

NAVAJO NATION DIVISION OF HEALTH

Navajo Food Distribution Programs is requesting Proposal for HVAC services/ Repair of Cooling and Heating units at 8 Warehouse Locations

RFP BID NO.: 23-07-3081TT
BID OPENING DATE: 07/17/2023 @ 8:00 AM
DUE DATE: 08/11/2023 @ 5:00 PM

Description: The Navajo Food Distribution Program (NFDP) is in need of HVAC Services and Repair of both Heating and Cooling Units at Eight (8) Warehouse Locations. NFDP has Warehouse as Churchrock, NM, Crownpoint, NM, Mexican Springs, NM, Kirtland, NM Fort Defiance, AZ, Teec Nos Pos, AZ, Leupp AZ, and Tuba City, AZ.

Contact Person: Kyle Rockbridge, Senior Budget Analyst
Email: kyle.rockbridge@navajo-nsn.gov
Phone: 928-871-6760 or 928-871-6429

RETURN ENCLOSED BIDS CLEARLY MARKED TO:

DO NOT OPEN: RFP# 23-073081TT- Navajo Food Distribution Program HVAC Services and Repair

Proposal/ BID will include:

1. Most Recent W-9 and a Navajo Nation Debarment form, Proof of Insurance Coverage
2. Any and all information on services to be provided.
3. If vendor decided to visit at least 3 NN Food Distribution Warehouse (Leupp, Tuba City, Teec Nos Pos, Kirtland, Mexican Springs, Crownpoint, Churchrock)
4. Business name and Priority Status (if applicable) on proposal envelope.

ALL Proposals are to be fully completed and submitted through the Mail.

Mailing Address: Navajo Department of Health
Attn: Navajo Food Distribution
Po Box 1390
Window Rock, AZ 86515

Emailed to: kyle.rockbridge@navajo-nsn.gov

Proposals are Due on August 11, 2023 at 5:00 PM MST

Instruction for Bidders

A. Issuing Office:

(RFP) is issued by: Navajo Food Distribution Program.

Physical Address: Administration Bldg. 2 - #2296/ Window Rock Blvd
Window Rock, AZ 86515

Mailing Address: Navajo Department of Health
Attn: Food Distribution Program
PO Box 1390,
Window Rock, AZ 86515

B. Schedule of Site visits

Site Visits of the Food Distribution Warehouses can be scheduled by contacting Warehouse Supervisors at the designated locations (See Listed below in section C)

Food Distribution Warehouse (Leupp, Tuba City, Teec Nos Pos, Kirtland, Mexican Springs, Crownpoint, Churchrock) , between July 17, 2023 through August 11, 2023.

C. Inquires:

Prospective proposals may make telephone or written inquiries concerning the RFP to obtain clarification or requirements. NO inquiries will be accepted after the inquiry deadline of August 11, 2023 at 5 PM, as stated in section B.

1. Email to warehouse Supervisors:

Ft. Defiance- nrbegaye@navajo-nsn.gov Natasha Begay, Warehouse Supervisor
Mexican springs – beaubitsie@navajo-nsn.gov Beau Bitsie, Warehouse Supervisor
Crownpoint- tdmurphy@navajo-nsn.gov Tim Murphy, Warehouse Supervisor
Kirtland- zbowens@navajo-nsn.gov Zonnie Owens, Warehouse Supervisor
Teec Nos Pos- ncjim@navajo-nsn.gov Narbona Jim, Warehouse Supervisor
Leupp- ceceliak@navajo-nsn.gov Cecelia Keyonnie, Warehouse Supervisor
Tuba City- ladavis@navajo-nsn.gov Lorraine Davis, Warehouse Supervisor
Churchrock- lmsilversmith@navajo-nsn.gov Lyle Silversmith, Warehouse Supervisor

D. Addendum of Supplement to this Request for Proposal:

In the event that it becomes necessary to revise any part of the RFP, an addendum will be issued.

E. Proposals Submission:

Proposals must be received on or before 5 PM on Monday, Aug 11, 2023. Contractors will be required to mail in Proposals. Contractors whom choose to mail in proposal please allow sufficient time for delivery. To ensure delivery is made before due date. If mailed, it is recommended that proposals be sent by certified mail to address indicated on the cover sheet of the RFP.

FOUR (4) copies of the Proposals are required:

The original and three copies must be delivered in a sealed envelope. The outside should be clearly marked with the “Navajo Food Distribution HVAC Services and Repair”, Bid Number (23-07-3081TT) DO NOT OPEN, and *the name and address if the firm submitting the proposal*. Cost proposals to be sealed in a separate Envelope.

Late Receipt of Proposals: Late Proposals will NOT be accepted. It is the responsibility of the proposer to ensure that the proposal arrives at the Navajo Food Distribution Program Central office in Window Rock, AZ, prior to date and time specified.

F. **Rejection of Proposals:** The Navajo Food Distribution Program will reserve the right to reject any or all proposals and to waive informalities and minor irregularities in proposals received.

G. **Proprietary Information:** Any restrictions on the use of data continued within any proposals must be clearly stated in the proposal itself. Proprietary information submitted in response to this RFP will be handled in accordance with applicable purchasing procedures. Each and every page of the proprietary material must be labeled or identified with the word “Proprietary”.

H. **Response Material Ownership:** All material submitted regarding this, RFP shall become property of the Navajo Nation and will not be returned to the business. Responses received will be retained by the Purchasing Services Department and may be reviewed by any person after final selection has been made, subject to paragraph G above. The Purchasing Services Department has the right to use any and all system ideas presented in reply RFP, subject to limitation in paragraph I (Below) Disqualification or non-selection of a proposal or BID does not eliminate this right.

I. **Special Instruction:** Offerors are to visibly make the outside of proposal package regarding the offeror’s priority status under Navajo Business Opportunity Act. If you have any question’s please call Navajo Business Regulatory at (928) 871-6544.

- J. **Incurring Costs:** The Navajo Nation Purchasing Services Department and Navajo Food Distribution Program is not liable for any cost incurred by the proposal prior to issuance of a contract.

Respondent Requirements:

Navajo Food Distribution program is seeking Proposals HVAC Services and Repair of both Heating and Cooling Units at Eight (8) Warehouse Locations. We will need to ensure the Bidder will be able to visit the site and make recommendations for all Warehouse locations.

All respondents should be licensed and certified to conduct business in both Arizona and New Mexico. The respondent must be able to meet the minimum services that are requested in the scope of work, which will describe in detail all the services that will be required for the Navajo Nation Food Distribution Program, Warehouses.

Scope of Work:

The contractor shall be able to provide Personnel who have been fully trained in all phases of HVAC Servicing operations; Maintenance, adjustment, and repair. Contractor's personnel should be familiarized with all types of components including controllers, electrical components, general preventative maintenance, repairs and new installation of a variety of brands and models.

Assessments and approval needed for Navajo Food Distribution Program warehouses and facilities:

1. Complete an assessment/ Diagnostic on the condition of all HVAC heating /cooling units, air vents, and ducts consistent with applicable industry code and standards.
2. Install HVAC heating /Cooling units and in accordance with applicable industry code and compliance standards, upon Navajo Food Distribution Program approval.
3. Provide a recommendation on a scope of work and quotes needed for any replacement and all repairs.
4. Ensure that contractor contacts Program Manager and Warehouse Supervisor in the event of a major upgrade or improvement recommendation.
5. Contractors will advise FDP Program Manager and Warehouse Supervisor in a meeting about recommendation for HVAC heating /Cooling units.
6. Contractor will dismantle the previous HVAC heating /Cooling units if necessary.

Work:

1. After review of assessment and scope of work from Contractor. FDP will set up a meeting for the continuation of a contract.
2. Contractor will complete all minor and major installation and/or repair on HVAC heating /Cooling units.
3. Contractor will provide a schedule of projects to complete the work. The time Frame of these projects will be August, 2023 through November 2023.
4. Contractor will properly dispose of any waste and hazardous materials as a result of completing the projects.
5. Dismantle the current Food Distribution HVAC heating /Cooling units if necessary
6. Must comply with all Federal and Navajo Nation Regulations.

Payments:

- a. Invoice will be provided to the onsite Warehouse Supervisor and an email copy will be sent to Navajo Food Distribution Program Budget Analyst at kyle.rockbridge@navajo-nsn.gov.
- b. Understand that additional Food Distribution Warehouses and facilities maybe operational or closed as needed during the contract period.
- c. Ensure service costs such as labor, travel time, milage, parts, and supplies are reasonable and are for the work completed for food distribution.
- d. All invoices should include the 6% Navajo Nation tax and 7 % for Tuba City, Arizona.
- e. Contract is subject to available funding.

All Services shall be coordinated with the Navajo Nation Food Distribution Program Warehouse supervisor of the site being assessed and the NN FDP Program Manager.

Any and all questions should be sent to Navajo Food Distribution Program Manager Claudeen Tallwood at ctallwood@navajo-nsn.gov.

Navajo Nation Business Regulatory Policies and Regulations will apply and Navajo Nation Procurement Policies and Regulations will be enforced.

Navajo Nation Business Regulatory can be reached at (928)871-7362 and Navajo Nation Purchasing Department can be reached at (928)871-6316, to answer any questions about these policies.

Background of Equipment currently utilized:

Current equipment HVAC Units at warehouses are in poor condition and have not received any service since 2018. As a result, a lot of out HVAC units are in poor condition and either work or don't work. As result our warehouses and offices are extremely hot in the summers and cold in the winters. Currently we are not sure what type or Brand of HVAC systems, we are currently using.

Acceptance of Proposal Content: The contents of the selected proposal will become contractual obligation if the acquisition action ensues. Failure of the successful proposal to accept these obligations may result in cancellation of the award and such proposal may be removed from consideration for future solicitation. The Navajo Nation Purchasing Department and Navajo Food Distribution reserves the right to pursue appropriate legal action in the above set of circumstances.

Acceptance Time: The Navajo Nation Department of Health- Food Distribution Program intends to make a vendor selection within five (5) days after the closing date for receipt of proposals.

Award of BID: Upon Selection, a contract document will be prepared to the contractor and the proposal submitted by the contractor will become part of the contract. The Navajo Nation is not bond to enter in Contract under RFP and may issue a subsequent RFP for the same services.

Joint Proposals: Nothing in this RFP shall be construed to prohibit vendors from entering a consortium for the purpose of affirming a proposal in response to this RFP.

Evaluation Procedures and criteria:

1. A review committee will review and will judge the Proposal received in accordance with the general criteria used herein. The team may request oral presentation by the organization proposing. Proposals should prepare to provide any additional information the team feels necessary for a fair evaluation of proposal.
2. Failure to provide any information requested in the RFP may result in disqualification of the proposal. All proposals must be endorsed with the signature of a responsible official having the authority to bind the proposal to the execution of a contract.
3. The sole objective of the review team will be to select the proposal that is most responsive to the need of the Navajo Food Distribution Program. The specification in this RFP represents the minimum performance criteria necessary for a response. Based on the evaluation criteria established in this RFP the review Committee will select and recommend the proposal who best meets this objective.
4. Evaluation Criteria: The following criteria will be used by the selected proposal reviewing committee in the selecting process for contract award. The technical proposal factors will be rated on a scale of 1-100 with weight relations as state below.
Proposal Content and Organization (30%):

- Organization letter and Qualifications, Implementation plan & Schedule, copies of licenses, certifications.

Project Detailed (20%):

- Detailed information on approach to scope of work providing methodology with description services.

Project Schedule (15%):

- Schedule and Proposed time frame of services

Credentials and Past Performance (5%):

- Licensures of Business
- 1 year of Past performance with Navajo Nation Govt.
- Detailed resume and experience

Cost (30%):

- Separate Sealed Envelope

5. Cost /Price Factors:

The importance of cost factors in the selection will depend upon the magnitude of the cost differentials identified, the credibility of such differentia, the keenness of competition in the Technical Proposal, and the impact of other factors. The burden of proof as to cost credibility rest with the offeror. Proposed cost will be evaluated not only to determine if the estimate is reasonable, realistic, and cost effective, but also to determine the offerors understanding of the program and ability to organize and perform the contract. Cost/Price factors will not be numerically weighed and scored.

Proposed Cost: (To Be Sealed in a separate Envelope) show cost for overall proposal with NN Tax included with detailed cost and attachment to be with proposal packet.

- Attachment called "Purchase Price", that's under scope of work.

Standard Contract: The Navajo Nation reserves the right to incorporate standard contract provisions into any contract negotiations as a result of a proposal submitted in response to this RFP. The Navajo Nation is a sovereign government and all contracts entered as a result of RFP's shall comply with Navajo Nation Law, rules and regulations. Navajo Procurement Act, 12 N.N.C. Subsection 301, and applicable federal law, rules and regulations, 45 C.F.R. part 98.41 (c) (4-5) (Health & safety requirements) regarding building and physical premises safety. 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 construed as a waiver of the Navajo Nation's sovereign Immunity.

Return of Proposals: The Navajo Nation has no obligation to return any Proposals received in response to this RFP.

Terms: The terms of the Contract will be approximately four (4) Months, August, 2023 to November 2023. With an option for a Negotiable contract that will require mutual agreements between both parties.

Billing and Payments:

1. Billing and payment shall conform with all Navajo Nation Procurement procedures. In order to receive timely payment, Vendor have an obligation and responsibility to present invoices that are timely and accurate. An original and/ email copy of the vendors invoice is need for payment. The invoice must also contain identical information as shown on the purchase order or contract.