

**REQUEST FOR PROPOSAL
BID NO. 23-08-3112LE**

Date: August 18, 2023

Project Title: Navajo Nation Division of Behavioral and Mental Health Services – Chinle Outpatient Treatment Center Furniture & Equipment

Project Schedule:

Advertisement of RFP	August 23, 2023 – September 6, 2023
On site pre-bid meeting	By Appointment Only
	<i>To schedule appointment, please call (928) 674-2589</i>
Requests for Information Due Date	September 13, 2023 by 5:00pm MST
Bid Due Date	September 22, 2023 by 5:00pm 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 Tanya Sheperd, Senior Programs & Projects Specialist – DBMHS/DOH at tlshperd@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 NO. 23-08-3112LE
CHINLE OTC FURNITURE AND EQUIPMENT PROJECT
DO NOT OPEN-BID PROPOSAL**

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 including cut sheets (if any).
5. Design (detailed plan depicting layout).
6. Detailed Proposed Schedule
7. Copies of licenses, certifications, 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.**
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 in Chinle or Window Rock, 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 Tanya Sheperd, Senior Programs & Projects Specialist for inquiries related to the project and other matters. Questions and responses will be shared with all respondents. Ms. Sheperd's email address is tsheperd@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
Chinle Outpatient Treatment Center Furniture and Equipment Project
BID NO. 23-08-3112LE

Division of Behavioral and Mental Health Services Chinle Outpatient Treatment Center has two modular buildings to furnish with furniture and equipment for workstations, group rooms, waiting area, breakroom, etc. in Chinle, Arizona. This RFP is requesting the consultant/vendor to provide and install all furniture, equipment and signage as described in this scope of work. To request the proposed floor plan contact Ms. Tanya Sheperd. We are requesting the consultant/vendor to complete installation of all components of this project. Vendor can complete and/or verify measurements on site during visit if requested.

BUILDING 5233

1. PSAC, TP, and CSI/Vacant Offices

- a. Three (3) U-shape private offices with:
 - L-shaped height adjustable desk with modesty panel and wire management
 - Power/USB power strip on top of worksurface and utility power underneath
 - Storage: one (1) Storage tower with wardrobe, shelves and BBF; under stationary work surface - one (1) two-high Lateral file and one (1) BBF Pedestal
 - Continuous stationary work surface across storage
 - Ergonomic task seating with bleach cleanable commercially rated vinyl
- b. Two (2) guest chairs with bleach cleanable commercially rated vinyl
- c. One (1) wall mounted tack board. Size: TBD
- d. One (1) wall mounted white board. Size: TBD

Audio/Visual Scope of Work:

- Provide and install sound masking/white noise to each office with individual volume control
- All system components within the building are network connected and management by control panel in IT room

2. CSI (office for 2 users)

- a. Two (2) L-shape workstations with:
 - Height adjustable desk, modesty panel and wire management
 - Power/USB power strip on top of worksurface and utility power underneath
 - Storage: one (1) 1.5-high Lateral file with laminate top and one (1) 1.5-high open Storage with laminate top. Hidden leg of height adjustable to be included in storage.
 - Workstations must be partitioned with a Mobile Divider

- Ergonomic task seating with bleach cleanable commercially rated vinyl
- b. One (1) guest chair with bleach cleanable commercially rated vinyl
- c. One (1) wall mounted tack board. Size: TBD
- d. One (1) wall mounted white board. Size: TBD

Audio/Visual Scope of Work:

- Provide and install sound masking/white noise to each office with individual volume control
- All system components within the building are network connected and management by control panel in IT room

3. CD Room

- a. One (1) private office with:
 - Height adjustable desk, modesty panel and wire management
 - Power/USB power strip on top of worksurface and utility power underneath
 - Storage: one (1) two-high Lateral file and one (1) Pedestal with laminate common top; one (1) five-high Bookcase
 - Ergonomic task seating with bleach cleanable commercially rated vinyl
- b. One (1) guest chair with bleach cleanable commercially rated vinyl
- c. One (1) wall mounted tack board. Size: TBD

Audio/Visual Scope of Work:

- Provide and install sound masking/white noise to each office with individual volume control
- All system components within the building are network connected and management by control panel in IT room

4. Group Room

- a. Two (2) flip-top tables with bar-gangers, cable management
- b. Storage: two (2) two-high Bookcases with laminate common top across
- c. Eight (8) stacking chairs with bleach cleanable commercially rated vinyl
- d. One (1) wall mounted tack board. Size: TBD
- e. One (1) wall mounted white board. Size: TBD

Audio/Visual Scope of Work:

- Provide and install (1 ea.) mobile audio/visual cart with the following items:
 - Commercial grade mobile cart to support 32-inch to 65-inch monitor
 - Commercial grade 55-inch television monitor
 - Poly STUDIO X50 (Camera / Soundbar combo) with Poly TC8 Touchscreen
 - Provide and install required mounting brackets, power distribution unit, cable whips (network / power / Audio-visual)
 - Provide and install required Zoom licenses.
- Provide and install all required Category 6 network cabling and audio/visual cabling to support Poly STUDIO X50 for a complete video teleconferencing system .
- Provide and install sound masking/white noise to this room with individual volume control
- All system components within the building are network connected and management by control panel in IT room

5. Reception and Lobby

- a. One (1) L-shaped panel wrapped reception desk with:
 - Standing height and ADA height transaction top
 - Separation screens that can be removed if needed.
 - Power must be added in the base of panel system as well as on top of the worksurface (Power/USB power strip)
 - Height adjustable desk with cable management
 - Power/USB power strip on top of worksurface and utility power underneath
 - Secondary worksurface for additional workspace
 - Laminate finish on outside (visitor) side of panels
 - 3" thick panel system used
 - Storage: under stationary work surface - one (1) Pedestal
 - Ergonomic task seating with bleach cleanable commercially rated vinyl
- b. Two (2) lounge seats with bleach cleanable commercially rated vinyl
- c. One (1) two-seater lounge sofa with bleach cleanable commercially rated vinyl
- d. One (1) square end table
- e. One (1) wall mounted tack board. Size: TBD
- f. Artificial Plant provided.

Audio/Visual Scope of Work:

- Provide and install sound masking/white noise to lobby space with individual volume control
- All system components within the building are network connected and management by control panel in IT room

6. Group Room 2

- a. Six (6) flip-top tables with bar-gangers, cable management
- b. Storage: two (2) two-high Bookcases with laminate common top across
- c. Twelve (12) stacking chairs with bleach cleanable commercially rated vinyl
- d. One (1) wall mounted tack board. Size: TBD
- e. Two (2) wall mounted white board. Size: TBD

Audio/Visual Scope of Work:

- Provide and install (1 ea.) mobile audio/visual cart with the following items:
 - Commercial grade mobile cart to support 32-inch to 90-inch monitor
 - Commercial grade 80-inch television monitor
 - Poly G7500 with Studio E70
 - Provide and install required mounting brackets, power distribution unit, cable whips (network / power / Audio-visual)
 - Provide and install required Zoom licenses
- Provide and install (1 ea.) Atlona Audio Amplifier to be connected to Poly G7500 system with required wiring to support complete system
- Provide and install (4 ea.) JBL Ceiling Commercial Grade ceiling speakers with required wiring placement to support complete system.

- Provide and install all required Category 6 network cabling and audio/visual cabling to support Poly G7500 and other devices, to include HMDI connection from conference room table.
- Provide and install sound masking/white noise to this room with individual volume control
- All system components within the building are network connected and management by control panel in IT room

7. Break Room

- Wall attached Upper Casework
- Wall attached Lower Casework with sink base and top
- Tops to be made from Solid Surface Corian. Side splash and backsplash to be included
- Sink and Faucet to be included as well
- Appliances – provide coffee maker, microwave and full-sized refrigerator/freezer

Audio/Visual Scope of Work:

- Provide and install sound masking/white noise to this room with individual volume control
- All system components within the building are network connected and management by control panel in IT room

8. Hallway

- One (1) two-seater bench with bleach cleanable commercially rated vinyl
- Two (2) two-high Storage cabinets with laminate common top
- Two (2) wall mounted tack board. Size: TBD
- One (1) wall mounted white board. Size: TBD

Audio/Visual Scope of Work:

- Provide and install sound masking/white noise to the hallways with individual volume control
- All system components within the building are network connected and management by control panel in IT room

9. Restrooms – Ladies and Mens

- Provide storage cabinet for supplies in both restrooms

BUILDING 5234

1. Outreach & RBHA 1 Offices

- Two (2) U-shape private offices with:
 - L-shaped height adjustable desk with modesty panel and wire management
 - Power/USB power strip on top of worksurface and utility power underneath
 - Storage: one (1) Storage tower with wardrobe, shelves and BBF; under stationary work surface - one (1) two-high Lateral file and one (1) BBF Pedestal
 - Continuous stationary work surface across storage
 - Ergonomic task seating with bleach cleanable commercially rated vinyl
- Two (2) guest chairs with bleach cleanable commercially rated vinyl
- One (1) wall mounted tack board. Size: TBD

- d. One (1) wall mounted white board. Size: TBD

Audio/Visual Scope of Work:

- Provide and install sound masking/white noise to each office with individual volume control
- All system components within the building are network connected and management by control panel in IT room

2. RBHA 2 and RBHA 3 Offices

- a. Two (2) U-shape private offices with:
 - L-shaped height adjustable desk with modesty panel and wire management
 - Power/USB power strip on top of worksurface and utility power underneath
 - Storage: one (1) Storage tower with wardrobe, shelves and BBF; under stationary work surface - one (1) two-high Lateral file and one (1) BBF Pedestal
 - Continuous stationary work surface across storage
 - Ergonomic task seating with bleach cleanable commercially rated vinyl
- b. Two (2) guest chairs with bleach cleanable commercially rated vinyl
- c. One (1) small round table for meetings of 2
- d. One (1) wall mounted tack board. Size: TBD
- e. One (1) wall mounted white board. Size: TBD

Audio/Visual Scope of Work:

- Provide and install sound masking/white noise to each office with individual volume control
- All system components within the building are network connected and management by control panel in IT room

3. ASO Office

- a. One (1) U-shape private offices with:
 - L-shaped height adjustable desk with modesty panel and wire management
 - Power/USB power strip on top of worksurface and utility power underneath
 - Storage: under stationary work surface - one (1) two-high Lateral file; two (2) five-high Storage cabinets with adjustable shelves
 - Ergonomic task seating with bleach cleanable commercially rated vinyl
- b. One (1) guest chair with bleach cleanable commercially rated vinyl
- c. One (1) wall mounted tack board. Size: TBD
- d. One (1) wall mounted white board. Size: TBD

Audio/Visual Scope of Work:

- Provide and install sound masking/white noise to each office with individual volume control
- All system components within the building are network connected and management by control panel in IT room

4. Lobby

- a. One (1) L-shaped panel wrapped reception desk with:
 - Standing height and ADA height transaction top

- Separation screens that can be removed if needed.
 - Power must be added in the base of panel system as well as on top of the worksurface (Power/USB power strip)
 - Height adjustable desk with cable management
 - Power/USB power strip on top of worksurface and utility power underneath
 - Secondary worksurface for additional workspace
 - Laminate finish on outside (visitor) side of panels
 - 3" thick panel system used
 - Storage: under stationary work surface - one (1) Pedestal
 - Ergonomic task seating with bleach cleanable commercially rated vinyl
- b. Three (3) guest chairs with bleach cleanable commercially rated vinyl
 - c. One (1) wall mounted tack board. Size: TBD
 - d. Artificial Plant provided.

Audio/Visual Scope of Work:

- Provide and install sound masking/white noise to the lobby with individual volume control
- All system components within the building are network connected and management by control panel in IT room

5. Maintenance/Security

- a. One (1) workstation with:
 - Height adjustable desk and cable management
 - Heavy duty worksurface for repairs and heavy use
 - Power/USB power strip on top of worksurface and utility power underneath
 - Storage: one (1) Mobile Pedestal and one (1) wall-mounted overhead
 - Ergonomic task seating with bleach cleanable commercially rated vinyl
- b. Two (2) adjustable height benching workstations
 - Power/USB power strip on top of each worksurface and utility power underneath
 - Storage: one (1) Mobile Pedestal per station
 - Ergonomic task seating with bleach cleanable commercially rated vinyl
- c. Storage: two (2) six-high Storage cabinets
- d. One (1) wall mount whiteboard. Size: TBD

Audio/Visual Scope of Work:

- Provide and install sound masking/white noise to each office with individual volume control.
- All system components within the building are network connected and management by control panel in IT room

6. Conference Room / Lounge / Meeting Space

- a. Six (6) flip-top tables with bar-gangers and cable management
- b. Storage: 3 (three) 6-shelf high storage cabinets that lock for storage
- c. Sixteen (16) stacking chairs with bleach cleanable commercially rated vinyl
- d. One (1) wall mounted tack board. Size: TBD

- e. Three (3) wall mounted white boards. Size: TBD
- f. Kitchen space: Wall attached Upper Casework
- g. Kitchen Space: Wall attached Lower Casework with sink base and top. Solid surface tops made from Corian for countertops
- h. Sink and Faucet to be provided in kitchen space
- i. Coffee Bar: Wall attached Lower Casework with mini fridge opening and top with trash cut-out. Solid Surface Corian for countertops in coffee bar space as well.
- j. Appliances – For Kitchen space: Full Sized Refrigerator/Freezer, Microwave, Air Fryer, Warming Plate. For Coffee Bar space: Coffee Maker and Mini-Beverage Fridge. Coordinate size with counter so fridge can be under the counter.
- k. Provide Trashcan at coffee bar under cutout in counter.

Audio/Visual Scope of Work:

- Provide and install (1 ea.) mobile audio/visual cart with the following items:
 - Commercial grade mobile cart to support 32-inch to 90-inch monitor
 - Commercial grade 80-inch television monitor
 - Poly G7500 with Studio E70
 - Provide and install required mounting brackets, power distribution unit, cable whips (network / power / Audio-visual)
 - Provide and install required Zoom licenses.
- Provide and install (1 ea.) Atlona Audio Amplifier to be connected to Poly G7500 system with required wiring to support complete system
- Provide and install (4 ea.) JBL Ceiling Commercial Grade ceiling speakers with required wiring placement to support complete system.
- Provide and install all required Category 6 network cabling and audio/visual cabling to support Poly G7500 and other devices, to include HDMI connection from conference room table.
- Provide and install sound masking/white noise to this room with individual volume control
- All system components within the building are network connected and management by control panel in IT room

7. Storage/UA Supplies

- a. Wall attached Upper Casework
- b. Wall attached Lower Casework and top with trash cut-out. Counters made with Solid Surface Corian. Provide Trashcan under cutout. Size appropriately to fit in cabinet.
- c. One (1) workspace with:
 - One (1) counter height 4-leg table
 - One (1) Pedestal
 - Ergonomic task stool with bleach cleanable commercially rated vinyl
- d. Storage: four (4) six-high Storage cabinets

Audio/Visual Scope of Work:

- Provide and install sound masking/white noise to each office with individual volume control
- All system components within the building are network connected and management by control panel in IT room

8. Restroom
 - a. One (1) storage cabinet for supplies
9. Hallway
 - a. Two (2) wall mounted tack board. Size: TBD
 - b. One (1) wall mounted white board. Size: TBD

Audio/Visual Scope of Work:

- Provide and install sound masking/white noise to each hallway with individual volume control
- All system components within the building are network connected and management by control panel in IT room

General notes and requirements

- Ergonomic task seating – casters must accommodate flooring type, bleach cleanable commercially rated vinyl
- Warranties on all the furniture; durability
- ADA requirements for all spaces
- All the keys for all the storage must be Master keys – facilities would be able to unlock in case of missing keys
- Cord management on all workstations

Also, need to include:

- Sound Masking – part of AV SOW in all areas within the buildings
- Signage for all- Include Interior signage for each office and wayfinding. For the exterior parts of the building, 2 monument signs for each building, Door entrance signage, parking signs and wayfinding signs.

End Scope of Work