The Navajo Department of Workforce Development (NDWD) invites qualified vendors to submit proposals to establish a ten-month contract for Pest and Rodent Control Services. This service shall entail pest and rodent control elimination and prevention for the NDWD buildings listed in Appendix A and includes all interior and exterior areas listed in section II. This contract shall begin on March 1, 2022 through December 30, 2022. The intent of this RFP is to prevent rodent and pest infestation of NDWD facilities.

All submitted proposals must be submitted in a sealed envelope and clearly marked:

Hand Delivered to:

Navajo Department of Workforce Development
ATTN: Vickie Begay, Contract Analyst
Tribal Hill Drive Building #FA-2754
Window Rock, Arizona 86515
Do Not Open: RFP – Pest and Rodent Control Services

Or

Certified Mailed to:

Navajo Department of Workforce Development
ATTN: Vickie Begay, Contract Analyst
P.O. Box 1889
Window Rock, Arizona 86515
Do Not Open: RFP – Pest and Rodent Control Services

Cost proposals must be in a separate envelope and will not be opened until bidder has met the minimum requirements. No oral, emailed or faxed responses shall be considered. The NDWD reserves the right to reject any or all responses, and to waive any or all formalities in connection with this request. Any responses after the above due date and time shall not be accepted or considered.

RE Q U E S T F O R P R O P O S A L (R F P)

B I D N o . 2 1 - 1 2 - 2 6 8 4 L E

P e s t a n d R o d e n t C o n t r o l S e r v i c e s

I. S C O P E O F S E R V I C E S

The scope of pest and rodent control services shall include:

- A. Inspections and pest monitoring of all facilities (occupied or unoccupied) listed in Appendix A on a monthly basis.
- B. Recommendations to prevent future pest and rodent infestations.
- C. Pest and rodent elimination services of all interior office rooms, lobbies, restrooms, storage areas, open ceiling areas, kitchen areas, crawl spaces, baseboards, and common areas.
- D. Pest and rodent elimination services of all exterior areas including building access points, under buildings, storage areas, walkways, and along buildings.
- E. Rodent control products shall be installed in areas that will not be noticeable and will not affect the safety, health, and welfare of the public and employees.
- F. The contractor shall provide an environment free from, but limited to the following general pests:
 - i. Crawling insects including: ants (all species), earwigs, slow bugs, centipedes, beetles, cockroaches, and spiders, crickets and grasshoppers
 - ii. Biting insecting including: fleas, ticks, and bed bugs
 - iii. Flying insects including: bees, wasps, hornets, and scorpions, moths, and flies.
 - iv. Rodents including: mice, rats, and squirrels

II. I N S U R A N C E R E Q U I R E M E N T S

The vendor selected, upon receiving authorization to proceed, shall be required to provide evidence of insurance coverage. Minimum coverage is as follows:

- A. Commercial General Liability coverage, ISO CG 0001 Form or equivalent with minimum limits of \$1,000,000 per occurrence, \$2,000,000 aggregate;
- B. Auto liability minimum limit of \$1,000,000 per accident and should include non-owned autos;
- C. Worker's Compensation coverage with a statutory benefits and Employers Liability coverage with minimum limits of \$1,000,000/\$1,000,000/\$1,000,000.
- D. The Navajo Nation shall be named as additional insured for general and auto liability coverages only;
- E. Pollution Liability with limits no less than \$1,000,000 per claim. This coverage will be on claims made basis and the retro dates will be no later than the start date of this contract;
- F. All coverages must include a waiver of subrogation. All coverages must be primary and the Navajo Nation's coverage non-contributory.

III. Q U E S T I O N S A N D I N Q U I R I E S

Questions or requests regarding this RFP should be submitted in writing (emailed questions are acceptable) to the following:

Navajo Department of Workforce Development
ATTN: Vickie Begay, Contract Analyst
P.O. Box 1889, Window Rock, Arizona 86515
Email: vbegay@ndwd.org

RE Q U E S T F O R P R O P O S A L (R F P)

B I D N o . 2 1 - 1 2 - 2 6 8 4 L E

P e s t a n d R o d e n t C o n t r o l S e r v i c e s

I V . R F P D U E D A T E

The deadline for request for proposals is **January 26, 2022 at 5:00 p.m. MD T**. Any proposals received after this deadline will not be considered.

V . S C H E D U L E O F A C T I V I T I E S

Issue RFP to prospective bidders	January 5, 2021
Last day for questions from bidders	January 19, 2022, 5 p.m. MD T
Responses to questions	January 21, 2022, 5 p.m. MD T
RFP Submission deadline	January 26, 2022, 5 p.m. MD T
RFP Opening	February 9, 2022
Selection of winning bid	February 10, 2022

V I . R E S P O N D E N T R E Q U I R E M E N T S :

The following shall include in all responses and received by the date and time noted above in order to be considered:

A. Company Profile

This section must state the size and type of the entity, background and location from which the work on this project shall we performed.

B. Experience

This section must include details of experience with facility pest and rodent control. Interested entities must have at least five years minimum experience performing pest and rodent control/elimination services.

C. References

Include a list of reference and contact information in the response. This list should include past and present clients, including names and contact information.

D. Management Plan

This section must include details and sample reports regarding the approach to completing a monthly pest and rodent control services for all facilities listed in Appendix A.

E. Cost and Budget Breakdown

This section must include a detailed cost proposal broken down by each month with a grand overall total for each of the following areas:

- i. Price of service fees
- ii. Navajo Nation Tax 6%
- iii. Total Cost
- iv. The offeror shall submit monthly invoice for payment of all Pest Control and Services to NDWD, in care of the Department Manager III.

F. Required Documents:

- i. Employee Certification and Degree
 - Field Related Degree and/or Certification
 - State Pest Management Licensure or Certification
 - Safety Certification
- ii. Comprehensive Scope of Work

RE Q U E S T F O R P R O P O S A L (R F P)

B I D N o . 2 1 - 1 2 - 2 6 8 4 L E

P e s t a n d R o d e n t C o n t r o l S e r v i c e s

- iii. Navajo Nation Contract and Purchase Certification of Eligibility
- iv. Navajo Nation Certification Regarding Debarment and Suspension
- v. Federal IRS W-9 Form
- vi. Certificate of Insurance
- vii. Copy of Comprehensive Safety Plan
- viii. SDS Information for all pesticide or Insecticide Spray Intending Use

V I I . A D D I T I O N A L I N F O R M A T I O N

A. Availability of Funds

Any subsequent contract award associated with the RFP is contingent upon the availability of funds to the Navajo Department of Workforce Development. If funds are not available, any agreement resulting from this RFP shall become void and of no force or effect. NDWD reserves the right to negotiate the overall contract price based on availability of funds.

B. Agreement

The NDWD, upon mutually agreed to and acceptable terms and conditions with the successful responder/consultant, shall enter into a formal agreement for a mutually agreed to fee and period of time. The NDWD reserves the right, subject to mutual agreement with the successful responder/consultant, to extend the terms of this agreement, at the proposed rate, for a mutually agreed upon period of time.

C. Cancellation of Agreement

The NDWD reserves the right to cancel any contract/agreement, any time, with thirty days prior written notice to consultant, should any of the following conditions exist:

- i. Funds are not appropriated by the NDWD for continuance of this agreement
- ii. The NDWD, through changes in its requirement, method of operation, or program operation no longer has a need for the service.

RE Q U E S T F O R P R O P O S A L (R F P)

B I D N o . 2 1 - 1 2 - 2 6 8 4 L E

P e s t a n d R o d e n t C o n t r o l S e r v i c e s

APPENDIX A

NAVAJO DEPARTMENT OF WORKFORCE DEVELOPMENT

Facility Listing

	LO C A T I O N	OFFICE	BUILDING #	SQ. FT.
1	Chinle, AZ	Chinle Workforce Center (CH W F C)	FA3938	6,840
2	Chinle, AZ	CH W F C Learning Center		
3	Crownpoint, NM	Crownpoint Workforce Center (CP W F C)	C023-063	1,680
4	Crownpoint, NM	CP W F C Learning Center	FA2571	1,680
5	Fort Defiance, AZ	Fort Defiance Workforce Center (FD W F C)	FA3937	5,340
6	Greasewood Springs, AZ	FD W F C Sub-Office	FA3939	2,356
7	Kayenta, AZ	TC W F C Sub-Office	FA3940	2,356
8	Leupp, AZ	TC W F C Sub-Office	FA3941	2,356
9	Montezuma Creek, UT	SR W F C Sub-Office		2,400
10	Shiprock, NM	Shiprock Workforce Center (SR W F C)	FA3936	5,340
11	Shiprock, NM	SR W F C Learning Center	FA2569	1,680
12	Shiprock, NM	SR W F C Building 2	S009-082	1,680
13	Tohatchi, NM	Fort Defiance WFC Sub-Office	FA3943	2,356
14	Tuba City, AZ	Tuba City Workforce Center (TC W F C)	FA2562 - FA2563	3,360
15	Tuba City, AZ	TC W F C Learning Center	FA3941	2,356
16	Window Rock, AZ	ND W D Administration Building	FA2756	5,936
17	Window Rock, AZ	ND W D Administration Building 2	FA2409	1,680
18	Window Rock, AZ	Storage		384