

NAVAJO NATION DIVISION OF HEALTH

Navajo Food Distribution Programs is requesting Proposal for Vendors to collect and dispose of garbage at 8 warehouse locations.

RFP RE-BID NO.: 23-09-3127GC
BID OPENING DATE: 10/23/2023 @ 8:00 AM
DUE DATE: 11/10/2023 @ 5:00 PM

Description: The Navajo Food Distribution Program (NFDP) is looking for local Vendor to collect and dispose of garbage at Eight (8) Warehouse Locations. NFDP has Warehouses in 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 RE-BIDS CLEARLY MARKED TO:

DO NOT OPEN: RFP Re-Bid# 23-09-3127GC- for Vendor to collect and dispose of our garbage at 8 NFDP4 warehouse locations.

Proposal/ RE-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 1 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 November 10, 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 October 23, 2023 through November 10, 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 November 10, 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 by Friday, November 10, 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. Also please sent a notice of Bid submission to Contact person.

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 Proposal for Vendor to collect and dispose of garbage at 8 warehouse locations.**”, Re-Bid Number (23-09-3127GC) DO NOT OPEN, and *the name and address of 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 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. 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

Facility Overview:

The Navajo Nation Food Distribution Program has 8 Warehouse located in various parts of the Navajo Nation. We have been assisting Navajo families across the reservation for more than 50 Years. Our Warehouse's have fences around, the areas where our dumpsters will be located. The physical addresses of the warehouses are listed below:

Food Distribution Warehouse:	Physical Location:
1. Crownpoint FD Warehouse	Coal Canyon/Sand Piper, Crownpoint, NM
2. Fort Defiance FD Warehouse	N. Rt 12 East NTUA 50 Yrds to Building #2863, Fort Defiance, AZ
3. Mexican Springs FD Warehouse	Route 30, Mexican Springs Junction off of US Hwy 491, Mexican Springs, NM
4. Kirtland FD Warehouse	4080 Highway 64, Kirtland, NM
5. Leupp FD Warehouse	Bldg. # 1384-Hwy route 15, Leupp, AZ
6. Teec Nos Pos FD Warehouse	5114 NN Road Highway 160 Build #3914, TeecNosPos, AZ
7. Tuba City FD Warehouse	120 Edge Water Drive, Tuba City, AZ

The contract will be to provide waste disposal service to each of the 8 warehouses and there offices that are on site. Only, Crownpoint FD warehouse has an office building that stands alone However, its within the same lot.

SERVICES TO BE PROVIDE BY CONTRACTOR

General Requirements:

The Contractor is responsible for equipment, transportation and satisfactorily managing, supervising, and performing effective waste disposal services to the above name facilities in accordance with all applicable Navajo policies and procedures. The Contractor will be required to be licensed and bonded to provide services in Arizona and in New Mexico. The contractor shall abide by all environmental laws.

Waste Removal Scope:

- The contractor is responsible for obtaining all local, State and federal licenses and permits required for the work described herein.
- Provide Trash Removal services at the Eight (8) food Distribution warehouses
- Provide an 8 Yard Dumpster at all 8 warehouse locations.

- Pick-up and Empty containers as needed or as directed by the Warehouse Supervisor (typically once a Week). Pick Ups shall be performed within 24 Hours of request by Warehouse Supervisor.
- Provide additional pick ups as requested by the Warehouse Supervisor, or designee.

Pricing:

Contract Pricing: Pricing on this contract is based on monthly rental of containers and service fees for each container pick-up. These fees must be inclusive of all transportation, materials, labor and other cost and must be fixed for at least the initial duration of a service agreement. The monthly fees, will include all planning, monitoring, communications, training, controls, recommendations, evaluation, record-keeping and any other aspects of services provided.

Payments:

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

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 bonded 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 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 Twelve (12) Months, October, 2023 to September, 2024. This contract will be negotiable; however, it will require mutual agreements between both Navajo Food Distribution and selected contractor.

Billing and Payments:

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