

REQUEST FOR PROPOSAL
Bid Number: 22-05-2799LE

Date: May 02, 2022

Project Title: Navajo Nation Division of Behavioral and Mental Health Services – Crownpoint Outpatient Treatment Center Duct Cleaning Project

Project Schedule:

Advertisement of RFP	05/09/2022 – 05/20/2022
Onsite Pre-Bid Meetings	05/24/2022 @ 10:00 am
Location: Crownpoint Outpatient Treatment Center	
<i>For directions please call (505) 786-2111</i>	
Requests for Information Due Date	05/27/2022 @ 5:00 pm MST
Bid Due Date	06/03/2022 @ 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 michael.salabiye@nndoh.org

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 Estitty, 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 #22-05-2799LE NNDBMHS
CROWNPOINT OUTPATIENT TREATMENT CENTER
DUCT CLEANING 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.
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; AZ State Tax and 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 Crownpoint, 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
Crownpoint Outpatient Treatment Center Duct Cleaning Project**

The Division of Behavioral and Mental Health Services (DBMHS), Crownpoint Outpatient Treatment Center is in need of commercial duct cleaning for 3 buildings 1. an approximate 2,044 s.f. facility; 2. an approximate 2,644 s.f. facility; 3. an approximate 1,813 s.f. facility located in Crownpoint (McKinley County) New Mexico.

Building 1. Administration Property # (None) Ducts are located in the floor.

Building 2. Counseling (stone building) Property #2314 Ducts are located in the ceiling.

Building 3. Conference/Kitchen Property #2313 Ducts are located in the ceiling.

Vendors are encouraged to conduct a site visit during the onsite pre-bid meeting to verify ducts and amount of work, ceiling heights, etc. This is due to no construction drawings available.

Note: This scope of work may be amended during discussions with professionals during the onsite pre-bid meeting for which an amendment will be issued for the RFP.

1. Commercial standards for preparing ducts for cleaning, actual cleaning and disposal of waste.
2. Building furnaces, compressors and other heating, cooling and ventilation components are to be cleaned with filters changed.
3. Duct registers and return air covers evaluated and replaced as needed.
4. Vendor will be responsible to repair any damage caused by workmanship. Existing damage will be reported to the authorized representative on staff immediately upon discovery.
5. All applicable safety codes are to be adhered to before, during and after the services are completed.
6. General preventive maintenance and cleaning guidelines will be provided as training to onsite staff prior during and after the service.
7. The identification and labeling of zones, supply lines, return and other ducts will be provided.
8. Any warranty information will be made available upon completion of work.
9. All areas need to be cleaned after work, staff need to be informed of work schedules, duration and possible hazards (air quality, etc.).
10. Contractor is responsible for field verifying measurements.

End Scope of Work