

NAVAJO NATION DIVISION OF HEALTH

Navajo Food Distribution Programs is requesting Proposals for Demolition and Construction of a Loading Dock Roof

RFP BID NO.: 23-07-3090GC
BID OPENING DATE: 07/28/2023 @ 8:00 AM
DUE DATE: 08/18/2023 @ 5:00 PM

Description: The Navajo Food Distribution Program (NFDP) is in need of Demolition and Construction of a Loading Dock Roof at the Crownpoint Food Distribution Warehouse.

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# 23-07-3090GC - Navajo Food Distribution Program Demolition and Construction of a Loading Dock Roof

Proposal/ Bid will include:

- 1. Most Recent W-9 and a Navajo Nation Debarment form, Proof of Insurance Coverage**
- 2. All information on services to be provided based on RFP requirements.**
- 3. Vendor Site Visit – Crownpoint Food Distribution Warehouse**
- 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
Email: Attention of kyle.rockbridge@navajo-nsn.gov

Proposals are Due on August 18, 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 Visit of the Crownpoint Food Distribution Warehouse can be scheduled by contacting the Warehouse Supervisor, Tim Murphy, (505) 786-5291 between August 4, 2023 and August 18, 2023.

C. Inquires:

Prospective bidders can make written inquiries concerning the RFP to obtain clarification or requirements. NO inquiries will be accepted after the inquiry deadline of August 18, 2023 at 5 PM.

Please email inquiries to:

Tim Murphy, Warehouse Supervisor at tdmurphy@navajo-nsn.gov

D. Addendum of Supplement to this Request for Proposal:

In the event 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 18, 2023. Contractors will be required to mail in Proposals. Please allow sufficient time for delivery to ensure receipt of documents is made before due date. 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:

- a. The original and three copies must be delivered in a sealed envelope. The outside should be clearly marked **“Navajo Food Distribution Demolition and Construction of a Loading Dock Roof”, Bid Number (23-07-3090GC) DO NOT OPEN;**

- b. The name and address of the firm submitting the proposal;
- c. Instructions to offerors to visibly mark on the outside of the proposal package, if Applicable, the offeror's priority status under the Navajo Nation Business Opportunity Act. It is the responsibility of the offeror to identify themselves as certified under the Navajo Nation Business Opportunity Act;
- d. Cost proposals are 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 contained 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. 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. Responses received will be retained by Navajo Food Distribution Program and/or the Navajo Nation 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 or retain any information stated in the 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 questions, please call Navajo Business Regulatory at (928) 871-6544.
- J. **Incurring Costs:** The Navajo Nation Purchasing Services Department and Navajo Food Distribution Program are not liable for any cost(s) incurred by the proposal prior to issuance of a contract.

Respondent Requirements:

Navajo Food Distribution Program is seeking Proposals for the Demolition and Construction of a Loading Dock Roof at the Crownpoint, NM Food Distribution Warehouse. We need to

ensure the Bidder will be able to visit the site and make recommendations for the warehouse project. All respondents should be licensed and certified to conduct business in New Mexico. The respondent must be able to meet the minimum services that are requested in the Scope of Work, which describe in detail all the services that will be required.

Scope of Work:

The contractor shall be able to provide personnel who have been fully trained in all phases of Demolition and Construction of a Loading Dock Roof: Maintenance, Adjustments, and Repair. Contractor's personnel should be familiarized with all types of components including controllers, electrical components, general preventative maintenance, construction repairs and carpentry.

Assessments and approval needed for Navajo Food Distribution Program (FDP) Warehouse Loading Dock Roof:

1. Contractor will complete an assessment on the condition of Loading Dock Roof whereas focus on all applicable industry codes and compliance standards will be accentuated;
2. Contractor will provide recommendations on the Scope of Work and provide quotes needed for any other replacements and repairs;
3. In the event of a major upgrade or improvement recommendation, Contractor will provide notice to the FDP Program Manager and Warehouse Supervisor;
4. Contractor will advise FDP Program Manager and Warehouse Supervisor in a meeting about recommendations for the Demolition and Construction of a Loading Dock Roof project;
5. Demolition and Construction of a Loading Dock Roof in accordance with applicable industry codes and compliance standards are contingent on the approval of the Navajo Food Distribution Program Manager and Warehouse Supervisor.

Work:

1. After review of assessment, Scope of Work and recommendations from Contractor, the Navajo Food Distribution Program will set up a meeting for the continuation and formation of a contract with the selected Contractor;
2. Contractor will demolish the previous Loading Dock Roof per final assessment and in accordance with applicable industry codes and compliance standards;
3. Contractor will construct a Loading Dock Roof per final assessment and in accordance with all applicable industry codes and compliance standards necessary to complete Scope of Work;
4. Contractor will provide a schedule of work in phases to complete the project. The time frame for this project will commence in August 2023 through November 2023. Finalization of project will be in November 2023.

5. Contractor will properly dispose of any waste and hazardous materials upon completion of the project.
6. Contractor must comply with all Demolition and Construction Federal, State, Navajo Nation Regulations at all times for the term of the project.
7. Final Inspection and Satisfactory Approval of Project will be rendered by the Navajo Food Distribution Program Manager and Warehouse Supervisor.

Payments:

- a. The payment procedures established by the Division of Finance shall be adhered to and are to begin whenever Goods/Services are delivered and accepted.
- b. Invoice will be provided to the on-site Warehouse Supervisor and an emailed copy will be sent to the Navajo Food Distribution Program Budget Analyst at the following email address: kyle.rockbridge@navajo-nsn.gov.
- c. Understand that additional Food Distribution warehouses and facilities maybe operational or closed as needed during the contract period.
- d. Ensure service costs such as labor, travel time, mileage, parts, and supplies are reasonable and for actual work completed.
- e. All invoices should include the 6% Navajo Nation tax and 7% for Tuba City, Arizona.
- f. Contract is subject to available funding.

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

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. Additionally, Navajo Nation Procurement Rules and Regulations will be enforced.

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

Background of Warehouse currently utilized:

The Crownpoint Warehouse building is very old dating back to the 1990's. Currently, the Warehouse is storing our food and refrigeration units.

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 Program 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 bound to enter into a 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 stated 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 term of the Contract will be approximately four (4) Months from August 2023 to November 2023. If necessary, an option for a negotiable contract with respect to the term will require mutual agreements between both parties, Navajo Food Distribution Program and Contractor.

Billing and Payments: Billing and payments shall conform with all Navajo Nation Procurement Rules and Regulations and the Navajo Nation Accounts Payable Policies and Procedures. In order to receive timely payment, the Contractor has an obligation and responsibility to present invoices that are timely and accurate. An original and an emailed copy of the Contractor's invoice is required for payment. The invoice must also contain identical information as shown on the purchase order or contract.