

# ***Request for Proposal***

***DCCD HVAC Maintenance Services-Shiprock Region  
Department of Child Care & Development  
Navajo Nation Division of Social Services***

***BID NO: 22-08-2872LE***

## **Mission Statement:**

The Navajo Nation Department of Child Care and Development program's primary mission to provide quality child care to the Navajo Nation communities. The purpose of providing child care is to ensure that the family can become self-sufficient through employment or becoming employable in the near future. This can be done by employment, job training or through higher education. This is accomplished through the tribal child care centers or private providers.

## **Overview:**

The Navajo Nation Department of Child Care and Development solicits a licensed contractor to:

The purpose of the scope of work is to define and establish the scope of services necessary and contract shall be awarded based on the lowest responsible bid and responsive bid package which, meets the needs of the Navajo Nation of Child Care and Development, to perform Heating Ventilation, and Air Conditioning (HVAC) preventative maintenance, HVAC services, Walk-In Cooler/Freezer preventative maintenance, and Walk-In Cooler/Freezer services, at Alchini Nizhoni I Child Care Center – Building No. 4244, Alchini Nizhoni II Child Care Center – Building No. 4245, Hogback Child Care Center - Building No. 4010, Shiprock Admin Building - Building No. 2867, and Two Grey Hills Child Care Center - Building No. T073152.

## **Site Locations:**

1. Alchini Nizhoni I Child Care Center, Building No. 4244 – 4,368 square feet (S.F.) - Shiprock, New Mexico – North side of Shiprock Dine College campus – four (4) side wall mount HVAC units and one (1) Walk-In Cooler/Freezer
2. Alchini Nizhoni II Child Care Center, Building No. 4245 – 6,720 S.F. - Shiprock, New Mexico – North side of Shiprock Dine College campus – four (4) side wall mount HVAC units
3. Hogback Child Care Center, Building No. 4010 – 2,865 S.F. - Hogback, New Mexico – north side of Flowing Water Navajo Casino, next to Hogback Chapter House – four side wall mount (4) HVAC units
4. Shiprock Admin Building, Building No. 2867 – 4,000 S.F. – Shiprock, New Mexico - ½ mile west of Ace Hardware Store in Shiprock, New Mexico – two (2) rooftop units
5. Two Grey Hills Child Care Center, Building No. T073152 – 16,492 S.F. – Two Grey Hills, New Mexico – ½ mile west of Two Grey Hills NHA Housing – eight (8) rooftop units and one (1) kitchen makeup air unit

## Site Visits:

Contractor is encouraged, but not mandatory, to make a site visit prior to submitting a bid proposal to familiarize themselves with the project, HVAC unit conditions, and Walk-In Cooler/Freezer condition.

To schedule a site visit, contact the following individual:

Department of Child Care and Development  
Cyrus R. Davis  
Planner/Estimator/Delegated Maintenance Supervisor  
Office Telephone: (928) 871-7761  
Work Cell Phone: (928) 206-7283  
Email: Cyrus.Davis@nndss.org

## Scope of Work

The purpose of this Statement of Work is to define and establish the scope of services necessary and the contract shall be awarded based on the Navajo Nation Procurement Rules and Regulations, which meets the needs for Heating, Ventilation, and Air Conditioning (HVAC) preventative maintenance, HVAC services, Walk-In Cooler/Freezer preventative maintenance, and Walk-In Cooler/Freezer services for all buildings owned by the Navajo Nation Department of Child Care and Development (DCCD). The awarded vendor will be responsible for providing all equipment, labor, materials, supervision, transportation and perform high quality services for all buildings owned by the DCCD. The awarded vendor shall provide quality services, as follows:

1. Inspect and perform assessments of all HVAC units, for all buildings owned by the DCCD. If HVAC units are needing to be repaired and/or replaced, contractor shall provide description of deficiencies along with cost estimates, within five (5) business days from inspection to the DCCD.
2. Inspect and perform assessment of all Walk-In Cooler/Freezer at Alchini Nizhoni Child Care Center. If Walk-In Cooler/Freezer is needing to be repaired and/or replaced, contractor shall provide description of deficiencies along with cost estimates, within five (5) business days from inspection to the DCCD.
3. The contractor shall develop a written preventative maintenance plan. The plan shall incorporate preparations for hot and cold seasons, to properly weatherize all HVAC units, that is cost and energy efficient for all buildings owned by the DCCD.
4. The written preventative maintenance plan shall include a bimonthly visit by the contractor to all DCCD Child Care Centers buildings listed (*see locations list*), to maintain optimal functionality of all the HVAC units.
5. The written preventative maintenance plan will include a written bimonthly schedule and the schedule will be submitted to the DCCD yearly.
6. The written preventative maintenance plan must include a bimonthly inspection and checklist, for Hot and Cold Seasons, as follows:
  - a. Hot Season (spring and summer)
    1. Inspect all fan motors, blowers, blades, ducts, vents, cabinet, refrigerant lines, and the perimeter of the unit for debris, mold and leaks, vents, ductwork, electrical components and connections, and replace thermostat batteries as required.
    2. Inspect and clean the condenser and evaporator as required.
    3. Inspect and clean lean filters or replace as required if necessary.
    4. Inspect and clean drain lines and pans as required.

5. Inspect and check humidity levels, thermostat and controls, to make sure they are properly calibrated and operating.
6. Lubricate moving parts.
7. Inspect and replace worn-out belts and pulleys as required.
- b. Cold Season (fall and winter)
  1. Inspect all heat exchangers, heating elements, heat pumps, burners, ignition systems, fan motors, blowers, vents, ductwork, electrical components and connections, and replace thermostat batteries.
  2. Inspect and replace the filters on heating equipment as required.
  3. Inspect and clean drain lines and pans as required.
  4. Inspect and check thermostat and controls, to make sure they are properly calibrated.
  5. Lubricate moving parts.
  6. Inspect and replace worn-out belts and pulleys as required.
  7. Inspect and check for gas passageways for gas leaks.
7. The written preventative maintenance plan must include a bimonthly inspection and checklist, for the Walk-In Cooler/Freezer at Alchini Nizhoni Child Care Center, as follows:
  - a. Inspect and clean condenser coils.
  - b. Inspect and clean evaporator blades and coils.
  - c. Inspect door gaskets and replace as required.
  - d. Inspect door hinges and latches, for proper alignment.
  - e. Inspect fans and fan grills, replace as required.
  - f. Inspect and clean drain lines.
  - g. Inspect electrical wiring and components.
  - h. Inspect temperature settings.
8. The contractor will be responsible to respond to all requested Emergency Services, within 24 hours, upon notification.
9. If freon is replaced in HVAC units, vendor is responsible to dispose of freon at an approved Environment Protection Agency (EPA) landfill site off the Navajo reservation.
10. The contractor shall be responsible to provide all services during normal business hours or unless granted by DCCD, after hours such as a requested Emergency Service.

**Special Requirements:**

1. The contractor is responsible and required to provide Covid-19 Vaccination Cards for all employees, who are entering the child care buildings.
2. Employees must always wear mask, while inside the child care buildings. (Navajo Nation Department of Health – Public Health Emergency Order No. 2022-03)
3. Take and dispose of all damaged and replaced materials, to an approved EPA landfill off the reservation.

End of Statement of Work

# **REQUEST FOR PROPOSAL**

## **General Information**

**DCCD HVAC Maintenance Services  
Department of Child Care & Development  
Navajo Nation Division of Social Services  
BID NO: 22-08-2872LE**

**Request for submittal deadline:** All RFPs must be received, by **September 9, 2022**, at 5:00pm MDT

**CONTACT PERSON:** Navajo Nation Department of Child Care and Development (DCCD)  
Cyrus Davis, Planner/Estimator  
Telephone Number 928.871.7761

**COURIER SERVICE/DELIVERY TO:** Navajo Nation Department of Child Care and Development  
Attention: La Tisha Dodson, Contract Analyst  
47552-B State Highway 264, Window Rock AZ. 86515

**MAIL TO:** Navajo Nation  
Division of Social Services  
Department of Child Care & Development  
P.O. Box 2425  
Window Rock, Arizona -86515

## INSTRUCTION TO BIDDERS

- A. **ISSUING OFFICE:** This Request for Proposals (RFP) is issued for the Navajo Nation Department of Child Care and Development, P.O. Box 2425 Window Rock, Arizona. The Department of Child Care and Development supports low-income working families through childcare financial assistance and promotes children's learning by improving the quality of early care, education, and afterschool programs at childcare centers located throughout the vast regions of the Navajo reservation.
- B. **PURPOSE:** This RFP provides prospective proposals with sufficient information to enable them to prepare and submit for consideration.
- C. **SCOPE:** This RFP contains the instructions governing the proposals to be submitted and the materials to be included therein; mandatory requirements which must be met to be eligible for consideration; and other requirements to be met. Please include the attachments with proposal packet.

D. **SCHEDULE OF ACTIVITIES:**

**DEADLINE:**

1. Issue RFP to prospective bidders

Prospective proposals Inquiry deadline (no questions accepted after this date); Inquiries and questions will be answered At any time, prior, questions may be verbal or in writing.

September 7,2022

Due date for all proposals

**September 9 ,2022**

- E. **INQUIRIES:** Prospective proposals may make telephone or written inquiries concerning this RFP to obtain clarification of requirements. No inquiries will be accepted after the inquiry deadline listed in Section D.
- (1) Email to Cyrus Davis – Planner/Estimator at: [Cyrus.Davis@nndss.org](mailto:Cyrus.Davis@nndss.org);
- (2) Mailed inquiries is to be addressed to:

The Navajo Nation  
Department of Child Care & Development  
Post Office Box 2425  
Window Rock, Arizona 86515

- F. **ADDENDUM OF SUPPLEMENT TO THIS REQUEST FOR PROPOSALS:** In the event that it becomes necessary to revise any part of the RFP, an addendum will be issued.
- G. **PROPOSALS SUBMISSION:** Proposals must be received on or before Friday, September 9, 2022. Businesses who are mailing their proposals should allow sufficient time for mail delivery to ensure receipt by the time specified. If mailed, it is recommended that proposals be sent by certified mail to the address indicated on the cover sheet of the RFP. NO LATE PROPOSALS WILL BE ACCEPTED.

**FOUR (4) COPIES OF THE PROPOSAL ARE REQUIRED:** The original and three copies must be delivered in a sealed envelope. The outside of the envelope should be clearly marked with the **(DCCD HVAC Maintenance Services), Bid Number (22-08-2872LE) DO NOT OPEN**, and the name and address of the firm submitting the proposal. **Cost to be sealed in a separate envelope.**

**LATE RECEIPT OF PROPOSALS:** Late proposals will NOT be accepted. It is the responsibility of the proposer to ensure that the proposal arrives at the Navajo Nation Department of Child Care and Development prior to the date and time specified.

- H. **REJECTION OF PROPOSALS:** The Purchasing Services Department and Department of Child Care & Development reserves the right to reject any or all proposals and to waive informalities and minor irregularities in proposals received.
- I. **PROPRIETARY INFORMATION:** Any restrictions on the use of data contained within any proposals must be clearly stated in the proposal itself. 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".
- J. **RESPONSE MATERIAL OWNERSHIP:** All material submitted regarding this RFP shall become property of the Navajo Nation and will not be returned to the business. Responses received will be retained by the Purchasing Services Department and may be reviewed by any person after final selection has been made, subject to paragraph I above. The Purchasing Services Department has the right to use any or all system ideas presented in reply to this RFP, subject to limitations in paragraph K below. Disqualification or non-selection of a proposal or bid does not eliminate this right.
- K. **INCURRING COSTS:** The Navajo Nation Purchasing Services Department and Navajo Nation Department of Child Care & Development is not liable for any cost incurred by the proposal prior to issuance of a contract.
- L. **ACCEPTANCE OF PROPOSAL CONTENT:** The contents of the proposal of the successful proposal will become contractual obligations if acquisition action ensues. Failure of the successful proposal to accept these obligations may result in cancellation of the award and such proposal may be removed from consideration for future solicitation. The Navajo Nation Purchasing Services Department and Navajo Nation Department of Child Care & Development reserves the right to pursue appropriate legal action in the above set of circumstances.
- M. **ACCEPTANCE TIME:** The Navajo Nation Division of Social Services – Department of Child Care & Development, intends to make a vendor selection within ten (10) days after the closing date for receipt of proposals.
- N. **AWARD OF BID:** Upon selection, a contract document will be prepared to the contractor and the proposal submitted by the contractor will become part of the contract.
- O. **JOINT PROPOSALS:** Nothing in this RFP shall be construed to prohibit vendors from entering a consortium for the purpose of affirming a proposal in response to this RFP. Parties to a consortium will not be permitted independent, individual proposals in response to this RFP.
- P. **EVALUATION PROCEDURES AND CRITERIA:**
1. A Review Committee will review and will judge the proposals received in accordance with the general criteria used herein. The team may request oral presentation by the organization proposing. Proposals should prepare to provide any additional information the team feels necessary for a fair evaluation of proposals.
  2. Failure 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 proposal to the execution of a contract.
  3. The sole objective of the review team will be to select the proposal that is most responsive to the needs of the Navajo Nation Department of Child Care and Development. The specifications in this RFP represent the minimum performance criteria necessary for a response. Based on the evaluation criteria established in this RFP the Review Committee will select and recommend the proposal who best meets this objective.

4. Evaluation Criteria: The following criteria will be used by the selected proposal reviewing Committee in the selecting process for contract award. The technical proposal factors will be rated on a scale of 1-100 with weight relations as stated below.

Proposal Content and Organization 0-10 Points

- Organization letter & Qualifications
- Implementation plan & schedule
- Copies of licenses, certifications

Project detailed 0-30 Points

- Detailed information on approach to scope of work providing methodology with description of services

Project Schedule: 0-20 Points

- Schedule and proposed time frame of services

Credentials and Past Performance 0-25 Points

- Licensures of business
- 2 years of past performance
- Detailed resume and experience

Cost: 0-15 Points

- Separate Sealed Envelope

1. Cost/Price Factors:

The importance of cost factors in the selection will depend upon the magnitude of the cost differentials identified, the credibility of such differential, the keenness of competition in the Technical Proposal, and the impact of other factors. The burden of proof as to cost credibility rests with the offeror. Proposed costs will be evaluated not only to determine if the estimate is reasonable, realistic, and cost effective, but also to determine the offerors understanding of the program and ability to organize and perform the contract. Cost/price factors will not be numerically weighed and scored.

Proposed Cost: (To be sealed in a separate envelope) Show cost for overall proposal with NN Tax included with detail cost and attachment to be with proposal packet.

- Attachment called "Purchase Price" that's under scope of work.

- Q. **STANDARD CONTRACT:** The Navajo Nation reserves the right to incorporate standard contract provisions into any contract negotiations as a result of a proposal submitted in response to this RFP. The Navajo Nation is a sovereign government and all contracts entered as a result for the RFP shall comply with Navajo Nation law, rules and regulations, including the Navajo Preference in Employment Act, the Navajo Nation Business Opportunity Act, 5 N.N.C. § 201 et. Seq., Navajo Procurement Act, 12 N.N.C. § 301, and applicable federal law, rules and regulations, 45 CFR part 98.41 (C) (4)-(5) (Health & Safety Requirements) regarding Building and Physical premises safety. 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 construed as a waiver of the Navajo Nation's Sovereign Immunity.
- R. **RETURN OF PROPOSALS:** The Navajo Nation has no obligation to return any proposals received in response to this RFP.
- S. **SPECIAL CLAUSES:** Pursuant to Section 507 PL 106-113, Special Clauses: The grant agreement requires disclosure of (1) the percentage of the total costs of the program or project which will be financed with Federal money (2) the dollar amount of Federal funds for the project or program, and (3) the percentage and dollar amount of total costs of the project or program that will be financed by nongovernmental sources.
- 100% of total cost of this RFP will be financed with ACF-HHHS DCCD Grant Funds
  - Upon award and acceptance, the total dollar amount will be made available
  - None of this RFP will be funded by outside sources.

- T. **TERMS:** The term of this contract will be approximately three (3) years, October 1, 2022- September 30,2025. With an option for a negotiable contract or a Purchase Order that will require mutual agreements between both parties.
- U. **PROPOSAL REQUIREMENTS:** All proposals must have as a minimum, the capabilities listed herein, and the bid proposal submitted must reflect in detail the inclusion of these services as well as the degree of expertise in utilizing these capabilities.
1. Licensed, bonded, and current **General Liability**.
  2. Prospective recipient shall sign a **Navajo Nation Debarment and Suspension Waiver** form, to be provided by DCCD.
  3. Must Submit Listing and provide all Licenses, Certification, Awards, Degree with Proposal
  4. Prospective recipient shall sign a **Tax Form – W9 (2018)**

**BILLING AND PAYMENT:**

1. Billing and payment shall conform to all Navajo Nation procurement procedures. In order to receive timely payment, vendor have an obligation and responsibility to present invoices that are timely and accurate. An original of a vendor's invoice is needed for payment. The invoice must also contain identical information as shown on the purchase order or contract.

**Acknowledgment:**

I have read and reviewed information pertaining "Request for a Proposal" for a service contract "**DCCD HVAC Maintenance Services**" and approve to be advertised as is.

  
Sylvia A. Tyler, Department Manager III

  
Cyrus Davis, Planner/Estimator