



**NAVAJO NATION**  
**Surface Mining Program**  
**REQUEST FOR ROPOSAL**



**BID NUMBER:** 23-03-2986KS

**PROPOSAL DUE DATE:** April 18, 2023, by 5:00 P.M. (MST)

**PROPOSAL SUBMITTAL LOCATION:** Navajo Nation Surface Mining Program  
2920 Tribal Hill Drive  
Window Rock, Arizona 86515

**MATERIAL OR SERVICE:** Electrical HVAC Services in Window Rock,  
Arizona

**TIME:** 3:00 P.M. Local Time (MST)

**LOCATION:** Navajo Nation Office of Surface Mining Program  
2920 Tribal Hill Drive  
Window Rock, Arizona 86515

**CONTRACT OFFICER:** Marsha Johns  
**TELEPHONE NUMBER:** Phone: (928) 871-7944  
Fax: (928) 871-7308  
**EMAIL:** mjohns@navajo-nsn.gov

A competitive sealed proposal for the specified Material or Service must be received by the Navajo Nation Surface Mining Program by the date and time cited in the Proposal.

The proposal must be in the actual possession of the Navajo Nation Surface Mining Program at the location indicated, on or prior to the exact date and time indicated above. Late submittals will not be accepted.

Proposals must be submitted in a sealed envelope. All submittals must be marked with **"DO NOT OPEN"** with the **REQUEST FOR PROPOSAL TITLE, REQUEST FOR PROPOSAL NUMBER, DUE DATE AND TIME and RESPONDENT'S NAME AND ADDRESS** clearly indicated **on the outside** of the sealed envelope. All submittals must be completed in ink or typewritten. Questions must be addressed to the Contract Officer listed above.

The Request for Proposal (RFP) package may be obtained from the Navajo Nation Surface Mining Program 2920 Tribal Hill Drive Window Rock, Arizona 86515 starting May 1, 2023, during regular business hours.

Please submit one (1) Original and six (3) copies of the response to the RFP.

# SECTION 1

## INTRODUCTION

The Navajo Nation Surface Mining Program (SMP) building encompasses 1,680 square feet and is designed with offices, a meeting room, a mini kitchen, and bathrooms. SMP requests proposals for electrical service contractors interested in providing emergency HVAC system repair and replacing a (100 AMP) main electrical control panel with an industrial electric control panel to properly operate the SMP Inspection Building.

In addition to the HVAC and main electrical control, switch out the fluorescent lighting to LED and install a meter or switch for water heater to bring down the total amperage for the SMP Inspections Building and Permit Building.

### NOTE:

All HVAC Repair and Preventative maintenance procedures/services provided shall meet the requirements listed in the scope of work and shall meet all requirements listed by each of the individual equipment manufacturers. Documentation detailing services rendered to each piece of equipment shall be generated at the time of service and provided to SMP. Documentation will be the property of SMP. The HVAC needs repair before the upcoming summer months to provide cooling to the facility. SMP intends to identify and select an experienced professional electrical contractor with a proven track record of complete electrical services for the repair of an HVAC, the installation of an industrial main electrical control panel, indoor and outdoor lighting replacement with LED, and the installation of an astronomical timer or switch for a (240V) water heater. Primary responsibilities are to safely install electrical hardware. All work performed shall be in compliance with the Navajo Nation building code and NTUA specifications. The contractor provides labor and materials for preventative maintenance, service, and repair of the HVAC system. Regular, routine maintenance to keep equipment in good operation, and test system for operational integrity. Requires in-person review of electrical issues. Details of responsibilities are described in this RFP under 'Scope of Work.'

Requirements and Proposals are defined in detail in the Scope of Work Section of this Request for Proposal. The Navajo Nation Surface Mining Program seeks an electrical service contractor that will provide the specified services. The contractor must be able to accommodate a high demand for products and services and fulfill obligations as a contractor and must respond to the request in a timely manner.

## SCHEDULE OF ACTIVITIES AND TIMELINES

- A. To the extent achievable, the following schedule shall govern the review, evaluation, and award of the contract.
- B. This Request for Proposal provides the prospective respondents with sufficient information that will enable them to prepare and submit a proposal for consideration.
- C. Schedule of Activities and Timelines

Schedule of Activities	Timelines
<b><i>Advertised Period:</i></b> The RFP will be advertised	March 29, 2023 – April 14, 2023
<b><i>Pre-Proposal Meeting:</i></b> Not mandatory but respondents are encouraged to attend the meeting to review the RFP. The meeting will be held at the Navajo Nation SMP 2920 Tribal Hill Drive Window Rock, Arizona	April 17, 2023 at 3:00 PM (MST)
<b><i>Deadline to Submit RFP Inquiries:</i></b> Questions regarding this RFP must be submitted <u>in writing</u> , by mail, or fax	April 18, 2023 at 3:00 PM (MST)
<b><i>RFP Submittal Deadline:</i></b>	April 18, 2023, 5:00 PM (MST)
<b><i>Proposal Bid Opening Date:</i></b>	April 19, 2023, 2:00 PM (MST)
<b><i>Evaluation of RFP and Respondent(s):</i></b> All RFP submitted in accordance with the terms and conditions will be evaluated	April 24, 2023 – April 26, 2023
<b><i>Final Selection of Respondent(s):</i></b> Qualified Respondent(s) will be selected	April 27, 2023

## SCOPE OF WORK

The contractor shall be able to provide personnel who have been fully trained in all phases of HVAC, air vents, and duct systems operation, maintenance, adjustment, and repair. Contractor's personnel should also have familiarity with all types of components including controllers, electrical components, general preventative maintenance, repairs, and new installations of a variety of brands and models. The contractor and staff shall have experience in HVAC management to include the following but not limited to:

Assessments and approvals needed for Navajo Nation Minerals Department, SMP:

1. Complete an assessment, inspect, troubleshoot, diagnose, and repair any and all malfunctions in the HVAC system and main electrical control panel with applicable industry code and compliance standards. A critical importance to the main electrical control panel, is to properly check all electrical components to meter loop; and
2. Upgrade and install HVAC unit and any repair/replacement/cleaning of air vents and ducts in accordance with applicable industry code and compliance standards, upon NNSMP approval.
3. Provide a scope of work and quote needed for all repairs.
4. Ensure work order is provided by the Navajo Nation SMP before services are started.
5. All waste, parts, and supplies should be properly disposed in accordance with EPA regulations, upon approval of the Navajo Nation SMP.

Work:

6. Provide routine preventative HVAC maintenance service including air vents and duct services.
7. Major and minor repairs on the HVAC, air vents, and duct systems.
8. Provided services when needed.
9. Provide new materials used on HVAC , air vents, and duct systems, electrical control panel, switches, electrical wiring, LED, and timer/switch for water heater; and shall be free of defects and pass inspections.
10. Provide labor, supplies, parts, and equipment for the HVAC, air vents, duct services, installation of main electrical control panel, LED, and timer/switch for water heater.
11. The contractor will be responsible to have the unit running efficiently at the final walk-through. They will repair any damage done to SMP property during the project, including but not limited to the exterior wall.
12. The enclosure is a metal box that varies in size and is typically made of aluminum or stainless steel, for most industrial applications. The enclosure will come with a UL safety rating and WEG Control Panel. These listings help users determine properties such as:
  - Indoor/outdoor use

- Waterproof/water resistance
- Dust/solid contaminants proofing
- Hazardous conditions rating
- Explosion-proof rating

These various classifications should be printed on a metal plate and attached to the enclosure for easy identification and reference; and

13. Clearly label components, wiring, and terminals

Provide labor and materials to perform preventative maintenance, service, and repair of all HVAC equipment. Regular, routine maintenance to keep equipment up and running. This scope involves the systematic inspection of equipment where potential problems are detected and corrected in order to prevent equipment failure.

- Lubricate equipment
- Leak test entire system
- Calibrate operating controls
- Check and tighten electrical connections
- Check starter wiring and connections
- Calibrate motor AMP and Voltage
- Calibrate astronomical meter
- Calibrate controls
- Replace drier cores when applicable
- Lubricate equipment as required
- Brush clean condenser tubes
- Report any issues and advise SMP of materials that may need to be purchased.

14. Provide a timeline of when work is complete longer than 24 hours, dependent upon the supplies needed for the work.
15. Provide start up and inspection before start of services and after services have been completed.
16. Provide clear label components, wiring, and terminals for both HVAC and main electrical control panel to verify service date.
17. Routine maintenance and repairs shall be done in accordance with federal and Navajo Nation regulations and codes.
18. Services to be performed and completed in accordance with industry acceptable standards.
19. Ensure work order is signed and returned to the Navajo Nation Surface Mining Program.
20. Warranty Service: Extended warranty parts and labor (define maximum number of years available).
21. Dispose of all hazardous materials and waste when repairing or changing any HVAC unit and

- main electrical control panel components in accordance with Navajo EPA regulations.
22. Must comply with all Federal and Navajo Nation Regulations.

## Payments

23. Provide labor and parts for Navajo Surface Mining Program facilities.
24. Invoice Navajo Nation Surface Mining Program Office under this contract.
25. Ensure service cost such as labor, travel time, mileage, parts, and supplies are reasonable, and are for the work completed for the applicable Navajo Nation Surface Mining Program facilities.
26. Each scope of work shall include all applicable taxes associated with each project that included 6% taxes for the Navajo Nation.

All services shall be coordinated with Navajo Nation Surface Mining Program. The estimated time frame to complete the work will be one week with no delays.

Minerals Department, Surface Mining Program looks forward to being of service to the Navajo Nation. Please call (928-871-7932) if you have any questions or require additional information.

## SECTION 2

### The following documents are required and must be submitted:

1. Navajo Nation Certification Regarding Debarment & Suspension (Attached)
2. Federal Form Tax W-9
3. Licensed, bonded, and current General Liability Insurance.

#### **A. Proposal Format:**

1. Respondent(s) must indicate if they are priority one or two vendor with Navajo Nation.
2. All proposals must be typewritten on standard 8-1/2 X 11 paper and placed within a binder with tabs delineating each section. Larger paper is permissible for charts, maps, or the like.
3. An original RFP response and three (3) copies must be provided in sealed envelope.
4. The proposal must be organized and indexed in the following format:
  - a. A letter of transmittal
  - b. Statement of Qualifications
  - c. Proposal on Contract approach
  - d. Proposed Cost (Sealed in Separate Envelope)
5. Each proposal must be accompanied by a letter of transmittal. The letter of transmittal must:
  - a. Provide background on company:
  - b. Identify the name of the person responding to the RFP:

- c. Identify the name, title, and telephone numbers of person authorized to negotiate on behalf of the organization(s):
  - d. Identify the names, files, and telephone numbers of person to be contact for clarification:
  - e. Explicitly indicate acceptance of the conditions governing this procurement:
  - f. Be signed by the person responding to the RFP; and
  - g. Acknowledge receipt of any and all amendments to the RFP.
6. The respondent must submit a statement of qualifications to include:
- a. resume.
  - b. Number of years of experience working with Navajo Nation government or other government entities
  - c. Provide three (3) references. Each reference must include the name, address, and telephone number of a contact person who can describe, in some detail, the quality, quantity, and substance of services provided.
  - d. The respondent must provide a Certificate of Liability Insurance.
7. Respondent must provide proposal on contract approach.
- a. Provide in detail how they would accomplish the objectives described in the scope of work.
  - b. Provide number of employees in the company/organization.
  - c. Provide Resume & Credentials of each Employee including Certificates, Diploma and/or Degrees.

- B. **REJECTION OF PROPOSALS:** 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.
- C. **PROCUREMENT OF RFP:** This procurement shall be conducted in accordance with all applicable Navajo Nation laws and regulations including the Navajo Business Opportunity Act. All applicable rules, regulations, and laws shall also be followed. Prospective Vendors shall familiarize themselves with Navajo Nation regulations prior to submitting responses to this RFP and may obtain a copy of Navajo Nation procurement regulations from the NNOOC website under the link forms.
- D. **INQUIRIES:** Any inquiries regarding this RFP should be submitted in writing to Patricia Slim, Principal Hydrologist and/or Travis Begaye, Lead Reclamation Specialist. Only written responses to questions will be considered official. All questions will be directed to Patricia Slim at 928-871-7932 email: [patriciaslim@navajo-nsn.gov](mailto:patriciaslim@navajo-nsn.gov) and/or Travis Begaye at 928-871-7767 email: [ttbegaye@navajo-nsn.gov](mailto:ttbegaye@navajo-nsn.gov). Questions regarding this procurement will be accepted until 5:00 p.m. MDT on April 17, 2023.

Interested individuals and/or firms should obtain and complete RFP and related information from the Navajo Nation website: <https://www.nnooc.org/RFPs-Advertisement.html>.

# Request for Taxpayer Identification Number and Certification

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

▶ Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	<p><b>1</b> Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.</p>	
	<p><b>2</b> Business name/disregarded entity name, if different from above</p>	
	<p><b>3</b> Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only <b>one</b> 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</p> <p><input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____</p> <p><b>Note:</b> 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 <b>not</b> 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.</p> <p><input type="checkbox"/> Other (see instructions) ▶ _____</p>	<p><b>4</b> 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><b>5</b> Address (number, street, and apt. or suite no.) See instructions.</p>	Requester's name and address (optional)
	<p><b>6</b> City, state, and ZIP code</p>	
	<p><b>7</b> 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.

<b>Social security number</b>					
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 5%; text-align: center;">-</td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 5%; text-align: center;">-</td> <td style="width: 40%; border: 1px solid black; height: 20px;"></td> </tr> </table>		-		-	
	-		-		
<b>or</b>					
<b>Employer identification number</b>					
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 5%; text-align: center;">-</td> <td style="width: 70%; border: 1px solid black; height: 20px;"></td> </tr> </table>		-			
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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.

<b>Sign Here</b>	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](http://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