

REQUEST FOR PROPOSAL
Bid Number: 23-04-3013LE

Date: 04/21/2023

Project Title: Crownpoint Outpatient Treatment Center Administration Building HVAC replacement project.

Project Schedule:

Advertisement of RFP	04/24/2023 – 05/12/2023
On site pre-bid meeting	05/17/2023 @ 10 am (MST)
Location: Crownpoint Outpatient Treatment Center Crownpoint, NM	
<i>For directions please call (505) 786-2111</i>	
Requests for Information Due Date	05/25/2023 @ 5:00 pm
Bid Due Date	06/08/2023 @ 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 #23-04-3013LE
DBMHS CROWNPOINT OTC
HVAC REPLACEMENT 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 five (5) 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.
5. As built drawings of all completed work.

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, Include cut sheets, if any.
5. Design (detailed plan depicting layout).
6. Schedule
7. Copies of licenses, certifications **(NBOA 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: Materials, Labor, and other applicable costs; 6% Navajo Nation Sales Tax.**
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 five (5) years' work experience. This includes the capabilities to provide all requested services. (20 points)
 - b. Quality of products, ability to install, 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 at the respective site (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

SCOPE OF WORK
Navajo Nation Division of Behavioral and Mental Health Services
Crownpoint Outpatient Treatment Center, Crownpoint, NM
ADMINISTRATION BUILDING (BUILDING #1)
HVAC Replacement Project

The Division of Behavioral and Mental Health Services (DBMHS) is requesting installation of a new HVAC system (split system) for the Crownpoint Outpatient Treatment Center Administration Building. It is the intent of DBMHS to replace the existing furnace and swamp cooler for a fully operational HVAC system. The vendor must be licensed as a commercial/residential HVAC company. The building is a double wide (residential) trailer converted into offices.

Location:

- DBMHS Crownpoint OTC Administration Building, Crownpoint, NM Approximately 2,044 sq. ft.

This project will entail the following:

1. Inspect existing Furnace, Cooler, lines, ducts and any component of the system.
2. Dismantle, remove and dispose of the existing furnace.
3. Clean ducts, replace all registers.
4. Install a new HVAC split system.
5. Annual inspections of all mentioned systems for five (5) years to ensure proper operations of all systems and components.
6. Provide operating and maintenance/training information to project manager and site staff
7. Contractor is responsible for field verification of systems at all sites.
8. Cost details breakdown is to include labor, equipment, materials, minor repairs allowance of \$1,000 per year, travel expenses and the Navajo Nation Tax of 6%. Please be cognizant that the grand total is the contract total.
9. Exclusions: Based on vendors' expertise, vendor should list any and all life safety code requirements not otherwise included in this scope of work. (Do not list costs with main proposal but include as an add on).

End Scope of Work