

REQUEST FOR PROPOSAL  
Bid Number 23-08-3115LE "Re-Bid"

Date: August 23, 2023

Project Title: Navajo Nation Division of Behavioral and Mental Health Services – "Kaibeto HVAC Inspection, Repair, Replace, Maintenance Project." Kaibeto, AZ

Project Schedule

Advertisement of RFP	08/26/2024 – 09/13/2024
Onsite Pre-Bid Meeting	09/18/2024 10:00 am MST Kaibeto DBMHS Building Call (928) 673-3267 for directions
Requests for Information Due Date	09/26/2024 5:00 pm MST
Bid Due Date	10/10/2024 5:00 pm 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 Mike Salabiye, Planner-DBMHS at email: [msalabiye@navajo-nsn.gov](mailto:msalabiye@navajo-nsn.gov)

All parties responding to this bid are instructed to submit or send four (4) proposals (one (1) original and three (3) copies) to the following address:

The Navajo Nation  
Division of Finance-Purchasing  
Attention: Lorita Etsitty, Buyer I  
Administration Building #1  
Window Rock Blvd  
Window Rock, AZ, 86515.

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 23-08-3115LE "Re-Bid" NNDBMHS – Kaibeto, AZ  
Outpatient Building HVAC Project  
DO NOT OPEN-BID PROPOSAL

NBOA Priority Status (Priority One; Priority Two or Non-Priority Status)

## GENERAL INFORMATION AND GUIDELINES FOR THIS RFP

### I. DESCRIPTION OF THE ORGANIZATION

The Navajo Nation Division of Behavioral and Mental Health Services 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 5 years' experience and history with providing HVAC services on the Navajo Nation.
2. The Navajo Business Opportunity Act 5 NNC § 201, 205 will apply.
3. All workmanship and materials shall comply with applicable Safety Codes.
4. Detailed scope of work of all proposed work.

### IV. SCOPE OF WORK

(See Attached)

### V. REQUIREMENTS

The respondent will furnish all required information as specified in the RFP (Section VI. Proposal Content and required Information).

### VI. PROPOSAL CONTENT AND REQUIRED INFORMATION

Please utilize the outline described below with 4 copies.

1. Organizational letter expressing your interest and a description of your proposed services. Do not reveal or make reference to the cost in this letter.
2. Organization qualifications and project experience on the Navajo Nation. Include project site(s), and project contact information.
3. Scope of Work
4. Product Specifications including cut sheets (if applicable).
5. Design (If applicable).
6. Schedule
7. Copies of licenses, certifications (**NBOH Priority Status**), insurance certificates, and other relevant documents.
8. Costs to be submitted in a separate sealed envelope. (Detailed breakdown of costs: Material, Labor, and other applicable costs; Navajo Nation Tax 6%.
9. 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, 5 years work experience and past project experience on the Navajo Nation. 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, etc.).
3. The Navajo Nation Division of Behavioral and Mental Health Services reserves the right to interview respondents if deemed necessary due to tied scores or other legitimate matters. This may entail a presentation from the respondent for clarification and/or details on products or other requirements. The presentation may be scheduled to be presented in Kaibeto, AZ (if necessary). It is the 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 is Melvin Joe, Facility Manager for inquiries related to the project and other matters. Questions and answers will be shared with all respondents. Mr. Joe's email address is [melvinjoesr@navajo-nsn.gov](mailto:melvinjoesr@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 Professional Services Contract will provide all the legal and contractual obligations, terms, and requirements of this project.

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.

IXX. OTHER

DBMHS Kaibeto Outpatient Building  
HVAC Project  
RFP Bid # 23-04-3115LE Re-Bid  
Scope of Work

The Navajo Nation Division of Behavioral and Mental Health Services, Kaibeto Outpatient Administration Building is in need of one qualified and certified heating, ventilation and cooling (HVAC) services provider to provide inspection, repair, recharge, replacement (if necessary) and preventive maintenance of mechanical systems at the Administration Building in Kaibeto, AZ.

HVACs

1. Comfortmaker Model: N4A360GHC300 Serial: E134704569
2. Comfortmaker Model: N4A348GHB200 Serial: E100813822
3. Comfortmaker Model: N4A348GHB200 Serial: E100813826
4. Comfortmaker Model: N4A360GHC300 Serial: E124803913
5. Comfortmaker Model: N4A348GHB200 Serial: E100813832
6. Comfortmaker Model: N4A360GHC300 Serial: E134704583

Fan Coils: There are 6 listed on the construction drawings as "Comfortmaker FXM4X" models- field verification will be required. Inspection, servicing, repair or replace as necessary.

Mini Split

1. Install a new mini split system in a new computer room, including electrical, ducting and other necessary components.

Exhaust Fans

Inspect, repair, or replace (if necessary) four (4) ducted Exhaust Fans.

1. Greenheck G-090-VG Type Roof
2. Greenheck SP-C50 Type Ceiling
3. Greenheck SP-C50 Type Ceiling
4. Greenheck SP-B90 Type Ceiling

The Kaibeto DBMHS Building is a 8,940 sq. ft. building in need of HVAC and other mechanical system components inspection, repair, replacement (if necessary) and preventive maintenance for all mechanical system components including the Heating, Ventilation and Air Conditioning (6 roof mounted units), install a mini split system for the IT (computer) room, inspection, repair, replacement (if necessary) and preventive maintenance of four (4) exhaust fans, Clean ducts, Ceiling return blowers, Duct Smoke Detectors, check thermostats, dampers, filters, belts (if any), motors, coils, condensers, grills, diffusers, vents, connections and any other mechanical component not listed. The contract period will be for five (5) years for these services (please include this amount in your bid proposal).

1. Inspect all units listed, including all trades necessary i.e. Electricians and Plumbers.
2. Recharge all units with freon.

3. Repairs, include a \$5,000 allowance per year (5 years) for minor repairs and parts/labor charges.
4. Replace all six (6) thermostats.
5. Replacement, if necessary, some items may have to be bid out.
6. Duct cleaning once a year for 5 years.
7. Test and Balance as necessary.
8. Preventive maintenance on all systems and components for 5 years as recommended by the manufacturer.
9. Price quote is to be broken down by: Equipment, Supplies and Material; Labor; Overhead and Profit Sub-total, Taxes and Grand Total.
10. Any additional work not described in this scope of work can be submitted as "bid alternates", we are not HVAC system experts and may have inadvertently left out an important item needed.

As built drawings will be available for viewing at the site.

All replacement(s) should include all components for complete replacement.

Warranty information for materials and workmanship to be provided to site.

Maintenance information should be provided to site upon completion of the project.

Copy of "cut sheets" (on new units) should be provided to site upon completion of project.

Vendor will be responsible for disposal of replaced fixtures and debris at the location.

VENDORS WILL BE RESPONSIBLE TO VERIFY SYSTEM COMPONENTS AND ALL OTHER NECESSARY INFORMATION ON SITE. Contact Erin Franklin, Senior Office Specialist at (928) 673-3267 to schedule appointments for follow up walk through inspections (if needed).

*End Scope of Work*