

**REQUEST FOR PROPOSAL**  
**\*BID NO. 22-07-2857LE\***

Date: July 29, 2022

Project Title: Navajo Nation Division of Behavioral and Mental Health Services – Quality Inn Window Covering and Mobile AV Cart Project

Project Schedule:

Advertisement of RFP	08/01/2022 – 08/12/2022
On site pre-bid meeting	By Appointment Only
	<i>To schedule appointment, please call (928) 871-7578</i>
Requests for Information Due Date	08/17/2022 @ 5:00 pm MDST
Bid Due Date	08/19/2022 @ 5:00 pm MDST

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 Tanya Sheperd, Senior Programs & Projects Specialist – DBMHS/DOH at [tlshperd@navajo-nsn.gov](mailto:tlshperd@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 NO. 22-07-2857LE  
QUALITY INN WINDOW COVERING AND AV CART 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. Detailed Proposed 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 in Window Rock, AZ (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 Tanya Sheperd, Senior Programs & Projects Specialist for inquiries related to the project and other matters. Questions and responses will be shared with all respondents. Ms. Sheperd's email address is [tlsheperd@navajo-nsn.gov](mailto:tlsheperd@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  
Quality Inn Window Covering and Mobile AV Cart Project  
\*BID NO. 22-07-2875LE\*

Division of Behavioral and Mental Health Services will be leasing a 12,823 square feet building described as Quality Inn Office Complex Building No. 1. The facility is a three-story building, which will serve as the Division of Behavioral and Mental Health Services Central Administration Offices. This RFP is requesting the consultant/vendor to provide roll up window covering for all windows and mobile audio-visual carts. To request the proposed floor plan contact Ms. Tanya Sheperd. We are requesting the consultant/vendor to complete installation of all components of this project. Vendor can complete and/or verify measurements on site during visit if requested.

**FIRST FLOOR – Conference Room, Break Room, Property and RBHA Sections**

1. Commercial Sheer Weave Roller Window Shade
  - a. 46" W x 58.25" L = Qty: 23
  - b. 58" W x 58.25" L = Qty: 2
2. Two (2) mobile audio-visual carts – compact
  - a. Include 42" monitor, webcam, HDMI cable, VGA cable, Display port, Type 6 Adapter, Adapter, power cord

**SECOND FLOOR – Human Resources, Finance & Outreach Sections, and Conference Room**

1. Commercial Sheer Weave Roller Window Shade
  - a. 46" W x 58.25" L = Qty: 24
  - b. 58" W x 58.25" L = Qty: 2

**THIRD FLOOR – Planning, MIS, Quality Assurance and Psychiatrist/HSA Sections**

1. Commercial Sheer Weave Roller Window Shade
  - a. 46" W x 58.25" L = Qty: 27
2. Two (2) mobile audio-visual carts – compact
  - a. Include 32" monitor, webcam, HDMI cable, VGA cable, Display port, Type 6 Adapter, Adapter, power cord

General Notes:

- Verification of window measurements recommended
- Consultant/Vendor will complete all installation for furniture and equipment

*End Scope of Work*