



The Navajo Nation **DR. BUU NYGREN** **PRESIDENT**
Yideeskáądi Nitsáhákees **RICHELLE MONTOYA** **VICE PRESIDENT**

NAVAJO SPECIAL DIABETES PROGRAM
REQUEST FOR PROPOSAL
PROPOSAL BID #: 23-07-3097LE

Navajo Special Diabetes Program (“NSDP”) is soliciting a Request for Proposal from firm or firms qualified to provide office design and layout services, new furnishings, including delivery and installation services, for Crownpoint Wellness Center in Crownpoint, New Mexico. The office spaces consist of private offices, systems furniture, free standing office furniture, and conference room furniture, as well as various ancillary furnishings. NSDP expects to have all furniture should be delivered and installed by October 30, 2023. NSDP will provide floor plans for the proposed projects.


NSDP is soliciting proposals for the purpose of identifying qualified organization /industry and established firm pricing to provide design & layout services, furniture, labor, parts and materials. The successful proposers will be responsible to provide 2D and 3D design and layout services for ideal floor space plan, labor, supervision, materials, transportation, service, and perform high quality installation work. NSDP intends to award the contract to the proposer that is able to establish a contractual relationship with a qualified proposer that can best provide the NSDP with quality services as further described in this RFP.

The proposal format shall include: (1) a narrative outlining the project approach, qualifications, and current workload and capability; (2) a list of past projects completed on the Navajo Nation; (3) a list of three references and phone numbers from recent clients; and (4) copy of License and Insurance Certifications.

The contract will be awarded to the proposer who submits the best proposal in terms of: (1) products and services; (2) experience; (3) credentials; (4) project budget and (5) installation plans and schedules.

Four copies of the proposal shall be submitted in a sealed envelope labeled “OFFICE FURNITURE PROJECT” - DO NOT OPEN,” to Attn: Lorita Etsitty, Buyer, Administration Building #1, Window Rock Boulevard, Window Rock, Arizona, or mailed to P.O. Box 9000, Window Rock, Arizona 86515. Bid documents and supplemental information regarding the project will be available online @ www.nnooc.org link: Purchasing. If any questions regarding this Request for Proposal call Lorita Etsitty at 928-871-6317 or Randall Comb at 928-871-6532 or email: rcomb@navajo-nsn.gov

The Navajo Nation reserves the right to reject any and all proposals not within projected budget and may elect to award the contract not solely on the bid amount but the bidder’s qualification. **The due date for proposal is August 21, 2023, 5:00 p.m.**



Rodgina Paul, Program Manager III
Navajo Special Diabetes Program

Date: July 27, 2023

**NAVAJO SPECIAL DIABETES PROGRAM
REQUEST FOR PROPOSAL
"OFFICE FURNITURE PROJECT"
Proposal Bid #: 23-07-3097LE**

PROJECT INFORMATION:

The purpose of this Request for Proposal (the "RFP") is to invite qualified furniture manufacturers/firms to prepare and submit proposals to the Navajo Special Diabetes Program to provide Office Furniture ("Goods") and related services, such services to include (but are not limited to) design/consultation, delivery, and installation ("Services") (together, the "Goods and Services) all in accordance with Federal and Navajo nation Laws. Navajo Special Diabetes Program ("NSDP") is soliciting Bid Proposal from qualified firm or firms to provide furniture, including delivery and installation services, for newly office buildings at Crownpoint, New Mexico. The office spaces consist of private offices, systems furniture, free standing office furniture, conference room furniture, as well as various ancillary furnishings. NSDP expects all furniture should be delivered and installed by October 30, 2023. NSDP will provide floor plans for the proposed projects.

SEQUENCE OF EVENTS

This section contains the procurement schedule, an explanation of procurement events, and the general requirements governing this procurement.

Sequence of Events and Actions:	Date:
1. RFP Issued	July 27, 2023
2. Proposal Due-Date (5:00 PM)	August 21, 2023
3. Bid Opening will be conducted at 1:15 p.m.	August 22, 2023
4. Proposal Evaluation and Selection:	August 22, 2023
5. Expected Award Date	Pending Financing

EXPLANATION OF EVENTS

Issue RFP – This RFP is issued by NSDP on behalf of the Navajo Nation Purchasing Services in accordance with Navajo Nation Procurement Rules & Regulations and Navajo Nation Laws. NN Purchasing Services and NSDP are the only organization that is authorized to make copies or distribute this RFP on behalf of the Navajo Nation.

Questions and Clarifications – Between the time of issuance of the RFP, prospective offerors are encouraged to call or e-mail the Program Manager concerning any questions about the scope of the project or the RFP schedule. Additional copies of the RFP can be obtained from the NN Purchasing Services.

RFP Amendments – Should any amendments to this RFP be deemed necessary between issuance of the RFP submission deadline, it will be distributed in writing to all recipients of the original RFP. If an amendment requires a time extension, the proposal submission date will be changed as part of the written amendment.

Submission of Proposal – PROPOSAL RECEIVED AFTER THE DEADLINE IS NON-RESPONSIVE. All offeror proposals must be received for review and evaluation, no later than 5:00 p.m. on August 21, 2023. Proposals received after this deadline will not be accepted. The date and time will be recorded on each proposal. Proposals must be addressed and delivered to Purchasing Services Department, Window Rock Boulevard, Administration Building No. 1 – First Floor, Window Rock, Arizona, 86515 or mailed to P.O. Box 3150, Window Rock, Arizona, 86515. Proposals must be sealed and labeled on the outside of the package to clearly indicate its response to the Request for Proposals, "OFFICE FURNITURE PROJECT" ***BID NO. 23-07-3097LE***. The proposal package and the Proposal Cost must be submitted in separate sealed envelopes and should be marked with "Cost Proposal" and the proper's name. Proposals by facsimile or any other method will not be accepted.

Proposal Evaluation – The Selection Committee will review each offeror’s statement of qualifications proposal. Each member, as outlined in this RFP, will allocate points. Each member’s point totals will be translated into a numeric ranking of all proposals. The individual member ranking will be totaled together to determine the overall ranking of proposals.

Notice of Award – The Program Manager will notify finalists in writing of the final award.
Project Overview.

QUALITY OF BIDS

Submit one (1) original Bid Proposal and three (3) duplicate copies. Mark original as “ORIGINAL”. Original should contain signatures on any pages where a signature is required.

SUBMITTAL REQUIREMENTS

Each bidder shall submit their bidding proposal in the format supplied in this bid package with attached specifications. Each proposal shall be sealed in an envelope marked — “OFFICE FURNITURE PROJECT”

DEVIATIONS

All specification listed are intended to be preferred function and performance. No specifications should be construed as representing any particular brand of equipment. Bidders should propose to furnish equipment that come closest to meeting the detailed of the specification. Where deviations from the specification are necessary, bidder will render equivalent reliability or performance. If there is insufficient room for detailing deviation, please indicate “see deviation” and attach, clearly indicating the bullet number on any such attachments. Failure to detail all such deviations will provide a basis for rejections of the entire proposal. Substantial deviations will not be considered.

SCOPE OF SERVICES

The successful respondent will be responsible for all aspects of field measurement verification, procuring, ordering, shipping, receiving, inspecting, staging and installing the furniture at Crownpoint Wellness Center facility on the Navajo Reservation. Vendor shall notify NSDP no later than two business days prior to delivery and installation of the furniture, delivery notification shall be made to Randall Comb, Acting Senior Program Specialist, Navajo Special Diabetes Program.

Furniture delivery and installation must be carried out between 8:00 am and 5:00 pm on weekdays, or at other times by mutual agreement. If for whatever reason the delivery is postponed beyond the target completion date of October 30, 2023, the successful vendor shall cover monthly storage costs for up to but not more than one month.

Furnishings include but are not limited to systems furniture, task chairs, conference furniture, and other ancillary pieces.

Respondent will be responsible for supervising the performance of the Scope of Work, including performance by any furniture related subcontractors. Respondent is responsible for overseeing product orders, deliveries, installations, punch-lists, and reasonable cleanup activities.

Architects will conduct a final walk through upon completion of the project to ensure the furniture package was delivered and installed as anticipated by NSDP.

An electronic copy of the furniture plans and an electronic copy will be made available to vendors upon request only.

PROPOSAL REQUIREMENTS & GENERAL FIRM INFORMATION:

Provide a brief description of your firm, including the following information:

1. Company profile including legal name, company history, and organizational structure.

2. Names of all officers, directors, or partners of the firm.
3. Address of all offices of the firm
4. Number of employees of the firm

EXPERIENCE AND RESOURCES

1. Describe your firm and its capabilities. In particular, support your capacity to provide the furniture items and related services described in the Scope of Work.
2. Identify specific members of the project team that will be providing services to NSDP. Provide appropriate background information for each such person as well as contact information including e-mail address and telephone number.
3. Please provide at least three (3) references (including a company name, contact name, e-mail address, and telephone number) for organizations or businesses for which you have performed similar work within the past three years.
4. Please indicate in-house or contracted installation and service. If in-house, indicate number of installation/service staff. If contracted, please list contractor(s) and length of relationship(s) or volume of work completed within the past three years. Please also indicate estimated installation time for project layout.
5. Identify any material litigation, administrative proceedings or investigations in which your firm is currently involved. Identify any material litigation, administrative proceedings or investigations, to which your firm or any of its principals, partners, associates, subcontractors or support staff was a party, that has been settled within the past two (2) years.

FURNITURE SPECIFICATIONS

1. Provide completed Furniture Specification Sheet. This should include discount structures and lead times for all proposed lines in the designated columns.
2. Provide a line-item breakdown featuring a full bill of materials that includes each item listed on Furniture Specification Sheet. This should include upholstery grade, model numbers, and other notable features that could affect cost (i.e. arm type, casters, lumbar support etc.).
3. Provide manufacturer warranties for all proposed line items. The selected vendor shall be responsible for warranty labor for the time stated in the manufacturer's written warranty.

COST PROPOSAL

The cost of products and services is one of the factors that will be considered in awarding this contract. The information requested in this section is required to support the reasonableness of your cost proposal.

Please provide a detailed cost proposal on the Scope of Services, Furniture Specification and Description. Include all costs for furniture, shipping, delivery (including all transportation, packaging, crates, containers, insurance, duty and brokerage charges), installation and clean-up (including the removal of non-recycling and recycling waste materials which includes but is not limited to: dimensional and pallet wood, plastics, rigid foams, padding, and metals), related services and any other costs or fees that may be incurred in the performance of the Scope of Work. Delivery and Installation cost should be broken out. Should the respondent feel that after hours or weekend work will be required to complete the project on time, please make any necessary adjustments to your labor costs to reflect this possibility and, if applicable, include hourly overtime rates.

AWARD OF BID – REJECTION OF BID

NSDP reserves the right to accept bids all or in part. At the time of acceptance, NSDP also reserves the right to increase or decrease quantities of any item at the same price bid.

NSDP reserves the right to reject any or all bids or to accept any bid that in its judgment will be in the best interest of the general public. It is the intention to award contract to the lowest responsible bidder best meeting the requirements of the NSDP.

NAVAJO NATION SALES TAXES

All work performed within the NAVAJO NATION is subject to the 6% Navajo Sales Tax. On the invoice, the Contractor shall identify the physical location of all work performed. The Navajo Nation shall withhold, from each payment to the Contractor, 6% of the total invoice amount associated with work performed in the Navajo Nation. This amount reflects the Sales Tax due on such invoice amount. This 6% shall be transferred to the Office of the Navajo Tax Commission for the account of the Contractor. The Contractor will then indicate on the quarterly tax return required under the Navajo Sales Tax that this amount has previously been paid to the Office of the Navajo Tax Commission. It is hereby acknowledged that withholding amount pursuant to this section in no way removes responsibility from the Contractor as a taxpayer for timely filing of tax returns and timely payment of any amounts, which may be owed for taxes. GSA product is not subject to the Navajo Sales Tax.

CRITERIA FOR SELECTION

Vendors are advised that only complete proposals for all line-items specified will be accepted. Partial or incomplete proposals will void the proposal in its entirety. Each proposal will be reviewed and a determination will be made based on the following factors:

EVALUATION CRITERIA

Maximum Points:

Professional ability, capacity, and skill of the vendor to perform the work as outlined in Scope of Work – 20 point

Ability to perform work within time constraints without delay or interference – 10 point

Previous experience working in commercial office buildings – 5 point

Ability to meet specifications set forth in the Scope of Work – 10 point

Recommendations by references – 10 point

Conformity to provided base specification – 10 point

Availability of products- 5 point

Cost – 30 point

Total: 100 points

NSDP may conduct interviews with one or more finalists to determine the successful vendor.

NSDP's objective is to award the proposal to one vendor. All parties responding to this RFP do so at their own expense. NSDP assumes no responsibility or liability for costs associated with responding to this RFP.

NSDP may at any time during the evaluation process seek clarification from Proposers regarding any information contained within their proposal. Final scores for each Proposer will reflect a consensus of the evaluations:

Any attempt by a Proposer to contact a member of NSDP staff or selected advisors outside the RFP process, in an attempt to gain knowledge or an advantage, may result in disqualification of Proposer.

INSTRUCTIONS AND NOTIFICATIONS TO PROPOSERS

1. Potential agencies are advised to review all sections of this RFP carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
2. All costs associated with developing or submitting a proposal in response to this RFP, or to provide oral or written clarification of its content, shall be borne by the agency. NSDP assumes no responsibility for such costs.
3. All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.

4. Proposals misdirected to other locations, or that are otherwise not present at the NSDP by the submission deadline for any cause will be determined to be late and will not be considered. For the purposes of this requirement, the official time and date shall be that of the time clock in the reception area of the NSDP.

5. All proposals should identify the firm's proposed team, including those employed by subcontractors, if any, along with respective areas of expertise and relevant credentials. Firms should also provide a delineation of the portion of the scope of work for which each of these professionals will be responsible.

6. The purchase of services under an award made pursuant to this RFP will be contingent on the availability of funds and made at the discretion of NSDP.

7. Awarding this RFP is based on the Evaluation Criteria set forth in this RFP. Vendors are advised, however, that all materials and ideas submitted as part of this proposal and during the performance of any award shall be the property of and owned by NSDP, which may use any such materials and ideas.

ATTACHMENTS:

- CROWNPOINT WELLNESS CENTER FLOOR PLAN
- CROWNPOINT WELLNESS CENTER FURNITURE PROJECT DESCRIPTION/ITEM LISTINGS
- W-9 FORM
- NAVAJO NATION DEBARMENT, SUSPENSION AND ELIGIBILITY FORM

Description Listing:

1. Highback Task Chairs - 12
2. Stack Chairs with Arms 4-
3. Armless Chair – 9
4. Table with Casters 24"D x 48"W – 2
5. Conference Table 42"D x 96"W – 2
6. Breakroom Round Table 36"R - 2
7. End Table 24"D x 24"W x 17.5"H – 2
8. Table – 24"D x 60"W – 2
9. Table with locking casters 24" x 72"W - 13
10. Freestanding Ext. Curved Double Pedestal Workstation Desk with Drawer Lock - 10
11. Desktop Mount Privacy Screens 12"H x 66"W - 2
12. Bookcase 15"D x 36"W x 71"H - 2
13. Fixed Closed Shelf 4 Drawer Lateral Files with Locks 18"d X 36"w – 7
14. Fixed Closed Shelf 2 Drawer Lateral Files with Locks 18"d X 36"w – 2
15. Literature/Pamphlet Rack 5"D x 31.75W x 41"H - 2

**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

Request for Taxpayer Identification Number and Certification

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

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type.
See specific instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
2 Business name/disregarded entity name, if different from above:	
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
<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	Exempt payee code (if any) _____
<input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ Note: 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 not 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.	Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>
<input type="checkbox"/> Other (see instructions) ▶ _____	
5 Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)
6 City, state, and ZIP code	
7 List account number(s) here (optional)	

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.

Social security number					
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or					
Employer identification number					
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Part II Certification

Under penalties of perjury, I certify that:

1. 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
2. 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
3. I am a U.S. citizen or other U.S. person (defined below); and
4. 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.

Sign Here	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.

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.