

Invitation for Bids
Navajo Nation Department of Justice Office of the Attorney General
PEST CONTROL SERVICES- Window Rock, AZ
Invitation Bid No. 23-12-3198LE

Bids Open: December 27, 2023
Bid Close Date: January 3, 2024
Invitation: Authorized Pest Control

The Department of Justice/Office of the Attorney General of the Navajo Nation is currently soliciting sealed bids for a 3-year contract for Pest Control Services. The services shall entail pest control elimination and prevention for the Department of Justice/Office of the Attorney General two (2) buildings located at 2521 Old BIA Clubhouse Building and 2522 Pink Butler Building in Window Rock, AZ. includes both interior and exterior areas. The intent of this RFP is promoted the health and safety of our employees and the public by preventing and controlling pest control in our facilities.

Instruction to offerors to visibly mark on the outside of the proposal, if applicable, the offeror's priority status under the Navajo Nation Business Opportunity Act. It is the responsibility of the Offeror to identify themselves as certified under the Navajo Nation Business Opportunity.

Bid Schedule

The Department of Justice/Office of Attorney General, Pest Control Services for (2) Buildings located at buildings located at 2521 Old BIA Clubhouse Building and 2522 Pink Butler Building in Window Rock, AZ. includes both interior and exterior areas.

	IFB Schedule of Activities	Date
1.	Issue of Invitation for Bids	December 27, 2023
2.	RFP- Questions Due Email: Barbara Calvin- (Administrative Services Officer) bcalvin@nndoj.com Brittany Tso (Senior Programs & Project Specialist) btso@nndoj.com	January 3, 2024
3.	NNDOJ RFP Proposals Due	January 12, 2024
4.	Official Opening of NNDOJ Proposals; A. Evaluation and Selection Begins	January 16, 2024
5.	Notice of Selection	January 26, 2024

SECTION I

Offeror Requirements:

All OFFERORS must have a minimum, the capabilities listed herein, and the bid proposals submitted must reflect in detail the inclusion of these services as well as the additional forms required in Section II. OFFEROR should also provide technical information of delivery of services required in this RFP.

The Department of Justice Office of the Attorney General is seeking proposals from qualified firms and/or individuals to provide PEST CONTROL SERVICES.

Any services need to comply with OSHA Standards and other applicable building and safety codes to ensure the health and safety of all building occupants.

SCOPE OF WORK- The contractor shall be able to provide personnel who have been fully trained in all phases of PEST CONTROL SERVICES. The contractor and staff have expertise and experience in PEST CONTROL management to include the following but not limited to:

Assessments and approvals needed for the Department of Justice/Office of the Attorney General Sites:

1. Inspections and pest monitoring off all facilities (occupied or unoccupied) listed in appendix A on a monthly basis.
2. Recommendations to prevent future pest and rodent infestations
3. Pest and rodent elimination services of all interior office rooms, lobbies, restrooms, storage areas, open ceiling areas, kitchen areas, crawl spaces, baseboards and common areas.
4. Pest and rodent elimination services of all exterior areas, including building access points, under buildings, storage areas, walkways and along buildings.
5. Rodent Control products shall be installed in areas that will be noticeable and will not affect the safety, health and welfare of the public and employees.
6. The contractor shall provide an environment free from general pests:
 - a. Crawling insects including: ants (all species), earwigs, slow bugs, centipedes, beetles, cockroaches, and spiders, crickets and grasshoppers.
 - b. Biting insects including fleas, ticks and bedbugs
 - c. Flying insects including bees, wasps, hornets and scorpions, moths, and flies.
 - d. Rodents including mice, rats, squirrels, raccoons
7. Provide services when needed.
8. Provide labor, supplies and equipment for PEST CONTROL services.
9. Provide a schedule and detail of each location to serviced.
10. Provide start up and inspections before start of services and after services have been completed.
11. Provide a ticket for PEST CONTROL system to verify service date.
12. Services to be performed and completed in accordance with industry acceptable standards.

13. Ensure work order is signed and returned to the Navajo Nation Department of Justice/Office of the Attorney General each month.
14. Dispose of all hazardous materials and waste when providing RODENT AND PEST CONTROL services in accordance with Environmental Protection Agency (EPA) regulations.
15. Must comply with all Federal and Navajo Nation Regulations.
16. Provide labor for Department of Justice and Office of the Attorney General facilities.
17. Invoice Navajo Nation Department of Justice/Office of the Attorney General under this contact.
18. Understand that additional Navajo Nation Department of Justice Office of the Attorney General facilities may become operational or closed within the contract period. Contract can be amended to address additional or decreased of Navajo Nation Department of Justice Office of the Attorney General facilities as necessary.
19. Ensure service cost such a labor, travel time, millage and supplies are reasonable and are for the work completed for the applicable to the Navajo Nation Department of Justice Office of the Attorney General facilities.
20. Each scope of work shall include all applicable taxes associated with each project that include 6% taxes for the Nation Navajo and 7% taxes for Tuba City.
21. The payment procedures established by Division of Finance shall be adhered to and are to begin whenever goods are delivered and accepted.

All services shall be coordinated with the Navajo Nation Department of Justice Office of the Attorney General Senior Programs and Project Specialist at btso@nndoj.org or by telephone 928-871-6928.

SECTION II

The Offeror shall submit sealed bids in written documentation of all required licenses and registrations to the Buyer-Navajo Nation Office of the Controller-Purchasing Section-

The Navajo Nation Purchasing Services Department
Attn: Lorita Etsitty
Admin. 1 2559, Window Rock Blvd., Window Rock, AZ
PO Box 3150, Window Rock AZ, 86515-3150
(928) 871-6320
Bid No. 23-12-3198LE

The following documents are required and must be submitted

1. Navajo Nation Certification Regarding Debarment & Suspension (attached)
 2. Federal Form (W-9)
 3. Licensed, bonded and current General Liability Insurance
- Proposal Format:
1. OFFEROR(s) must indicated if they are priority one or two vendor with the Navajo Nation.

2. All proposals must be typewritten on standard 8-1/2 X 11 paper and placed within a binder with tabs delineating each section. Larger paper permissible for charts, maps, or the like.
3. An original RFP response and three (3) copies must be provided in sealed envelope.
4. The proposal must be organized and indexed in the following format:
 - a. A Letter of transmittal
 - b. Statement of Qualifications
 - c. Proposal on Contract approach
 - d. Proposed Cost (Sealed in Separate Envelope)
5. Each Proposal must be accompanied by a letter of transmittal. The letter of transmittal must:
 - a. Provide background on company:
 - b. Identify the name of person responding to the RFP:
 - c. Identify the name, title, and telephone numbers of person authorized to negotiate on behalf of the organization (s):
 - d. Identify the names, files, and telephone numbers of person to contact for clarification:
 - e. Explicitly indicated acceptance of the conditions governing this procurement:
 - f. Be signed by the person responding to the RFP; and
 - g. Acknowledge receipt of any and all amendments to the RFP.
6. THE OFFEROR must submit a statement of qualifications to include:
 - a. Resume
 - b. Number of years of experience working with Navajo Nation government or other government entities.
 - c. Provide three (3) references. Each reference must include the name, address, and telephone number of a contact person who can describe, in some detail, the quality, quantity and substance of services provided. These references should include past and present clients, including names and contact information.
 - d. Field related Degree and/or certification
 - e. State Pest Management Licensure or Certification
 - f. Safety Certification
 - g. The OFFEROR must provide a Certificate of Liability Insurance
7. OFFEROR must provide proposal on contact approach.
 - a. Provide in detail how they would accomplish the objectives describe in the scope of work. This section must include details and sample reports regarding in approach to completing a monthly pest and rodent control services for all facilities listed in Appendix A.
 - b. Provide number of employees in the company/organization.
8. OFFEROR must submit a cost and budget breakdown
 - a. This section must include a detailed cost proposal broken down by each month with a grant overall total for each of the following areas:
 1. Price of service fees
 2. Navajo Nation Tax of 6% or applicable local tax

3. Total cost

- B. **REJECTION OF PROJECTIONS:** The Nation reserves the right to reject any or all statements of qualifications and shall be the sole judge of the merits of the respective statements of qualifications received.
- C. **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 law shall also be followed. Prospective Vendors shall familiarize themselves with Navajo Nation regulations prior to submitting responses to this RFP and may request a copy of the Navajo Nation Procurement regulations from the NNDOJ/OAG, SPPS at any time up to the Deadline for Proposals.
- D. **INQUIRIES:** Any inquiries regarding this RFP should be submitted in writing to Brittany M. Tso, Senior Programs and Project Specialist. Only written responses to questions will be considered official. All questions will be directed to Brittany M. Tso at 928-871-6928 email: btso@nndoj.org. Questions regarding this procurement will be accepted until 5:00pm MDT on January 3, 2024.
- E. **AMENDED PROPOSALS:** An OFFEROR may submit an amended proposal before the deadline for receipt of proposals. Such amended proposals must be a complete replacement for a previously submitted proposal and must be clearly identified in the transmittal letter.
- F. **PROPOSAL SUBMISSION:** Proposal must be received on or before 4:00pm (MDT) January 12, 2024. OFFERORS who are mailing their proposal should allow sufficient time for mail delivery to ensure receipt by the date specified. If mailed, it is recommended that proposals be sent by certified mail to the address indicated on the cover sheet of the RFP. Late Proposal will not be accepted.
- G. **PROPRIETARY INFORMATION:** Any restriction on the use of data contained within any proposals must be clearly stated in the proposal. Proprietary information submitted in response to this RFP will be handled in accordance with applicable purchasing procedures. Each page of the proprietary material must be labeled or identified with the word "Proprietary" or "Confidential".
- H. **RESPONSE MATERIAL OWNERSHIP:** All material submitted regarding the RFP shall become property of the Navajo Nation and will not be returned to the OFFEROR. Responses received will be retained by NNJB and may be reviewed by any person after final selection has been made. NNJB has the right to use any or all system ideas presented in reply to this RFP. Disqualifications or non-selection of an OFFEROR or proposal does not eliminate this right.
- I. **INCURRING COSTS:** Any cost (s) incurred by the OFFEROR in preparing, transmitting, presenting, or modifying the proposal or material for this RFP shall be the responsibility of the OFFEROR.
- J. **SUFFICIENT APPROPRIATION:** A contract awarded as 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 Vendor shall affect such termination or reduction in scope. The Department of Justice Office of the Attorney

General decision to terminate or reduce the scope due to the insufficient appropriations shall be accepted as final by the Vendor.

K. EVALUATION PROCEDURES AND SELECTIONS CRITERIA:

1. An evaluation team will evaluate the proposals received in accordance with the general criteria used herein. OFFERORS should be prepared to provide by the additional information the team feels necessary for the fair evaluation of proposals.
2. Failure of an OFFEROR 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 OFFEROR to the execution of a contract.
3. The sole objective of the review team will be to select the OFFEROR who is most responsive to the needs to NNDOJ/OAG. The specifications in the RFP represent the minimum performance necessary for a response. Based on the evaluation criteria established in this RFP, the review team will select and recommend the OFFEROR who best meets the objective. If there is only one responsive bid, the NNDOJ/OAG Attorney General may elect to evaluate the RFP solely.
4. Evaluation Criteria: The following criteria will be used by a review committee in the selection process for contract award.

Initial Point Criteria:

- | | |
|---|-------------|
| a. Presentation of Response | 1-10 Points |
| Completeness | |
| Clarity of Presentation | |
| Organization of Presentation Understanding NNDOJ/OAG Objectives | |
| b. Statement of Qualifications | 1-20 Points |
| List of three (3) Client References | |
| c. Technical Requirements | 1-20 Points |
| Project description Projected accomplishments | |
| d. Project Management | 1-20 Points |
| Project Management Experience Schedule/Project Plan | |
| Staffing | |
| Related Experience Education- Credentials | |
| e. Navajo Nation Vendor Priority 1 or 2 | 1-10 Points |
| f. Cost of Service | 1-20 Points |

TOTAL OF POSSIBLE POINTS =100 Points

L. STANDARD CONTACT: The Navajo Nation reserves the right to incorporate standard contract provision into any contract negotiations because of a proposal submitted in response to the RFP.

1. Contractor shall comply with Federal Awards Guidelines:
 - a. 200.330-Reporting on real property
 - b. 200.331-Subrecipient and contractor determinations.
 - c. 200-338-Restrictions on public access to records.

- M. TAX: All appropriate taxes should be included in cost of services including the Navajo Sales Tax. 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)
- N. SOVEREIGNTY: The Navajo Nation will not relinquish any of its sovereignty rights.

SECTION III

- A. OFFEROR REQUIREMENTS: All OFFERORs 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 additional forms required in Section II. OFFEROR should also provide technical information of delivery of services required.

Appendix A

NNDOJ/OAG

Rodent and Pest Control Location

The Department of Justice/Office of Attorney General, Pest Control Services for (2) Buildings located at buildings located at 2521 Old BIA Clubhouse Building and 2522 Pink Butler Building in Window Rock, AZ. includes both interior and exterior areas.

	Location	Office	Building #	Square Feet
1.	Window Rock AZ	Old BIA Clubhouse Building (Interior and Exterior)	2521	22,125 Sq. Ft
2.	Window Rock AZ	Pink Butler Building (Interior and Exterior)	2522	7,232 Sq. Ft