

REQUEST FOR PROPOSAL
BID # 24-09-3472GC

The Navajo Nation Department of Water Resources – Technical, Construction, and Operations Branch (NNDWR-TCOB) is seeking qualified suppliers to provide a bid proposal for Windmill Parts. The order is to be delivered to:

Navajo Department of Water Resources
Navajo Route 12, NTUA Road
Fort Defiance, Arizona 86504

The proposal shall include one (1) original and three (3) duplicate copies of the following:

1. Fee Schedule in its own sealed envelope inside the bid packet. Clearly indicate “FEE SCHEDULE” on the sealed envelope.

The proposer who submits the best proposal in terms of best quality and lowest cost on the specified materials will be selected. Adherence to the bid instructions is paramount, otherwise, the bid will be disqualified for non-compliance.

Proposals shall be delivered, in person, or in a sealed envelope to:

“Windmill Parts”
BID #24-09-3472GC – DO NOT OPEN”
Attn: Grace Coan
ADMINISTRATION BUILDING #1-1st FLOOR
Window Rock Blvd.
Window Rock, Arizona 86515

Or mailed to:

Navajo Nation Office of the Controller
Purchasing Department
Attn: Grace Coan
Administration Building #1
Window Rock Blvd.
P.O. Box 3150
Window Rock, Arizona 86515
“Windmill Parts”
BID #24-09-3472GC – DO NOT OPEN”

Bid documents and supplemental information regarding the project is available online at www.nnooc.org link: Purchasing. If there are any questions regarding this Request for Proposal call Todd Antonio at (928) 729 – 4145 or (505) 406-7711. Or email at tantonio@navajo-nsn.gov

The Navajo Nation reserves the right to reject any and all proposals not within projected budget and may elect to award not solely on the bid amount but the bidder’s qualifications. The due date for the proposal is October 25, 2024 at 5:00 P.M.

INSTRUCTIONS TO BIDDERS AND GENERAL INFORMATION

SCOPE OF WORK

Equipment must be new. Pricing shall include equipment, sales tax, freight, discounts, etc. Shipping and delivery are to Navajo Nation Department of Water Resources in Fort Defiance, Arizona.

Delivery shall be made within 60 days after a purchase order has been issued. Specifications regarding warranty on materials shall be included in the proposal.

The Navajo Nation is not responsible for any "Down Time" including late delivery of materials, any act of negligence on the part of the supplier and any unforeseen occurrence. These are not billable to the Navajo Nation and will not be considered for payment.

SPECIFICATIONS

Part 777 Babbit Overhaul Kit

- 10' Mill B777 – 5 Each
- 12' Mill D777 – 5 Each
- 14' Mill E777 – 5 Each

Part 755 Large Gear Assembly

- 10' Mill B755 – 5 Each
- 12' Mill D755 – 5 Each
- 14' Mill E755 – 5 Each

Part 703 Hub & Shaft Assembly

- 10' Mill B703 – 5 Each
- 12' Mill D703 – 5 Each
- 14' Mill E703 – 5 Each

Part 661 ½ Pipe & Base Assembly

- 10' Mill B661 – 5 Each
- 12' Mill D661 – 5 Each
- 14' Mill E661 – 5 Each

Part 799 Wheel Assembly

- 10' Mill B799 – 5 Each
- 12' Mill D799 – 5 Each
- 14' Mill E799 – 5 Each

CONDITIONS GOVERNING THE INVITATIONS FOR BIDS

Must be authorized and fully certified licensed business that meets all the standards and qualifications. Since the Navajo Nation is a Sovereign government, all contracts entered shall comply with all Navajo Nation laws, rules, and regulations as well as applicable federal laws, rules, and regulations.

Instruction to offerors to visibly mark on the outside of the proposal package, 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 Act.

Processing of Payments – The payment procedures established by OOC – Division of Finance shall be adhered to and are to begin whenever Goods are delivered and accepted.

AWARD OF BID – REJECTION OF BID

The NNDWR reserves the right to accept bids all or in part. At the time of acceptance, the NNDWR also reserves the right to increase or decrease quantities of any item at the same price bid.

The NNDWR reserves the right to reject any or all bids or to accept any bid that in its judgement will be the best interest of the general public. It is the intention to award contract to the lowest responsible bidder best meeting the requirement.

PREFERENCE OF NAVAJO AND INDIAN-OWNED BUSINESSES

Preference of Navajo and Indian-owned businesses will be given under the Navajo Nation Business Opportunity Act, 5 NNC §201 et. Seq., and the Navajo Nation Procurement Act 12 NNC §303. Certification of Navajo Owned Business will be assured by certificate held by the Navajo Business Regulatory Department.

NAVAJO NATION SALES TAXES

All work performed 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. The Navajo Nation shall withhold from each payment to the "CONTRACTOR" 6% of the total invoice amount associated with work performed within the Navajo Nation. This amount reflects the Navajo Sales Tax due on such invoice amount. This 6% shall be transferred to the Office of the Navajo Tax Commission as a payment of the tax on behalf of the "CONTRACTOR".

EVALUATION AND CRITERIA

Each bid must be accompanied by a letter of transmittal. The letter of transmittal shall contain the following:

1. Provide Statements of Qualifications
2. Identify the name, title, telephone numbers of person authorized to negotiate on behalf of the organization
3. Certified licensed business that meets all standards and qualifications
4. Navajo Preference Certificate of Eligibility issued by the Navajo Business Regulatory Department
5. Completed and signed W-9 Form
6. Completed and signed Navajo Nation Certification Regarding Debarment and Suspension

A point criteria will be used by the bid committee in the selection process for contract award. Proposals will be evaluated to determine the best vendor. The forms (W-9 & Debarment

Suspension) must be filled out completely and returned with their RFP package. If they are returned blank or not returned with the bid package, their RFP will be deemed as non-responsive.

AVAILABILITY OF BID DOCUMENTS

Bid Proposal documents are available on the website at www.nnooc.org and at the Navajo Nation Purchasing service located at the Administration Building #1-1st Floor, Window Rock Blvd. Window Rock, Arizona 86515 between the hours of 8:00 A.M. and 5:00 P.M. Monday through Friday. For more information, contact Todd Antonio at (928) 729 – 4145 or (505) 406-7711. Or email at tantonio@navajo-nsn.gov.

PROPOSAL SUBMISSION

Sealed bid proposals shall be delivered to the Navajo Nation Purchasing service located at the Administration Building #1-1st Floor, Window Rock Blvd. Window Rock, Arizona 86515 before 5:00 P.M. on October 25, 2024. Respondents who are mailing their proposals should allow sufficient time for mail delivery to ensure receipt by the time specified. **Late proposals will not be accepted.**

WITHDRAWAL OF BID

No bid proposal shall be withdrawn for a period of 60 calendar days after the opening of bid without the consent of the owner.

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

