

Navajo Nation Department of Agriculture

Request For Qualifications

**BID NO. 23-03-2968LE**

**Navajo Fairgrounds**

**Campus-Wide Wireless Solution**

Navajo Nation Fairgrounds (NNFG) is seeking proposals from internet service providers interested in providing a high quality, reliable wireless solution for the entire NNFG campus. Services are to provide campus-wide wireless solution capable of handling large-crowd internet broadband connectivity for the entire Navajo Nation Fairgrounds campus without loss of connection.

The Navajo Nation Fairgrounds hosts multiple events through-out the year with the most notable Navajo Nation Fair and 4<sup>th</sup> of July Celebration. Each of these celebrations consist of 100,000 attendees at the peak of their duration. However, the congregation of large crowds result in lost of cellular service and no connectivity to the internet. Our goal is to ensure all personnel, attendees, vendors, and emergency management personnel have consistent connection to internet without loss.

This Request for Proposal (RFP) states the instructions for submitting bids, the procedure, and criteria by which a vendor may be selected and the contractual terms by which the Fairgrounds intends to govern the relationship between it and the selected vendor.

- a. Definition of Parties: Navajo Nation Fairgrounds will hereinafter be referred to as the “Fairgrounds”. Respondents to the RFP shall be referred to as “Bidders”. The Bidder to whom the contract is awarded shall be referred to as the “Contractor”.
- b. Communication with the Fairgrounds: It is the responsibility of the Bidder to inquire about any requirement of the RFP that is not understood. Responses to inquiries, if they change or clarify the RFP in a substantial manner, will be forwarded by addenda to all parties that have received a copy of the RFP.  
The Fairgrounds will not be bound by oral responses to inquiries or written responses other than addenda.
- c. Costs of Preparation: Bidder assumes all costs of preparation of the bid and any presentations necessary to the bidding process.
- d. Debarment: Submission of a signed bid in response to this solicitation is certification that your firm (or any subcontractor) is not currently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any State or Federal department or agency. Submission is also agreement that the Fairgrounds will be notified of any change in this status.
- e. Bid Understanding: By submitting a bid, the Bidder agrees and assures that the specifications are adequate, and the Bidder accept the terms and conditions herein. Any exceptions should be noted in your response.

- f. Specification Protest Process and Remedies: If a bidder feels that the specifications are written in a way that limits competition, a specification protest may be sent to Navajo Nation Fairground's Department Manager III. Protests will be responded to within five (5) business days of receipt. Determination of protest validity is at the sole discretion of the Fairgrounds. The due date of the bid may be changed, if necessary, to allow consideration of the protest and issuance of writing as soon as identified, but no less than five (5) business days prior to the bid opening date and time. No protest of the award due to the specifications shall be considered after this deadline. Protest shall include the reason for the protest and any proposed changes to the specifications. Protest should be delivered to the Navajo Nation Department of Agriculture in sealed envelopes.
- g. Errors: Bids may be withdrawn or amended by Bidders at any time prior to the bid opening. After the bid opening, bids may not be amended. If a significant mistake has been made by an apparent low Bidder, the Bidder will be given the option of selling at the price given or withdrawing the bid. If an extension error has been made, the unit price will prevail.  
Taxes: All performance under this Contract within the territorial jurisdiction of the Navajo Nation is subject to the six percent (6%) Navajo Sales Tax (24 N.N.C. 601 et seq.).
- h. Award Protest: Bidders may appeal the award decision by submitting written protest to Navajo Nation Department of Agriculture Department Manager III within five (5) business days of the award notice, with a copy to the successful bidder. The protest must contain a statement of the basis for the challenge.
- i. Evaluation: Award will be made to the low Bidder(s) provided that all other requirements are satisfactorily met. However, consideration will be given to the Bidder's qualifications, references and capabilities to provide the specified service. During the evaluation process, NNFG reserves the right where it may serve the Fairground's best interest to request additional information or clarification from proposers, or to allow corrections of errors or omissions.
- j. Award: The Fairgrounds reserves the right to conduct any tests it may deem advisable and to make all evaluations. The Fairgrounds reserves the right to reject any or all bids, in whole or in part and is not necessarily bound to accept the lowest bid if that bid is contrary to the best interest of the Fairgrounds. The Fairgrounds reserves the right to waive minor irregularities. Scholarships, donations, or gifts to the Fairgrounds will not be considered in the evaluation of bids. A bid may be rejected if it is in any way incomplete or irregular. When there are tie bids, there shall be a preference for "in-state bidders". When the bids are either both in-state or both out-of-state, the award will be made to the bid that arrives first.

2. SUBMISSION REQUIREMENTS:

- a. Site Visit: A mandatory site visit must be scheduled to determine the proper AP location for the desired coverage area. Schedule walk-throughs with Navajo Department of Agriculture.
- b. Insurance: The Contractor is required to provide NNFG a certificate of insurance evidencing coverage of broad comprehensive liability insurance. Contractor must also provide evidence of workers' compensation insurance for all workers. Proof of all required insurance coverage must be submitted with the response.
- c. Variations/Alternative Specifications: Specifications given are used to indicate the quality and characteristics of products that will be satisfactory. Bids offering equal or alternative products will be considered for award if such items are clearly identified in the bid and are determined by NNFG to be of equal value in all material respects to the item specified. Unless the vendor clearly indicates in the bid that they are offering an "equal" or "alternative" product, the bid shall be considered as offering the items as specified. Bidders are required to provide details and specifications sheets for any Product submitted as "equal" or "alternative".
- d. Bid Amount: The bid amount shall be the net price per unit, Including shipping and handling F.O.B. Destination, Navajo Nation Fairgrounds, Window Rock, Arizona
- e. Obligations: Vendor is to assure that all contractors meet state, federal, and OSHA guideline and codes, as applicable. As well as the following Bid Notices listed in Appendix A.

### 3. PURPOSE/SCOPE/PROJECT DESCRIPTION

#### Campus Description/General Requirements

Navajo Nation Fairgrounds is seeking quotations from service providers interested in providing a high quality, reliable wireless solution for our campus.

The Fairgrounds operates primarily at its Window Rock Fairgrounds, campus location. The campus occupies a 90-acre site adjacent to the Window Rock Airport. Of the total campus acreage, 40 acres are maintained and used to house the seven campus buildings, occupying approximately 225,000 square feet of public space.

This request is to provide wireless services for the four main buildings of the campus plus our walkways and public areas. The Fairgrounds Rodeo Arena, Food Pavilion, and parking lots and the midway walk-throughs.

The Fairgrounds has a headcount of approximately 80 full-time and temporary employees and approximately 100 volunteers and personnel during the large events.

The Fairgrounds has a full wireless solution for staff and faculty usage. The system is designed with one private connection. This is to provide private internet connectivity for staff and visitors whom request WI-FI password.

Wireless solution must allow for users to move between locations outlined above without loss of service.

Wireless solution must be architected to allow wireless internet access by both public utilizing their own personally owned devices and Fairgrounds provided hardware.

Wireless solution must be scalable (to allow for further expansion beyond the initial installation).

Wireless equipment must be installed in such a way that restricts physical access by unauthorized individuals.

Cost: In the sealed envelope to be included in the proposal envelope, please identify the total cost for completing the project. The outside of the envelope should be clearly marked - "COST" High Speed Data Services with the name and address of the firm submitting the proposal: Visibly mark "Priority 1" or "Priority 2" on the outside of the proposal package, if applicable, the offeror's priority status under the Navajo Nation Business Opportunity Act. 11

The contractor/consultant's sealed proposal must submit a resume, certifications, and a list of projects completed.

**All parties shall respond to the Time Schedule identified in the RFP Time Schedule:**

- 1. Advertisement Period March 13 2023 – April 12 2023**
- 2. RFP Submittal Deadline April 13 2023**
- 3. Evaluation and Selection of RFP April 14 2023**

ALL PARTIES RESPONDING TO THIS **BID NO. 23-03-2968LE** ARE INSTRUCTED TO SUBMIT A SEALED BID PACKAGE TO THE FOLLOWING ADDRESS:

ATTN: ED HARVEY – CAMPUS-WIDE WIRELSS SOLUTION

Deliver To: NAVAJO NATION DEPARTMENT OF AGRICULTURE  
121 D FAIRGROUNDS HWY 264  
WINDOW ROCK, ARIZONA 86515

-OR- Mail To: NAVAJO NATION DEPARTMENT OF AGRICULTURE  
P.O. BOX 4889, WINDOW ROCK, ARIZONA 86515

Contact Person: ED HARVEY, PROGRAM & PROJECT SPECIALIST  
TELEPHONE: 928-871-7076

Inquiries Regarding this RFP should be submitted via email to the Project Specialist at [edMiles.harvey@navajo-nsn.gov](mailto:edMiles.harvey@navajo-nsn.gov) or call 928-871-7076. Questions regarding this procurement will be accepted until April 12 2023.

The Navajo Nation reserves the right to waive any informalities or irregularities in the RFP, or reject any or all proposals, whenever such rejection is deemed in the best interest of the Navajo Nation.