

**The Navajo Nation
Office of the Auditor General
Request for Proposals**

BID NO. 24-08-3450LE

**Qualified Licensed Professional to
Upgrade/Replace Existing Heating, Ventilation and Air Conditioning System**

Due: August 26, 2024

1.1 Scope of work

The Navajo Nation Office of the Auditor General is requesting proposals from qualified firms and/or licensed professionals to upgrade existing HVAC system to improve air quality and distribution in office building or replace the existing system with a new system using current technology.

1.2 Qualifications

To be considered, the proposer must furnish satisfactory evidence of capability to provide in a professional and timely manner the services to meet the requirements. The offeror must submit resumes that include training, experience and other documents demonstrating the proposed team has worked together on similar type of projects.

Navajo Nation Business Opportunity Act and Navajo Preference in Employment Act apply on this request.

1.3 Submission Deadline

Interested person(s) must submit (1) original and five (5) copies of their response to the following address no later than **5:00 PM, August 26, 2024: Please reference the project name on the mailing label to:**

Mail: Helen Brown, CFE, Principal Auditor
Acting Auditor General
Navajo Nation Office of the Auditor General
P.O. Box 708
Window Rock, AZ 86515

Physical: Helen Brown, CFE, Principal Auditor
Acting Auditor General
Navajo Nation Office of the Auditor General
#7498 SW Morgan Blvd.
Window Rock, AZ 86515

1.4 Selection Process

The Office of the Auditor General will review all responses in accordance with Navajo Nation law.

1.5 Disclaimer

This request is not an offer to enter into a contract or employment but is merely a request for information. Expenses incurred in responding to this request are the responsibility of the responding person(s). All materials submitted become the property of the Navajo Nation. The Office of the Auditor General reserves the right to modify, reject, or use without limitation any or all of the ideas from the submitted information.

Interested bidders may obtain full specifications by contacting Rosita Yazzie, Administrative Assistant, at (928) 871-6303 or by email at rositayazzie@navajo-nsn.gov.