

**REQUEST FOR PROPOSAL  
FOR JANITORIAL SERVICES FOR KARIGAN PROFESSIONAL OFFICE  
COMPLEX  
BID NO. 22-05-2816KS**

**PART I**

**INFORMATION ONLY, A RESPONSE TO THIS SECTION IS NOT REQUIRED**

- A. **ISSUING OFFICE:** This Request for Proposal (RFP) is issued by the Division of Economic Development (DED), Navajo Nation, P.O. Box 663, Window Rock, Arizona. The contact person for this RFP is Joe Clyde, Jr., Building Maintenance Supervisor, Karigan Professional Office Complex (KPOC).
- B. **PURPOSE:** This RFP provides prospective respondents with sufficient information to enable them to prepare and submit proposal for consideration.
- C. **SCOPE:** This RFP contains the instructions governing the proposal to be submitted and the material to be included therein; mandatory requirements which must be met to be eligible for consideration; and other requirements to be met by each proposal.
- D. **PROCUREMENT OF RFP:**  
This procurement shall be conducted in accordance with all applicable Navajo Nation laws and regulations including the Navajo Business Opportunity Act. All applicable rules, regulations, and laws shall also be followed. Prospective respondents shall familiarize themselves with Navajo Nation regulations prior to submitting responses to this RFP, and may request a copy of Navajo Nation procurement regulations from the Building Maintenance Supervisor at any time up to the due date for Proposals.
- E. **SCHEDULE OF ACTIVITIES:**
- |  | <b>DEADLINE:</b>                    |
|--|-------------------------------------|
| 1. Public Advertisement  | May 23, 2022                        |
| 2. Proposals will be sent to Priority 2 preference listing                                       | May 23, 2022                        |
| 3. Prospective respondent's written question deadline<br>(No questions accepted after this date) | June 02, 2022                       |
| 4. Responses to questions  | June 03, 2022                       |
| 5. Due date for proposals  | June 17, 2022<br><b>4 p.m. MDST</b> |
| 6. Opening of proposals and evaluation by<br>Review Team   | June 29, 2022                       |
| 7. Award date for contract<br>Pending Legislative Review-164 process                             | September 01, 2022                  |
- F. **INQUIRIES:** Prospective respondent's shall make written questions concerning this RFP to obtain clarification of requirements through e-mail Joe Clyde, Jr., Building Maintenance Supervisor at (928) 871-7394 and/or [jclyde@navajo-nsn.gov](mailto:jclyde@navajo-nsn.gov) No inquiries

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will be accepted after the inquiry deadline listed in paragraph E(3). NOTE: Inquires shall reference Janitorial Services for KPOC Bid Number No. 22-05-2816KS

- G. **ADDENDUM OF SUPPLEMENT TO THIS REQUEST FOR PROPOSALS:** In the event that it becomes necessary to revise any part of this RFP, an addendum will be issued.
- H. **PROPOSAL SUBMISSION:** Proposal must be received on or before 4:00 p.m., June 17, 2022 (MDST). Respondents who are mailing their proposals should allow sufficient time for mail delivery to insure receipt by the time specified. If mailed, it is recommended that proposals be sent by certified mail to the address indicated on the cover sheet of the RFP. No electronic submittals. Late proposal will not be accepted.
- I. **FOUR SETS OF PROPOSAL ARE REQUIRED:** Four sets of the proposal must be delivered in a sealed envelope. The outside of the envelope should be clearly marked with the project name- “Janitorial Services for KPOC Bid Number No. 22-05-2816KS” – and the name and address of the firm submitting the proposal.

**Proposal Format:**

Bidders shall provide information in the following format:

Part A. Written Proposal

- Section 1: Cover Letter and Bidder overview\*
- Section 2: Company Credentials, Qualification and Staff Resume
- Section 3: Building Inventory Assessment Experience
- Section 4: List of similar services provided to other clients on Navajo Nation in proportion to requested services for the last five years.
- Section 5: Signed W-9 Form and Suspension/Debarment Form
- Section 6: Certification of Insurance

Part B. Cost Proposal (Sealed separately in envelope)

State total cost for Part II(C) and for each optional services, if necessary.

**\*Bidders must include a statement in Cover Letter (Section 1) that they agree to terms of the sample Navajo Nation contract template (see attached).**

- J. **COST PROPOSAL:** Cost proposals shall be sealed separately. Only when the bidders have met the minimum qualification will the cost proposals be opened. If bidder fails to submit cost separately from proposal will result in the bidder deemed non-responsive.

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- K. **REJECTION OF PROPOSALS:** DED reserves the right to reject any and all proposals. This RFP may be canceled at any time and all proposals may be rejected in whole or in part when the DED determines it is in the best interest of the Navajo Nation.
- L. **PROPRIETARY INFORMATION:** Any restriction 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 procurement procedures. Each and every page of the proprietary material must be labeled or identified with the word “proprietary”.
- M. **RESPONSE MATERIAL OWNERSHIP:** All material submitted regarding this RFP shall become property of The Navajo Nation and will not be returned to the bidder. Responses received will be retained by DED and may be reviewed by any person after final selection has been made, subject to paragraph L above. DED has the right to use any or all system ideas presented in reply to this RFP, subject to limitations in paragraph L above. Disqualification or non-selection of a bidder or proposal does not eliminate this right.
- N. **INCURRING COSTS:** DED is not liable for any cost incurred by the Consultant prior to issuance of a contract.
- O. **ACCEPTANCE TIME:** DED intends to make a selection within five (5) working days after the opening date for receipt of proposals.
- P. **SUFFICIENT APPROPRIATION:**  
A contract awarded as a result of this RFP is contingent upon the availability of funds. A contract may be terminated or reduced in scope if sufficient funds do not exist. Sending written notice to the Consultant shall effect such termination or reduction in scope. The DED decision to terminate or reduce the scope due to insufficient appropriations shall be accepted as final by the Consultant.
- Q. **EVALUATION PROCEDURES AND CRITERIA.**
1. An evaluation team will judge the proposals received in accordance with the general criteria used herein. The team may request oral presentations and each bidder should be prepared to provide any additional information the team feels necessary for the fair evaluation of proposals.
  2. Failure of a bidder 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 bidder to the execution of a contract.

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3. The sole objective of the review team will be to select the bidder who is most responsive to the needs of DED. The specifications in this RFP represent the minimum performance necessary for a response. On the basis of the evaluation criteria established in this RFP the review team will select and recommend the bidder who best meets this objective. If there is only one bidder, the DED may elect to evaluate the RFP solely.
4. Evaluation Criteria: The following criteria will be used by an adhoc committee in the selection process for contract award. Each proposal will be evaluated to determine the best opportunity for DED.

Qualifying Point Criteria:

- a. Company Credentials & qualifications in performing the services sought. 0-10 points
- b. Resume or other description of qualifications of relevant experience and knowledge. 0-15 points
- c. Responsiveness to Scope of Work 0-25 points
- d. List of similar services provided to other clients on Navajo Nation in proportion to requested services for the last five years. 0-10 points
- e. Navajo Nation vendor, Priority 1 or 2 0-10 points

Subtotal, possible points 70\*

\*Must obtain a minimum of 50 points to qualify for opening of cost proposal. Otherwise, the bidder is disqualified.

Cost Point Criteria:

- f. Delivery of all services at a reasonable cost. 0-30 points

Total possible points=100

- R. **STANDARD CONTRACT:** The Navajo Nation reserves the right to incorporate standard contract provision into any contract negotiations as a result of a proposal submitted in response to the RFP (see attached contract template).
- S. **TAX:**  
All appropriate taxes should be included in cost of services including the Navajo Sales Tax.

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All work performed within the territorial jurisdiction of the Navajo Nation is subject to the Navajo Sales Tax of 6% (24 N.N.C. Section 601 et. seq.).

T. **TERM:** The term of this contract will be negotiated from one (1) to three (3) years.

U. **SOVEREIGNTY:** The Navajo Nation will not relinquish any of its sovereignty rights.

V. **COMPLIANCE WITH LAWS AND REGULATIONS:**

The selected Consultant shall comply with all Federal, Tribal, State, and Local laws, regulations and Navajo Nation rules and policies pertaining to work under its charge, and shall, at its expense, procure any permits that may be required.

W. **INDEMINIFICATION:**

To the fullest extent permitted by law, or as otherwise defined in the Contract, the successful Consultant shall indemnify and hold harmless the Navajo Nation and its officials, employees and agents from and against all claims, liens or demands that result in losses, liabilities, defense costs and expenses (including but not limited to attorney's fees and costs of litigation) arising out of the term, conditions and performance under the contract. The Consultant further agrees to indemnify and hold harmless the Navajo Nation, its agents, or employees, against claims or liability arising from or based upon the violation of any federal, state, county, city, or other applicable laws, bylaws, ordinances, or regulations by the Consultant, its agents, associates, or employees.

The indemnification provided above shall obligate the Consultant to defend at its own expense or to provide for such defense, at the Navajo Nation's option, of any and all claims of liability and all suits and actions of every name and description that may be brought against the Navajo Nation which may result from the operations and activities under any Contract resulting from this RFP.

The award of this Contract to the Consultant shall obligate the Consultant to comply with the foregoing indemnity provision.

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**PART II**

**A. BACKGROUND**

The DED main purpose is to create an environment that is conducive to promoting and developing businesses in the Commercial, Tourism, Industrial, Small Business, and other sectors of the Navajo Nation economy, thereby creating jobs and business opportunities.

The central headquarters for DED is located in the KPOC at 100 Taylor Road, St. Michaels, AZ. This two-story building houses a number of DED offices along with other non-DED tenants. DED is seeking bids for janitorial services for this 25,000 square foot building.

**B. RESPONDENT REQUIREMENTS:**

All respondents must have, as a minimum, the capabilities listed herein and the bid proposals submitted must reflect in detail the inclusion of these services as well as the degree of expertise in utilizing these capabilities.

**C. SCOPE OF SERVICES WILL CONSIST OF THE FOLLOWING:**

Intent of the Specifications

It shall be the intent of these specifications to cover the furnishing of all labor, supervision, equipment and supplies (excluding restroom supplies), necessary to provide janitorial services to the customer's facility.

1. Nightly Janitorial Services (Monday through Friday, excluding holidays)

**ADD TIME FRAME AND HOURS HERE**

Building closed at 5:30 p.m. for normal work day. Janitorial Services from 5:00 p.m. to 8:00 p.m..

Office Areas:

- Empty all trash receptacles and replace liners as required.
- Trash receptacles shall be kept clean, odor free, free of dirt, dust, debris, residue, and spilled material.
- Remove all collected trash to a designated area.
- Vacuum all carpeted areas.
- Using an approved solution and method, spot clean carpeted areas where needed.

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- Dust horizontal building ledges, uncluttered work surfaces, furniture surfaces, and fixtures.
- All furniture is to be dusted with specially treated dust cloths to ensure a dust-free environment with no marks or fingerprints on surfaces.
- Spot clean fingermarks, smudge marks, etc. from building and furniture surfaces, fixtures, partitions, glass surfaces and doors.
- Police litter from floors, planters, and ledges.
- Rearrange furniture as required.
- Damp wipe with disinfectant cleaner all counter tops and sinks at coffee stations and break rooms. Sweep and damp mop non-carpeted floors.
- Floors, base moldings, and grout shall be clean, slip-resistant, and free of debris, including dirt, water, streaks, mop marks, string, gum, tar, and other foreign matter.
- Surfaces, baseboards, and corners shall be clean and dry
- Spray buff non-carpeted floors to restore a uniform gloss and protective finish.
- Detail clean break rooms including, but not limited to, floors, tabletops, chairs, counters, cabinets, microwave ovens, refrigerators, and vending machines.
- Metal surfaces, including moldings, ledges, hand rails, grills, doors, door knobs, door frames, kick plates, etc. shall be free of dust, streaks, spots, hand marks, and smudges.
- All glass surfaces will be cleaned and free of dirt, grime, and streaks.
- Dust and clean vending machines.
- Dust and clean the exterior of all directories.
- Comply with Owner's regulations for commercial recycling

Common Area Maintenance

- Sweep and damp mop building entrances and spot clean all interior and exterior door glass, side glass, door frames, and hardware for each public entrance.
- Vacuum, spot clean/shampoo non-permanent stains, spills, etc. from all walk-off mats and runners. Machine scrub (with auto scrubber) all common area corridors on 1st floor, including Main Lobby, to remove soil and stains.
- Detergent solution left on the floor surface because of turns made during auto scrubbing shall be promptly wet mopped to remove detergent solution.
- Empty trash receptacles and replace liners as required.
- Vacuum all carpeted floors.
- Using an approved solution and method, spot clean carpeted areas where needed.
- Clean and disinfect drinking fountains.
- Spot clean all walls, light switches, and doors as needed.

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- Dust horizontal building and furniture surfaces
- Police litter from floors, planters, and ledges.
- Clean elevator cars, including floors, walls, switch panels, and tracks.
- Elevator door, frame work, and all bright metal will be polished regularly.
- Remove graffiti from all interior surfaces.
- Stairways, landings, railings, risers, doors, and surrounding areas shall be cleaned and free of dirt, dust, litter, and debris.
- Detail conference room/kitchen area floors, tabletops, chairs, counters, cabinets, microwave ovens, refrigerators, and vending machines.
- Sweep, damp mop, and machine scrub kitchen floors (including those areas which can be made accessible by the removal of movable furnishings), using an approved degreaser.
- Keep janitor's closets/slop sink rooms in a neat and orderly condition.

Restrooms

- Empty trash receptacles.
- Clean and disinfect trash receptacles.
- Replace all trash receptacle liners.
- Refill dispensers (soap, paper towels, toilet tissue, and seat covers – materials furnished by Owner). Clean and disinfect all toilet bowls, sinks, and urinals.
- Wipe all counters, polish chrome, wipe partitions (both sides), and spot clean walls.
- Sweep and wet mop floors.
- Clean mirrors.
- Wipe clean cove bases.
- De-scale toilet bowls as required using a crème cleanser and bowl brush to remove mineral buildups. Machine scrub floors to remove build-up of dirt and grime.

Front Gate

- At end of shift, close and secure padlock on the main entrance gate.

2. Monthly Janitorial Services Office Areas

- Dust all chair and table legs and rungs, baseboards, and moldings.
- Detail vacuum corners and edges.
- Dust and wash all venetian blinds.
- Dust all surfaces above normal-reach including partitions, file cabinets, shelves, pictures, and similar wall hangings.
- Vacuum all fabric covered office furniture.



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- Restrooms Dust and wash all exhaust and return air grills.
- Corridors Dust all surfaces above normal-reach including sills, ledges, moldings, shelves, door frames, elevator frames, pictures, and vents.
- Dust all surfaces below normal-reach including baseboards, ledges, moldings, etc.

3. Quarterly Janitorial Services

- Wash all lighting fixtures.
- Wash all air grills.
- Vacuum and maintain window coverings in all public and office areas of the building.

4. Semi-Annual Janitorial Services

- Strip and refinish all vinyl tile flooring, applying at least 3-coats of floor finish to all areas.

5. Annual Janitorial Services

- Shampoo all carpeting using the water extraction method.
- All stained areas will be pre-treated with a spot cleaning solution.
- After shampooing and drying time, the carpet will be vacuumed following a pattern which will give the carpet pile a uniform appearance.