



DR. BUU NYGREN *PRESIDENT*

RICHELLE MONTOYA *VICE PRESIDENT*

The Navajo Nation | Yideeskáądi Nitsáhákees

REQUEST FOR PROPOSALS

"Specialty Equipment Maintenance and Repair Services"

BID NO. 23-02-2951LE

DUE DATE: March 17, 2023

Navajo Special Diabetes Program (NSDP) invites proposals from qualified commercial specialty equipment service firm to provide preventative maintenance, remedial repairs and other allied services for Navajo Nation for at least 2 years. All repair services must be conformed with ASTM and other standards. The selected Service Provider shall furnish all necessary services, labor, tools, parts and supplies required to maintain the specialty equipment in a state-of-good repairs and services consistent with generally accepted practices. The transporting equipment is stationed in Fort Defiance and Window Rock, Arizona.

The successful proposers will be responsible for providing labor, supervision, materials, equipment, transportation, and service necessary to perform high quality work. Proposers may provide an explanation itemizing the extent of their service procedure and practices. The NSDP intends to award a multi-year contract to the proposer that is able to establish a contractual relationship with a qualified proposer that can best provide the NSDP with quality fire protection services as further described in this RFP.

The proposal format shall include: (1) a narrative outlining the project approach, qualifications, and capability; (2) a list of past projects completed on the Navajo Nation; (3) a list of three references and phone numbers from recent clients; and (4) copy of License and Insurance Certifications (if available). The contract will be awarded to the proposer who submits the best proposal in terms of: (1) products and services; (2) expertise and plan; (3) experience; (4) credentials; (5) project budget and (6) implementation plan and schedules.

Three copies of the proposal shall be submitted in a sealed envelope labeled "SPECIALTY EQUIPMENT MAINTENANCE & REPAIR SERVICES" - DO NOT OPEN," to Attn: Lorita Etsitty, Buyer, Administration Building # 1, Window Rock Blvd., Window Rock, Arizona, or mailed to P.O. Box 9000 Window Rock, Arizona 86515. Bid documents and supplemental information regarding the project will be available online @ www.nnooc.org link: Purchasing. If any questions regarding this RFP call Randall Comb at 928-871-6532 or email: rcomb@navajo-nsn.gov.

The Proposal Cost for the must be submitted in separate sealed envelopes and should be marked with "Cost Proposal" and the proper's name. Proposals by facsimile or any other method will not be accepted.

Navajo Nation reserves the right to reject any and all proposals not within projected budget and may elect to award the contract not solely on the bid amount but the bidders' qualification. The due date for proposal is March 17, 2023, 5:00 p.m.



Rodgina Paul, Program Manager III
Navajo Special Diabetes Program/NDOH

Date: March 3, 2023

"Specialty Equipment Maintenance and Repair Services"

BID NO. 23-02-2951LE

DUE DATE: March 17, 2023

INTRODUCTION AND SCOPE OF SERVICES

Purpose. The intent of this Request for Proposal (RFP) is to contract with one of commercial transporting fleet service provider(s) that best meets the NSDP's needs for high quality preventative maintenance and repair services. Those best qualified and responsive firms will be given an opportunity to present and discuss their proposed service provision models and pricing with the NSDP prior to a formal award of a 2-year base contract.

Scope of Services:

This RFP is to procure the services of a Service Provider to perform preventive maintenance and repair of all NSDP specialty equipment including small equipment and heavy equipment accordance with Original Equipment Manufacturer (OEM) specifications. All repairs shall include but not be limited to those needed because of accident and abuse as repairs that are expected for equipment of the particular age, hours or mileage. All repairs or preventive maintenance shall include both parts and labor.

The successful Service Provider shall be able to perform general and preventative maintenance and common repair services on vehicles and equipment that include, but are not limited to, brakes, suspension, heat/air conditioning systems, electrical systems, engine, etc.

The Service Provider shall propose a Quality Assurance/ Performance Standard program for the maintenance and repair services. After evaluation, the successful Service Provider will enter into a formal Contract with the NSDP. Resulting contracts will be based upon the discussions held during the Evaluation Process and this Proposal.

OBJECTIVES

NSDP has several objectives in soliciting bids for the aforementioned services:

1. Identify a service provider that will effectively and efficiently maintain and repair the NSDP's specialty equipment.
2. Meet the client's needs for specialty equipment, maintenance and repair services.
3. Prolong the life expectancy of specialty equipment through an effective maintenance program with competitive rates for the services.

Proposed Scope of Flatbed / Cargo Trailer Maintenance Services:

Navajo Special Diabetes Program would like to ensure all transporting equipment are up to the task before minor issues become costly and potentially dangerous problems.

Comprehensive Flatbed /Cargo Trailer Service & Full Safety Inspection/Preventative Maintenance and Repair Services:

- Check body for physical damages
- Check Lights and Electrics, inspect wiring
- Check Brake System/adjust - Cables and Linkage, Shoes and Handbrake
- Check Tires, Wheel Nuts, Hubs, Wheels and Spare. Replace tires when treads are worn
- Check Bearings, checks for leaks and chafing, check seals ad couplers
- Check axle alignment, record the conditions
- Check all suspension components,
- Check torque arms, springs, ad u-blots
- Check landing gear legs & kingpins, Hitch Coupling, & Breakaway cable
- Check Stub axles and Back Plates
- Check Floor and Side panel condition Inspection - Check for damp and deterioration

- Check Safety catches, hooks and chains
- Check Groom's door condition & operation
- Check Ramp condition & operation including hinges & catches
- Check Reflectors and warning triangles
- Check Mudguard condition
- Check Structure Frame Members and Structure Welds

NONDISCRIMINATORY PRACTICES:

In accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d-4, the NSDP hereby notifies all bidders that it will affirmatively insure that in regard to any contract entered into pursuant to this advertisement, minority business enterprises will be offered full opportunity to submit bids in response to this invitation and will not be discriminated against on the basis of race, color, sex, or national origin for an award.

LIABILITY:

NSDP assumes no responsibility or liability for cost incurred by the contractor prior to the signing of an agreement. Total liability of NSDP is limited to the terms and conditions of any contract resulting from this RFP.

INDEMNIFICATION:

The contractor shall indemnify and hold harmless the NSDP and its agents and employees, from and against all claims, damages, losses, and expenses, including attorney fees arising out of or resulting from the performance of the work, which includes all labor, materials and equipment required to produce the services required by the contract, provided that any such claim, damage, loss or expense: 1) is injury to or destruction of tangible property (other than the work itself), including the loss of use resulting there from; and 2) is caused in whole or in part by any negligent act or omission of the contractor, any subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, regardless of whether or not it is caused in part by a party indemnified hereunder. The contractor assumes full responsibility and liability for compliance with any and all local, state, federal laws and regulations applicable to the contractor and its employees, including, but not limited to, compliance with the Occupational Safety and Health Act of 1970.

GENERAL PROPOSAL REQUIREMENTS:

The proposals shall include the following:

- Name of firm or company, business address, name of contact person, telephone number, fax number and email address (if applicable).
- Price of service per facility and aggregate.
- Number of hours that you project will be necessary to perform the described duties, per facility and aggregate.
- References, especially government organizations, preferably governmental entities in Arizona or New Mexico;
- Description of your firm, personnel and services provided.
- Reason(s) why you believe your firm should provide these services to NSDP.
- Copies of all applicable licenses and insurance certificate (i.e., worker's compensation, general liability, unemployment compensation, etc.).
- Any other pertinent information that you believe will assist NSDP in understanding your company and assurances if awarded the contract, i.e., most recent financial statement, bonding certificate.
- Changes made to the RFP as the result of a response by NSDP, to questions or concerns raised through correspondence with prospective bidders, will be in writing and provided to each bidder.
- All information contained in a proposal is subject to disclosure.

SELECTION CRITERIA:

Responses to this RFP will be evaluated based upon the following factors as presented to the bid proposals:

Capability, Qualifications and References – (30%)

- The written proposal should indicate the ability of the contractor to meet the terms of the RFP.
- The written proposal should indicate the competence of personnel whom the bidder intends to assign to the project.
- Qualifications will be measured by training and experience, with particular reference to work experience in facilities of equal or greater size to that described in the RFP.
- Emphasis will be placed upon the qualifications of bidder's project manager.

Method of Approach – (20%)

- This factor will be judged based upon the Work Plan provided in the Proposal.

Price - (50%)

- This factor will be based on the total firm cost with breakdown of labor cost, expense cost and supplies/materials cost of the services per site location.

GENERAL CONDITIONS:

In the event the premises specifically described herein are partially destroyed or damaged so that they are not sued in whole or part, the fees set forth in the contract shall be proportionately reduced based on the remaining duties and functions described in the Schedule of Duties.

- Insurance required during entire length of agreement is as follows:
 1. Worker's Compensation coverage per statutory requirements
 2. Liability coverage as follows:

Bodily Injury	Property Damage: \$1 million per person	\$1 million each accident
	\$1 million each aggregate	\$1 million aggregate
- The contractor shall comply with any and all rules and regulations established by the Navajo Nation regarding security, building use, and conduct of the contractor's employees on NSDP's premises.
- The contractor shall have a designated agent on the premises to provide adequate and continuous supervision at all times that its employees are working.
- The contractor shall promptly remove any of its employees who, in the judgment of NSDP, either has performed his/her duties unsatisfactory or has violated the agreement.
- In the event activities are scheduled or occur on the premises, which interfere with the contractor's normal cleaning schedule, the contractor shall rearrange such schedule so that the work is performed before, and/or after the activity. The contractor is not required to rearrange work to be performed on Saturday, Sunday or holidays.
- The contractor, including all outside contractors, shall comply with all NSDP and NNOSHA safety policies.
- The agreement shall not be automatically renewed. Termination of agreement shall be for any reason by either party with a sixty (60) day written notice.
- Contract shall be for a one-year period.

SUMMARY:

This RFP is designed to allow qualified service providers to demonstrate their capability of providing glass entrance door repair services to NSDP.

- Three copies of completed proposals must be received, including the full fixed Cost of service no later than 5:00 p.m. on March 17, 2023 Proposals must be addressed in the following manner:

Attn: Lorita Etsitty, Buyer

PROPOSAL BID #: 23-02-2951LE

Navajo Nation Purchasing Services

Administration Building #1, Window Rock Blvd., Window Rock, Arizona,
or mailed to P.O. Box 9000, Window Rock, Arizona 86515.

Format: Proposals should be 8 1/2 inches x 11 inches, bound in a single document and organized in sections following the other specified under contents.

OTHER CONSIDERATIONS:

NSDP reserves the right to reject any and all proposals. This Request for Proposals does not commit NSDP to award a contract, pay any costs incurred in the preparation of proposals, or to procure or contract for supplies or services.

NSDP reserves the right to negotiate with any qualified source or to cancel, in part of or in its entirety, this Request for Proposals, if it is in the best interest of NSDP to do so. NSDP may require the selected bidders to participate in negotiations, and submit such price, technical or other revisions of the proposal that may result from negotiations.

ATTACHMENTS:

- W-9 Form
- NN Debarment Form
- Equipment Listings

Request for Taxpayer Identification Number and Certification

**Give Form to the
requester. Do not
send to the IRS.**

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	<p>1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.</p>	
	<p>2 Business name/disregarded entity name, if different from above</p>	
	<p>3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.</p> <p> <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ <small>Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</small> <input type="checkbox"/> Other (see instructions) ▶ _____ </p>	<p>4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from FATCA reporting code (if any) _____</p> <p><small>(Applies to accounts maintained outside the U.S.)</small></p>
	<p>5 Address (number, street, and apt. or suite no.) See instructions.</p>	<p>Requester's name and address (optional)</p>
	<p>6 City, state, and ZIP code</p>	
	<p>7 List account number(s) here (optional)</p>	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number								
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Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

NAVAJO NATION CERTIFICATION
Regarding Debarment, Suspension, and
Contracting Eligibility

1. Applicant entity acknowledges that to the best of its knowledge that the Applicant entity, either in its present form or in any identifiable capacity, has not, in accordance with 12 N.N.C. § 361:
 - A. Been convicted of the commission of criminal offenses incident to obtaining or attempting to obtain a public or private contract or subcontract, or in the performance of any such contract or subcontract;
 - B. Been convicted of embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or other offenses indicating a lack of business integrity or honesty, which currently, seriously, and directly affect responsibility as a Navajo Nation contractor;
 - C. Been convicted under antitrust statutes arising out of the submission of bids or proposals;
 - D. Violated contract provisions, including:
 - i. Deliberate failure, without good cause, to perform in accordance with the contract specifications or within the time limit provided in the contract,
 - ii. A recent record of failure to perform or of unsatisfactory performance with the terms of any contract, or
 - iii. Any other cause so serious and compelling as to affect responsibility as a Navajo Nation contractor, including debarment by another governmental entity.
2. Applicant acknowledges that if the Navajo Nation determines that the executed Certification provided herein is untrue or not wholly accurate, it shall be grounds for the Navajo Nation to terminate the contract and pursue other legal remedies, at the Navajo Nation's discretion.
3. Applicant certifies to the best of its knowledge that it is eligible to do business with the

Navajo Nation, in its present form or in any other identifiable capacity, pursuant to 12 N.N.C. § 1501 and 5 N.N.C. § 301. Applicant also acknowledges that per 12 N.N.C. § 1505, it will not be eligible to contract with the Navajo Nation if deemed ineligible by the appropriate department or entity of the Navajo Nation which receives the Applicant's request for consideration for a business opportunity.

Applicant Name

Name of individual signing on Applicant's behalf (print)

Applicant Address

Title of individual signing on Applicant's behalf

Applicant Address

Signature of individual signing on Applicant's behalf

Applicant Address

Date

Navajo Special Diabetes Program

Specialty Equipment Lists

Equipment Name	Model	Vin / Serial #:	
2019 Big Tex Pipe Trailer	14PI	16VPX1828K2048184	
7X14 Enclosed Cargo Tandem Trailer	Cargo Master	1DGCS14268M078303	