

REQUEST FOR PROPOSAL
Bid Number: 23-04-2999LE

Date: April 03, 2023

Project Title: Navajo Nation Division of Behavioral and Mental Health Services – Fort Defiance
Outpatient Treatment Center HVAC Project

Project Schedule:

Advertisement of RFP	04/04/2023 – 04/21/2023
On site pre-bid meeting	04/25/2023
Location: Fort Defiance Outpatient Treatment Center	
<i>For directions please call (928) 729-4012</i>	
Requests for Information Due Date	05/04/2023 @ 5:00 pm MST
Bid Due Date	05/18/2023 @ 5:00 pm MST

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 Michael Salabiye, Planner – DBMHS/DOH at msalabiye@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 #23-04-2999LE NNDBMHS
FORT DEFIANCE OUTPATIENT TREATMENT CENTER
HVAC PROJECT
DO NOT OPEN-BID PROPOSAL

NBOA Priority Status (Priority One; Priority Two or Non-Priority Status)

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 ten (10) 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.

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 problem solving and recommendations).
6. Schedule, including proposed site visits
7. Copies of licenses, certifications **(NBOH Priority Status)**, 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 is required**
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 ten (10) years' work experience. This includes the capabilities to provide all requested services. (20 points)
 - b. Quality of products, ability to install, problem solving and recommendations, and warranty services. (30 points)
 - c. Project Schedule. (20 points)
 - d. ***Cost (separate sealed envelope)***. (30 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 to be presented in Fort Defiance, 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 Michael Salabiye, Planner for inquiries related to the project and other matters. Questions and responses will be shared with all respondents. Mr. Salabiye's email address is msalabiye@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

DBMHS Fort Defiance Outpatient Treatment Center
HVAC Project
RFP Bid # 23-04-2999LE
Scope of Work

The Navajo Nation Division of Behavioral and Mental Health Services Fort Defiance Outpatient Treatment Center is in need of one qualified and certified heating, ventilation and cooling (HVAC) services provider to provide inspection, repair or replacement and preventive maintenance of mechanical systems at our facility in Fort Defiance, Arizona.

HVACs

1. Bryant Model: 548JP04A000A0A0AAA Serial: 0410G20302
2. Bryant Model: 548JP05A000A0A0AAA Serial: 3610G50200
3. Bryant Model: 548JP05A000A0A0AAA Serial: 3610G50201
4. Bryant Model: 548JP06A000A0A0AAA Serial: 0410G60313
5. Bryant Model: 548JP05A000A0A0AAA Serial: 3610G50199

Mini Split

1. Carrier Model: 38MVC018---301—Serial: 1510V34494

Exhaust Fan

1. Greenheck PN471558 Downblast centrifugal roof exhaust fan

Scope of Work: The Fort Defiance Outpatient Treatment Center is a 9,622 sq. ft. building in need of inspection, repair or replacement, and preventive maintenance of Mechanical System components including the Heating, Ventilation and Air Conditioning (5 roof top units), a mini split system for the IT (computer) room, a roof mounted Exhaust Fan, Ducts, Duct Smoke Detectors, thermostats, dampers, filters, belts (if any), motors, coils, condensers, grills, diffusers, vents, connections and any other mechanical component not listed. The contract period will be for five (5) years for these services (please include this amount in your bid proposal).

1. Inspect all units listed
2. Repairs, include a \$5,000 allowance per year for minor repairs and parts/labor charges.
3. Replacement, if necessary, some items may have to be bid out.
4. Duct cleaning twice a year for 5 years.
5. Test and Balance as necessary.
6. Preventive maintenance on all systems and components for 5 years as recommended by the manufacturer.
7. Price quote is to broken down by: Equipment, Supplies and Material; Labor; Sub-total, Taxes and Grand Total.
8. Any additional work not described in this scope of work can be submitted as "bid alternates", we are not HVAC system experts and may have inadvertently left out an important item needed.

As built drawings will be available for viewing at the site.
All replacement(s) should include all components for complete replacement.
Warranty information for materials and workmanship to be provided to site.
Maintenance information should be provided to site upon completion of the project.
Copy of "cut sheets" (on new units) should be provided to site upon completion of project.
Vendor will be responsible for disposal of replaced fixtures and debris at the location.

VENDORS WILL BE RESPONSIBLE TO VERIFY SYSTEM COMPONENTS AND ALL OTHER NECESSARY INFORMATION ON SITE. Contact Diane Dawes, Administrative Service Officer at (928) 729-4012 to schedule appointments for follow up walk through inspections (if needed).

End Scope of Work