

NAVAJO NATION, DEPARTMENT OF DINE' EDUCATION
Navajo Head Start (NHS)

RFP BID NO. 24-09-3473SB

NHS - Equipment/Buildings/Electrical/HVAC Repairs and Maintenance

PROPOSAL DUE DATE: October 11, 2024

DESCRIPTION: Navajo Head Start
NHS - Repairs and Maintenance

CONTACT PERSON: Lavine J. Roan, Principal Contract Analyst
Phone: 928-871-7061
lavineroan@nndode.org

~ RETURN PROPOSALS CLEARLY MARKED ~

“DO NOT OPEN: RFP#

NHS - Equipment/Buildings/Electrical/HVAC Repairs and Maintenance

Include Company name and return address

PROPOSAL & BID SUBMITTAL DEADLINE AND RELEVANT INFORMATION:

All proposals and bids delivery using UPS or Federal Express, must be physically submitted to:

PHYSICAL ADDRESS: Navajo Head Start
SW of US Highway 264 & Indian Route 12, Suite #2A
Window Rock, Arizona 86515
ATTN: Lavine J. Roan, Principal Contract Analyst

MAILING ADDRESS: Navajo Head Start
P.O. Box 3479
Window Rock, Arizona 86515
ATTN: Lavine J. Roan, Principal Contract Analyst

SECTION I

A. RESPONDENT REQUIREMENTS:

All respondents 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. Respondent should also provide technical information of delivery of services required in this Request for Proposal (RFP).

B. SCOPE OF WORK:

The Contractor shall provide personnel who are certified and fully trained in all phases of equipment repairs/maintenance, preventative maintenance, major renovations, fencing, roofing, HVAC, electrical, welding, fabrication, service safety, assessments, consultation services, training, inspections, remodeling service, general construction, drywall, painting, landscaping and other repairs as needed and requested to ensure life, health and safety on all NHS Centers.

Repairs, installations and replacement of parts will be required to comply with the Head Start Performance Standards, Model Tribal Head Start Health and Safety Codes, and other applicable safety codes to ensure the health and safety. Site visits can be arranged by contacting the staff listed on this RFP.

Services will be provided on a “as needed” basis to an estimated sixty-nine (69) Head Start Centers located in the Arizona, New Mexico, and Utah States.

HEAD START CENTERS:

SHIPROCK, NM		CROWNPOINT, NM		FT. DEFIANCE, AZ		CHINLE, AZ		TUBA CITY, AZ	
District 1		District 2		District 3		District 4		District 5	
1	Crystal	1	Baahaali I	1	Cornfields	1	Blue Gap	1	Cameron
2	Nageezi	2	Baahaali II	2	Ganado	2	Chinle I	2	Cowsprings
3	Newcomb	3	Church Rock	3	Kin Dah Lichii	3	Chinle II	3	Dennehotso
4	Red Mesa (UT)	4	Crownpoint I	4	Lupton	4	Cottonwood	4	Gap
5	Red Valley	5	Crownpoint II	6	Na’ha’ta’Dziil	5	Del Muerto I	5	Inscription House
6	San Juan	6	LittleWater	7	Nazlini	6	Del Muerto II	6	Kayenta I
7	Sanostee	7	Pinedale	8	Sawmill	7	Low Mountain	7	Kayenta II
8	Shiprock I	8	Pueblo Pintado	9	St. Michaels I	8	Lukachukai I	8	Kayenta III
9	Shiprock II	9	Red Rock	10	St. Michaels II	9	Lukachukai II	9	Navajo Mountain
10	Tohatchi	10	Smith Lake	11	Steamboat	10	Many Farms I	10	Oljato
11	Twin Lakes	11	Standing Rock	12	Jeddito	11	Many Farms III	11	Shonto
12	Upper Fruitland	12	Thoreau			12	Pinon	12	Tonalea
13	Nenahnezad	13	Torreón			13	Rock Point	13	Tuba City
		14	Tsayatoh			14	Rough Rock		
		15	Nahodishgish			15	Tsaile		
						16	Whippoorwill		

THE FOLLOWING SERVICES SHALL BE PROVIDED, BUT NOT LIMITED TO:

1. Major renovations
2. Painting – offices and NHS Center(s) buildings, interior and exterior, metal, wood stucco
3. Landscaping - clearing weeds, maintaining lawns
4. Power washing- provide manpower to steam clean equipment
5. General carpentry, additions, remodeling, windows repair/replacements
6. Drywall installation, tape texture, repair
7. Concrete- pads, columns, stem-walls, foundations
8. Welding- fabricating
9. Delivery hot shot
10. Equipment servicing- light vehicles
11. Plumbing, general toilets, sinks, faucets, water heaters, sink replacements, p-traps, repair of pipes, gas lines, leaking taps, drainage.
12. Fencing chain-link, barb wire
13. Flooring - ceramic, vinyl
14. Metal pro paneling, red iron construction
15. Roofing - shingles and metal pro-panels
16. Swamp coolers installation, cleaning, repair, replace parts
17. HVAC – Complete and assessment, inspect, troubleshoot, diagnose, and repair any and all malfunctions in the HVAC system and main electrical control panels with applicable industry code and compliance standards including dust cleaning equipment for cleaning ducts. Properly check all electrical components.
18. Graffiti removal
19. Installing signs
20. Parking lot stripping
21. Asphalt repair crack sealing, sidewalks
22. Skid steers, flat bed trailers
23. Excavator
24. 45ft man lift rough terrain
25. Pressure washers
26. Airless sprayer
27. Duct cleaning equipment
28. Trailers
29. Concrete equipment
30. Sidewalks – ADHD Safety Compliance (railing) ramp, handicap parking painted indicators

WORK REQUIREMENTS:

- Installations will be required to comply with the Head Start Performance Standards, Model Tribal Head Start Health and Safety Codes, and other applicable safety codes to ensure the health and safety. Site visits can be arranged by contacting the staff listed on this RFP.
- Provide transportation, mileage, labor, supplies, parts, and equipment for the all work performed.
- Contractor shall comply with Federal Regulations.

- Provide labor and materials for all window replacements including permits, demolition, debris removal, (door and hardware) if window is indoor, and any other repairs as requested.
- Ensure availability and stock of materials for glass, windows, doors, hardware and other parts required for all repairs.
- Emergency repairs and maintenance of windows and doors as needed or upon work order request.
- Keep the premises and job site free of refuse, rubbish, scrap materials, and debris.
- Present a safe and orderly workman like appearance at each work site. Removal of material and debris off the school premises as is mandatory. All debris must be disposed of properly in accordance with EPA Regulations.
- All loading, cartage, hauling and dumping will be at Contractor's (vendor) expense.
- At the completion of any project(s), the contractor shall immediately remove all tools and equipment from the job site and leave the school premises in a clean condition.
- All Contractor personnel must observe all NHS, Federal and Navajo Nation Policies and Procedures at each Head Start center.
- All Contractor personnel must comply with NOSHA requirements performing work on all facilities and wear safety gear (hard hat), vest, steel toe boots, and safety glasses).
- All Contractor personnel must be identified by wearing a Company labeled apparel and/or visible identification card and provide a copy of COVID-19 shot record for all employees as required by Federal Regulations.
- All Contractor personnel must sign in before beginning work at all facilities during regular school hours without interruption of classroom.
- All Contractor personnel shall have a written Work Order with approval signature(s) of the NHS authorized representative in accordance with the Navajo Nation Policies.
- **When a project is completed, a "detailed" delivery ticket shall be filled out and obtain a signature from an NHS representative at the Head Start center "PRIOR" to final invoice.**
- Contractor shall be responsible to have the unit(s) running efficiently at the **final walk-through with a NHS Director or NHS Assistant Superintendent.**
- All Work Order(s) shall be coordinated with and approved by NHS Finance section with Principal Contract Analyst or Director of Financial Services.

SECTION II

The following documents are required and must be submitted:

1. Navajo Nation Certification Regarding Debarment & Suspension (Attached)
2. Federal Form Tax W-9
3. Licensed, bonded, and current Certificate of Liability Insurance.

A. Proposal Format:

1. Respondent(s) must indicate 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 hard report cover (NO BINDERS) with tabs delineating each section.** Larger paper is permissible for charts, maps, or the like.
3. An original RFP response and three (3) copies must be provided in a 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 the 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 be contacted for clarification.
 - e. Explicitly indicate acceptance of the conditions governing this procurement.
 - f. Signed by the person responding to the RFP; and
 - g. Acknowledge receipt of all amendments to the RFP.
6. The respondent must submit a statement of qualifications to include:
 - a. 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 detail, the quality, quantity, and substance of services provided.
 - d. The respondent must provide a Certificate of Liability Insurance.
7. Respondent must provide proposal on contract approach.

- a. Provide in detail how they would accomplish the objectives described in the scope of work.
 - b. Provide number of employees in the company/organization.
 - c. Provide Resume & Credentials of each Employee including Certificates, Diploma and/or Degrees.
8. Respondent must provide a **DETAILED COST** for all the services listed in the Scope of Work.

- B. 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.
- 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 laws 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 Navajo Nation procurement regulations from the NHS Principal Contract Analyst at any time up to the Deadline for Proposals.
- D. INQUIRIES:** Any inquiries regarding this RFP should be submitted in writing to Lavine J. Roan, Principal Contract Analyst. Only written responses to questions will be considered official. Questions will be directed to Lavine J. Roan at 928-871-7061. **Questions regarding this procurement will be accepted until 5:00 p.m. on October 10, 2024.**
- E. AMENDED PROPOSALS:** A respondent 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 **5:00 p.m. October 11, 2024.** Respondents who are mailing their proposals 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 proposals will not be accepted.**
- G. REJECTION OF PROPOSALS:** NHS reserves the right to reject all proposals. This RFP may be canceled at any time and all proposals may be rejected in whole or in part when the NHS Assistant Superintendent determines it is in the best interest of the Navajo Nation.
- H. 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”.
- I. RESPONSE MATERIAL OWNERSHIP:** All material submitted regarding this RFP shall become property of the Navajo Nation and will not be returned to the respondent. Responses received will be retained by NHS and may be reviewed by any person after final selection has been

made. NHS has the right to use any or all system ideas presented in reply to this RFP. Disqualification or non-selection of a respondent or proposal does not eliminate this right.

J. INCURRING COSTS: Any cost(s) incurred by the respondent in preparing, transmitting, presenting, or modifying the proposal or material for this RFP shall be the responsibility of the respondent.

K. SUFFICIENT APPROPRIATION:

A contract awarded because 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 NHS Assistant Superintendent's decision to terminate or reduce the scope due to insufficient appropriations shall be accepted as final by the Vendor.

L. EVALUATION PROCEDURES AND SELECTION CRITERIA.

1. An evaluation team will evaluate the proposals received in accordance with the general criteria used herein. Respondents should be prepared to provide any additional information the team feels necessary for the fair evaluation of proposals.
2. Failure of a respondent 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 respondent to the execution of a contract.
3. The sole objective of the review team will be to select the respondent who is most responsive to the needs of NHS. The specifications in this 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 respondent who best meets this objective. If there is only one responsive bid, the NHS Assistant Superintendent 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 NHS 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 possible points = 100

M. STANDARD CONTRACT: 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.

N. TAX: All appropriate taxes should be included in the 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 at the prevailing rate, on gross receipts for all work performed within the territorial jurisdiction of the Navajo Nation pursuant to 24 N.N.C. §§601 et seq., and the Navajo Nation Sales Tax Regulations §§6.101 et seq., as amended from time to time, except that work performed within the To’Nanees’Dizi Local Government (“Tuba City Chapter”) or the Kayenta Township is subject to their respective local sales taxes as amended from time to time. In addition to being subject to Navajo Nation Sales Tax, the CONSULTANT is subject to local sales tax on gross receipts for all work performed within a governance-certified chapter that imposes a local sales tax pursuant to a duly enacted local tax ordinance and the Uniform Local Tax Code, 24 N.N.C. §§150 et seq.

O. SOVEREIGNTY: The Navajo Nation will not relinquish any of its sovereignty rights.