

# REQUEST FOR PROPOSALS

---

PROPOSAL DUE DATE : 5:00 p.m. MDST October 30, 2023

DESCRIPTION : The Klagetoh Chapter is seeking Request for Proposals (RFP) to perform (13) bathroom electrical installation, (2) complete house wiring and (2) house for rewire.

BID NUMBER : RFP BID NO. 23-10-3148 KS

CONTACT PERSON : Clarence Chee  
Community Service Coordinator  
Email: [cchee@nnchapters.org](mailto:cchee@nnchapters.org)  
Phone Number: (928) 652-2700  
Direct Number: (928) 652-2700  
FAX Number: (928) 652-2701

## RETURN RESPONSES TO

Mailing Address : The Navajo Nation  
Klagnetoh Chapter  
Unit 42 HC58 Box 90  
Ganado, Arizona 86505  
Attn: Clarence Chee  
RFB Bid No. 23-10-3148 KS

Physical Address : Klagnetoh Chapter  
US HWY 191 Milepost 397  
Klagnetoh, Arizona 86505  
Attn: Clarence Chee  
Bid No. 23-10-3148 KS

**Please Submit Four (4) sets of your Proposal**

---

**REQUEST FOR PROPOSAL**  
**FOR (13) BATHROOM ELECTRICAL INSTALLATION**  
**(1) HOME REWIRE AND (2) HOME COMPLETE ELECTRICAL WIRING**  
**RFP BID NO. 23-10-3148 KS**

**SECTION I**

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

- A. **ISSUING OFFICE:** This Request for Proposal (RFP) is issued by the Klagehoh Chapter, Unit 42 HC 58 Box 90 Ganado, Arizona 86505. The contact person for this RFP is Clarence Chee, Community Service Coordinator.
- B. **PURPOSE:** This RFP provides prospective respondents with sufficient information to enable them to prepare and submit a proposal for consideration.
- C. **SCOPE:** This RFP contains the instructions governing the proposal to be submitted and the material to be included therein, the 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 regulations, rules, and laws shall be followed. Prospective Vendors shall familiarize themselves with the Navajo Nation regulations prior to submitting responses to this RFP and may request a copy of the Navajo Nation procurement regulations from the Division of Community Development (DCD) Administration at any time up to the Deadline of Proposals.
- E. **SCHEDULE OF ACTIVITIES:**
- |  | <b>DEADLINE:</b>                        |
|--|---|
| 1. Public Advertisement Begins   | November 27, 2023                       |
| 2. Proposals will be sent to vendors on our current listing                | November 27, 2023                       |
| 3. Prospective respondent's written question (inquiry) deadline            | December 11, 2023                       |
| 4. Responses to questions  | December 12, 2023                       |
| 5. Advertisement Closing   | December 15, 2023                       |
| 6. Due Date for Proposals  | December 15, 2023<br><b>5 p.m. MDST</b> |
| 7. Opening of proposals and evaluation by Review Team on or by             | December 21, 2023                       |
| 8. Award date for contract on or by Pending Legislative Review-164 process | January 8, 2024                         |
- F. **INQUIRES:** Prospective respondents shall submit written questions concerning this RFP to obtain clarification of requirements by e-mail to Clarence Chee, Community

**REQUEST FOR PROPOSAL**  
**FOR (13) BATHROOM ELECTRICAL INSTALLATION**  
**(1) HOME REWIRE AND (2) HOME COMPLETE ELECTRICAL WIRING**  
**RFP BID NO. 23-10-3148 KS**

Service Coordinator at [cchee@nnchapters.org](mailto:cchee@nnchapters.org). No inquires will be accepted after the Inquiry Deadline listed Section E. NOTE: Inquires shall reference the scope of work regarding electrical house and bathroom wirings.

- G. **SUPPLEMENTAL ADDENDUM 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:** Proposals must be received on or before 5:00 p.m., November 28, 2023 (MST). Respondents who are mailing their proposals should allow sufficient time for mail delivery to ensure receipt by the time specified. If mailed, it is recommended that proposals be sent “certified” to the address indicated on the cover sheet of the RFP. No electronic standards. Late proposals will not be accepted.
- I. **FOUR SETS OF PROPOSALS ARE REQUIRED:** Four sets of proposals must be delivered in a sealed envelope. The outside of the envelope should be clearly marked with the project name – “Klagetoh Electrical Installation RFP BID No. 23-10-3148” – and the name and address of the firm submitting the proposal.

**Purpose Format:**

Bidders shall provide information in the following format:

Part A. Written Proposal

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

Part B. Cost Proposal (Sealed separately in envelope)

- g. State total cost for Part I and for each optional services in Part II.

Part c. Optional Services (Sealed separately in envelope)

- h.
- i.
- j.

**REQUEST FOR PROPOSAL**  
**FOR (13) BATHROOM ELECTRICAL INSTALLATION**  
**(1) HOME REWIRE AND (2) HOME COMPLETE ELECTRICAL WIRING**  
**RFP BID NO. 23-10-3148 KS**

**\*Vendors must include a statement in Cover Letter (Section I) that they agree to terms of the sample Navajo Nation Contract Template (see attached).**

- J. **COST PROPOSAL:** Cost proposals shall be sealed separately and not be a part of the proposal. Only when respondents have met the minimum qualifications will the cost proposals be opened. If the respondent fails to submit the costs separately from proposal, it will result in the respondent being deemed “non-responsive”.
- K. **REJECTION OF PROPOSALS:** Klagetoh Chapter 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 Klagetoh Chapter Community Service Coordinator 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 purchasing procedures. Each and every page of the propriety 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 respondent. Responses received will be retained by Klagetoh Chapter and may be reviewed by any person after the final selection has been made, subject to paragraph L above. Klagetoh Chapter 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 respondent or a proposal does not eliminate this right.
- N. **INCURRING COSTS:** Klagetoh Chapter is not liable for any costs incurred by the respondents prior to issuance of a contract.
- O. **ACCEPTANCE TIME:** Klagetoh Chapter intends to make a vendor selection within a reasonable time frame after the closing date for receipt of proposals.
- P. **SUFFICIENT APPROPRIATION:** A contract awarded as a result of this Request for Proposals 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 Vendor shall affect such termination or reduction in scope. The Division of Community

**REQUEST FOR PROPOSAL**  
**FOR (13) BATHROOM ELECTRICAL INSTALLATION**  
**(1) HOME REWIRE AND (2) HOME COMPLETE ELECTRICAL WIRING**  
**RFP BID NO. 23-10-3148 KS**

Development (DCD) Division Director's decision to terminate or reduce the scope due to insufficient appropriations shall be accepted as final by the Vendor.

**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 by respondents. Respondents should be prepared to provide any additional information that the team feels is necessary for the fair evaluation of proposals.
2. Failure of a respondent to provide any information requested in the RFP will result in the disqualification of the proposal. All proposals must be endorsed with the signature of a responsible official having the authority to bind the respondent to the execution of a contract.
3. The sole objective of the review team will be to select the respondent who is most responsive to the needs of Klagetoh Chapter. The specifications in the 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 respondent who best meets the objective. If there is only one responsive bid, the DCD Division Director may elect to evaluate the RFP solely.
4. Evaluation Criteria: The following criteria will be used by an ad hoc committee in the selection process for a contact award. Vendors and proposals will be evaluated to determine the best opportunity for Klagetoh Chapter.

Qualifying Point Criteria:

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

**REQUEST FOR PROPOSAL**  
**FOR (13) BATHROOM ELECTRICAL INSTALLATION**  
**(1) HOME REWIRE AND (2) HOME COMPLETE ELECTRICAL WIRING**  
**RFP BID NO. 23-10-3148 KS**

- e. Navajo Nation vendor, Priority 1 or 2 0-10 points

Subtotal, possible points 80\*

\*Must obtain a minimum of 35 points to qualify for opening of the cost proposal. Otherwise, the respondent is disqualified

Cost Point Criteria:

- f. Delivery of all services at a reasonable cost. 0-20 points

Total possible points = 100

- R. **STANDARD CONTRACT:** The Navajo Nation reserves the right to incorporate a 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 the cost of services including the Navajo Sales Tax. All work performed within the territorial jurisdiction of the Navajo Nation is subject to a Navajo Sales Tax rate of 6% (24 N.N.C Section 601 et. seq.).
- T. **TERM:** The term of this contract will be for a period of six (6) months from date of award.
- U. **SOVEREIGNTY:** The Navajo Nation will not relinquish any of its sovereign rights. The Navajo Nation is a sovereign government and all contracts entered into because of the RFP shall comply with the Navajo Nation laws, rules, and regulations, the Navajo Business Opportunity Act and including the Navajo Preference in Employment Act, and applicable federal law, rules, and regulations.
- V. **CERTIFIED NAVAJO BUSINESS:** Must provide proof that the business is currently certified by the Navajo Nation's Business Regulatory Department and is prioritized under the Navajo Nation Council Resolution CAP-37-02 and under the Section 204 9A (1) and (2) of the revised Navajo Nation Business Opportunity Act.
- W. **COMPLIANCE WITH LAW AND REGULATIONS:** The successfully Vendor 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.

**REQUEST FOR PROPOSAL**  
**FOR (13) BATHROOM ELECTRICAL INSTALLATION**  
**(1) HOME REWIRE AND (2) HOME COMPLETE ELECTRICAL WIRING**  
**RFP BID NO. 23-10-3148 KS**

- X. **PAYMENT:** The payment procedures established by the Division of Finance shall be adhered to and are to begin whenever Goods or Services are delivered and accepted.
- Y. **INDEMINIFACTION:** To the fullest extent permitted by law, or as otherwise defined in the contract, the successful Vendor 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 Vendor further agrees 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 Vendor, its agents, associates, or employees. The indemnification provided above shall obligate the Vendor 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 the RFP. The award of this Contract to the Vendor shall obligate the vendor to comply with the forgoing indemnity provision

**SECTION II**  
**SCOPE OF WORK**

**A. BACKGROUND**

The mission of the Division of Community Development is to provide optimal support services to the Navajo Government. This is accomplished by continuing and maintaining the NN Fiscal Recovery Fund Department, the NN Rural Addressing Authority, the Community Housing & Infrastructure Department, the Community Development Block Grant, the Housing Improvement Program, the Capital Project Management Department, and the Administrative Service Office. The Navajo Nation government has a number of Chapter Houses throughout the Navajo reservation spanning 4 states (Arizona, Colorado, Utah and New Mexico). The Division of Community Development desires to have Klagetoh Chapter serve the community's needs.

**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.

**REQUEST FOR PROPOSAL**  
**FOR (13) BATHROOM ELECTRICAL INSTALLATION**  
**(1) HOME REWIRE AND (2) HOME COMPLETE ELECTRICAL WIRING**  
**RFP BID NO. 23-10-3148 KS**

**C. ELECTRICAL INSTALLATION SERVICES WILL CONSIST OF THE FOLLOWING:**

Klagetoh Chapter is seeking bids to perform electrical installation on 13 bathroom additions, 2 houses for rewire, and 2 homes for complete electrical wiring.

Part I: Scope of Work

1. Two homes need completed electric wiring installation done according to the National Electric Code (NEC) and Navajo Tribal Utility Authority (NTUA) specifications; approved wiring, panels-junction box, arc fault breakers, tamper proof receptacles, switches, cover plates, smoke detectors, and lighting fixtures. Additionally, two homes need rewiring. One home is 28' X 40' with two bedrooms, 1 restroom, a kitchen, a living room, and a laundry room. The second home is 12' X 20' with an addition of 10' X 15'. One existing home needs rewiring 20' X 26'.
2. Installation of three (3) 100 A Service Panels, Sub-Panels, conduits both overhead and underground, wire, and AFCI/GFCI dual circuit according to the National Electrical Code (NEC) and NTUA; all homes will be hot-checked to make sure all fixtures and devices are working properly
3. A minimum of 8 branch circuits shall be provided for each home and shall consist of 2 small appliance circuits, 1 smoke detector circuit, 1 refrigerator circuit, 1 or more lighting circuits, 1 living room circuit, and 1 or more bedroom circuits.
4. Perform electrical wiring for 13 bathroom additions (10' X 12') with electrical outlets, an electrical off and on switch/plate, a ventilation fan, and a water heater electrical hookup.
5. Submit a new Certificate of House Wiring / Meter Loop Compliance Form to NTUA.
6. Electric code requirements shall be strictly enforced and administered.
  - a. For the information available, contact Mr. Clarence Chee, Community Service Coordinator.

Part II: Optional Services (Sealed separately in envelope)

- 1.





**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