

JUDICIAL BRANCH OF THE NAVAJO NATION
ADMINISTRATIVE OFFICE OF THE COURTS

P.O. Box 520 ♦ Window Rock, Arizona 86515
Telephone 928-871-6762 ♦ Fax 928-871-6761

JOANN B. JAYNE
Chief Justice of the Navajo Nation



BENNIE FRANCISCO, JR
Administrative Director of the Courts

REQUEST FOR PROPOSALS
Navajo Nation Judicial Branch – Administrative Office of the Courts
Alarm and Surveillance Camera System (Equipment & Installation)
BID NO: #24-08-3448SB

The Navajo Nation Purchasing Services Department is soliciting for sealed proposals and bids to provide new alarm and surveillance camera systems in multiple locations within the Navajo Nation Judicial Branch.

To obtain RFP package go to website: courts.navajo-nsn.gov Navajo Nation Judicial Branch Training RFP or <http://www.nnooc.org/RFPs-Advertisements.html>

Closing Date: February 14, 2025 at 4:00 p.m.

Run Date: January 20, 21, 22, 24, 25, 2025

NAVAJO NATION JUDICIAL BRANCH
Scope of Work & Specifications
Alarm and Surveillance Camera System (Equipment & Installation)

SECTION 1 - OVERVIEW

A. General Information

The Navajo Nation Judicial Branch (NNJB) provides court services, peacemaking, and probation and parole services, to adjudicate cases, resolve disputes, rehabilitate individuals and families, restore harmony, educate the public, agencies, services and other governments in Diné bi beehaz' áanii, and protect persons and property pursuant to Navajo Nation laws, customs, traditions, and applicable federal laws. Pursuant to Diné bi beehaz' áanii, the NNJB has established a justice system that fully embodies the traditional values and processes of the Navajo People.

NNJB is requesting for proposals from firms interested and qualified to provide equipment and services to install a facility alarm and security surveillance camera system with three year warranty and a five year preventative maintenance plan.

B. Timeline:

	Activity	Date
1.	NNJB issues RFP	January 20, 2025
2.	On-site pre-bid walk through	January 29, 2025
3.	Deadline for Proposal submittal (4:00 p.m. MST)	February 14, 2025
4.	Bid Opening & Evaluation of proposals	February 19, 2025
5.	Notice of conditional selection and initiate award process	March 5, 2025
6.	Award by the Navajo Nation (tentative)	March 12, 2025

C. Contact Information

Raquel Chee, Procurement Analyst
P. O. Box 520
Window Rock, AZ 86515
Telephone Number: 928-871-6762
Facsimile: 928-871-6761
Email address: rchee@navajo-nsn.gov

SECTION 2 -PROPOSAL & BID SUBMITTAL DEADLINE AND RELEVANT INFORMATION

- A. Addendum to the RFP - in the event it becomes necessary to revise any part of the RFP, NNJB shall issue a written addendum on the specifics of the change and inform all respondents who received the original RFP.

- B. Inquiries Regarding this RFP - Questions regarding this RFP should be submitted in writing (email, facsimile, regular mail) to the Procurement Analyst. Only written responses to written questions shall be official. Verbal inquiries and responses shall be considered unofficial.
- C. Rejection of Proposals - The Navajo Nation reserves the right to waive any informalities or irregularities in the RFP, or reject any or all proposals whenever such rejection is deemed in the best interest of the Navajo Nation.
- D. Proposal Submission - All proposals & bids must be physically submitted and addressed to:

Delivery via UPS or Federal Express

Navajo Nation Purchasing Department
Administration Building #1
2559 Window Rock Boulevard/1ST Floor
Window Rock, AZ 86515
ATTN: Kimberly Slim, Buyer
Phone: 928-871-6141

Delivery via US Mail

Navajo Nation Purchasing Department
P. O. Box 3150
Window Rock, AZ 86515
ATTN: Kimberly Slim, Buyer

- E. Late, facsimiled, or emailed proposals will not be accepted. Late, facsimiled, or emailed proposals will be returned unopened to the firm unrated and firms responding in such fashion shall be considered non-responsive. Use of mail and/or delivery service is at the respondent's own risk. A post mark by due date on package will not substitute for actual, physical receipt of proposal and bid by the deadline.
- F. Proposal Submittal Specifications –
 - 1. All proposals & bids shall be submitted in a sealed envelope clearly marked:

"DO NOT OPEN -RFP #24-08-3448SB - PROPOSAL TO PROVIDE Alarm and Surveillance Camera System (Equipment & Installation)"
 - 2. The name and address of the firm submitting the proposal shall be written legibly on the outside of the sealed envelope.
 - 3. All Bid Sheets shall be submitted with the sealed proposal, separately.

SECTION 3 -SPECIFICATIONS FOR THE ALARM AND SURVEILLANCE SECURITY CAMERA SYSTEM UPGRADE

The Judicial Branch Administrative Office of the Courts seeks a vendor that will assess, plan, and implement an alarm and security camera surveillance system (CCTV) for the Supreme Court and Administrative Office of the Courts locations. The system will involve a network of cameras with a central recording hub to provide security in a court setting.

A. Location –

1. The Navajo Nation Supreme Court and the Administrative Office of the Courts are located east of the Window Rock Veterans Park in Window Rock, Arizona and can be found at the following Plus Code: MXJ2+FP Window Rock, Arizona.

B. Type of data transmission –

1. Wired landline and ethernet based

C. Assessment:

1. Vendor will do an assessment of the site and provide a report with a proposed schematic design of solutions.

D. Plan and Design

1. Alarm System

The following are specifications for alarm systems, including input, output, wireless, and derived channel device for building perimeter and interior space protection for the Administrative Office of the Courts (AOC), and the Supreme Court.

- Control panels for alarm systems should provide zones and zoning, entry and exit delay, automatic bell cutoff, opening and closing signals, and remote arming and disarming.
- Rechargeable power supplies are essential.
- The local alarm should be a visible or audible indication, such as bell, siren, or flashing red light, that an intrusion has occurred in order to scare away the intruder and bring attention to the situation.
- Alarms should be mounted outside in plain view and out of reach.
- Remote, or silent, alarms are to transmit alarm information to other locations such as police department, usually over telephone lines. Since wires can be cut, wireless devices such as radio telemetry should be considered. Derived channel devices use regular telephone lines to transmit a steady scanning signal which the monitoring facility reads; interruptions in the signal indicate a security breach.
- Tabular data in Attachment A provides detailed information on each location's service needs.

2. CCTV

New installation of surveillance system and cameras

- Network of indoor and outdoor security camera solutions
- Update equipment
- Add additional cameras in blind spots
- Fixed equipment
- Maximum coverage of high-risk areas
- 24/7 video recording
- Passive infrared sensor and software level motion detection
- POE+
- Infrared night vision
- Pan tilt zoom and pan tilt cameras
- Abnormal sound detection?
- Weather resistant outdoor capability
- Video recording device: Retain video for 30 days

3. Network cabling to enable camera system

E. Installation

Onsite professional installation by competent personnel

F. Monitoring

Monitoring of the live remote video will be performed internally with local storage.

G. Warranty

1. One Year equipment and workmanship warranty on installed equipment only
2. Three year equipment and workmanship warranty on all installed equipment
3. Three year maintenance in quarterly increments: onsite visit

SECTION 4 - GENERAL REQUIREMENTS

- A. Standard Professional Contract - The Navajo Nation reserves the right to incorporate contract provisions which are based on applicable requirements, such as, Navajo Nation Laws, Federal, State, and local requirements, etc. into the contract documents; including provisions of the Navajo Nation Business and Procurement Act, at 12 N. N. C. § 1501 et seq., the Navajo Preference in Employment Act, at 15 N. N. C. § 601 et seq., and the Navajo Business Opportunity Act, at 5 N. N. C. § 201 et seq.
- B. Availability of Funds - Any contract with the Navajo Nation is contingent upon the availability of funds appropriated by the U. S. Congress and/or the Navajo Nation Council, pursuant to 2 N. N. C. § 223 (A).
- C. Indemnification - Vendor shall agree to hold harmless and to indemnify the Navajo Nation against any and all losses, costs, damages, claims, expenses or other liability whatsoever arising out of or in connection with vendor's services under proposed contract including, but not limited to, any accident to person or property.

- D. Sovereign Immunity - Nothing herein shall be considered a waiver, express or implied, of the sovereign immunity of the Navajo Nation except to the extent provided for in the Navajo Nation Sovereign Immunity Act, 1 N. N. C. §551 et. seq.
- E. Taxes - If applicable, all work performed and services provided within the territorial jurisdiction of the Navajo Nation is subject to the six percent (6%) Navajo Sales Tax, 24 N. N. C. § 601 et seq.
- F. Proprietary Information - Any restriction on the use of data contained within any proposal must be clearly stated in the proposal. Each and every page that contains proprietary information must be clearly marked "Proprietary".
- G. Ownership of Proposals - All materials submitted with the RFP accepted for review and evaluation shall become the property of NNJB and not returned to the firm. NNJB has the right to use any or all information presented in the RFP subject to limitations outlined in Paragraph F above under SECTION 4. Disqualification or non-selection of a vendor or proposal does not eliminate this right.
- H. Contractual Obligation - The contents of the proposal may become part of contractual obligations of the contract award. Failure of the firm to accept these obligations may result in cancellation of the award.
- I. Cost Incurred - The Navajo Nation is not liable for any cost incurred by the firm prior to issuance of a signed contract award for services. Cost incurred as a result of participating in this RFP process shall be at the sole risk and responsibility of the respondent.
- J. Legal Review - Best efforts shall be used to resolve any disputes through informal means. In the unlikely event that formal action must be taken, all agreements will be interpreted by the law of the Navajo Nation. The Navajo Nation reserves the right to pursue appropriate legal action in the set of circumstances in Navajo Nation Courts.
- K. Insurance- Per Navajo Nation Requirement.
- L. Bonding- Per Navajo Nation Requirements, performance and payment bonds
- M. Debarment/Non-Collusive- Per Navajo Nation Requirements
- N. W-9- Per Navajo Nation Requirements

SECTION 5 - PROPOSAL CONTENT AND EVALUATION CRITERIA

- A. Organization and Content
 - 1. All proposals shall be presented on standard 8 1/2" X 11" paper with binding.
 - 2. Four (4) original copies of the proposal and Bid Sheets shall be submitted in flat bound form to facilitate filing.
 - 3. Appearance of proposal, including methodical and logical organization, is important and professionalism in proposal presentation should not be neglected.
 - 4. Letter of Interest -Proposal shall have a Letter of Interest stating the firm's interest in delivering the product and services as specified in RFP#24-08-3448SB. The letter of Interest shall have an original signature of individual(s) responding to this RFP.

5. Contact Information -Proposal shall provide the following contact information:
 - a. Person or firm responding to RFP#24-08-3448SB
 - b. Name, title, and contact number(s) of person(s) authorized to provide clarification on submitted proposal and negotiate on behalf of the firm regarding proposal and relative documents.

6. Statement of Qualification -Proposal shall have a Statement of Qualification which will address the following:
 - a. The firm's ability to provide services.
 - b. Previous experience and past performance providing similar services; including references (contact information) of previous clients served within the last Five (5) years; and
 - c. Information of the firm's prior experience working with Native American tribes, especially the Navajo Nation.

7. Response to RFP Specifications -Response to specifications shall be addressed in the order in which they appear on this RFP.
 - a. Cost Proposal/quotes relative to SECTIONS 3 shall be indicated on BID SHEET. BID SHEET is attached as ATTACHMENT A.
 - b. Each BID SHEET shall be Signed by the authorized representative designated under SECTION 5. A .5. b. Bid quotes shall remain valid for 45 days from the proposal and bid submittal deadline as specified under SECTION 2. A. Bid Sheets will be utilized by NNJB to uniformly compare quotes. Clear, concise, and understandable proposals and bids will be appreciated.

8. Additional Information - Proposal may contain other information or material which may improve the quality of the proposal pertaining to the firm providing facilities and services to NNJB.

B. Evaluation Procedures

1. Only those proposals and bids submitted within the established deadline (SECTION 2.A.) shall be opened and reviewed for responsiveness. Proposals shall be open in accordance with the Navajo Nation Business Opportunity Act, 5 N. N. C. § 201 et seq.
2. Representatives from the Navajo Nation Purchasing Department (Office of the Controller) and NNJB will be present for the opening of sealed proposals and bids.
3. After each sealed proposal is opened, the content of the sealed envelope will be examined and reviewed for responsiveness to RFP #. The "BID TAB SHEET" TO RFP#24-08-3448SB will be utilized for this purpose. Failure to adhere to the check list, or provide specified documents, may result in a determination of "non-responsive". A proposal determined to be non-responsive will not be evaluated

beyond this point. A copy of the check list is attached as ATTACHMENT B. Please use the check list as a tool to ensure all pertinent documents are included in the proposal.

4. Proposals determined to be responsive to RFP#24-08-3448SB will be evaluated on the criteria outlined under SECTION 5. C.
5. Based on evaluations of proposals, NNJB may choose to visit the top-rated firms for additional on-site evaluation of the facility.

C. Evaluation Criteria

1. Each proposal will be evaluated on the following criteria:

CRITERIA	POSSIBLE POINTS
Responsiveness of the written proposal to the purpose and scope of service, completeness and clarity of all required information and any supplemental information provided by the firm that will demonstrate the quality of services. At least Five (5) years of experience for all surveillance equipment setup and installations. References from previous clients.	40 points
Required Navajo Nation Insurance, and Bonding per project request/SOW	20 points
Ability, experience, financial resources, and history of successfully completing contracts of this type, meeting projected deadlines and experience in similar work, location, character, integrity, reputation, judgement, and efficiency of the firm.	10 points
Project Timeline/schedule	10 points
Proposed Schematic Design	10 points
Total Points Possible	90 points

End of Scope of Work & Specifications for RFP#24-08-3448SB

ATTACHMENT A
BID SHEET - A
Alarm and Surveillance Camera System (Equipment & Installation)
RFP # 24-08-3448SB

SERVICES BY SITE

Service	Administrative Office of the Courts	Supreme Court
1. ALARM SYSTEM		
Control panels for alarm systems provide zones and zoning, entry and exit delay, automatic bell cutoff, opening and closing signals, and remote arming and disarming.		
Rechargeable power supplies		
The local alarm with visible or audible indication, such as bell, siren, or flashing red light, that an intrusion has occurred		
Alarms mounted outside in plain view and out of reach.		
Remote, or silent, alarms are to transmit alarm information to the police department, usually over telephone lines.		
2. CCTV		
New installation of surveillance system and cameras		
Network of indoor and outdoor security camera solutions		
Add additional cameras		
Fixed equipment		
Maximum coverage of high-risk areas		
24/7 video recording		
Passive infrared sensor and software level motion detection		
POE+		
Infrared night vision		
Pan tilt zoom and pan tilt cameras		
Abnormal sound detection		
Weather resistant outdoor capability		
Video recording device: Retain video for a minimum of 30 days		
Applicable Service Charge (EXAMPLE: 22% Service Charge, etc.)		
Applicable Taxes & Percentages (EXAMPLE: sales tax @ 6%, etc.)		
TOTAL PROPOSED COST		

Date

Name Printed

Signature

**ATTACHMENT B
 BID TAB SHEET
 Navajo Nation Judicial Branch
 Alarm and Surveillance Camera System (Equipment & Installation)
 RFP # 24-08-3448SB**

PROPOSAL SUBMITTAL SPECIFICATIONS

	Description	
1	Section 2.A. - Proposal and bid must be physically submitted to the Navajo Purchasing Department by February 14, 2025 at 4:00 pm local Window Rock, Arizona time (MDST).	
2	Section 2.B. - Proposal and bid shall be submitted in a sealed envelope clearly marked: 1) "DO NOT OPEN - #24-08-3448SB - PROPOSAL TO PROVIDE Alarm and Surveillance Camera System (Equipment & Installation)".	
3	Contents organized according to Section 5. Proposal Content and Information	
4	Bid sheet is included.	
5	Proposed schematic design included.	

Request for Taxpayer Identification Number and Certification

Go to www.irs.gov/FormW9 for instructions and the latest information.

**Give form to the
requester. Do not
send to the IRS.**

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See Specific Instructions on page 3.	<p>1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)</p>	
	<p>2 Business name/disregarded entity name, if different from above.</p>	
	<p>3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes.</p> <p><input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C corporation <input type="checkbox"/> S corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate</p> <p><input type="checkbox"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership)</p> <p>Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.</p> <p><input type="checkbox"/> Other (see instructions) _____</p>	<p>4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____</p> <p style="text-align: right;"><i>(Applies to accounts maintained outside the United States.)</i></p>
	<p>3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions <input type="checkbox"/></p>	
	<p>5 Address (number, street, and apt. or suite no.). See instructions.</p>	Requester's name and address (optional)
	<p>6 City, state, and ZIP code</p>	
	<p>7 List account number(s) here (optional)</p>	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Social security number									

or

Employer identification number									

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person	Date
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

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

