

REQUEST FOR PROPOSAL

SIDEWALK REPAIR

RFP BID# 24-10-3491SB

Navajo Nation Division of Aging and Long-Term Care Support

Fort Defiance Agency

DESCRIPTION

Navajo Nation Fort Defiance Agency, Division of Aging and Long-Term Care Support

(DALTCS) is seeking proposals from qualified companies for Sidewalk Repair projects for the Nahata Dziil Senior Center.

CONTACT PERSON:

Any questions or inquiries can be directed to: Lesita T. Desiderio,

Program Supervisor II, DALTCS

Telephone: (928) 729-4460

Email: Lesita.Desiderio@navajo-nsn.gov

PROPOSAL SUBMITTAL INFORMATION AND DEADLINE

Seal bids will be received NO LATER than 5:00 p.m. MST on November 1, 2024. The proposal shall conform to the RFP instructions. **Late Proposals will not be accepted.**

Please submit (3) copies of the Request for Proposals, including (2) sealed Cost Proposals. All proposals submittals shall be postmarked on or before the closing date. Responses to this Bid shall be sent in a sealed envelope, including a return address, and clearly marked on the outside of the envelope in the following context:

RFP BID#

THE NAVAJO NATION

Fort Defiance Agency

Division of Aging and Long-Term Care Support

PO Box 1519

Fort Defiance, AZ 86504

Attn: Lesita T. Desiderio

Instructions to Bidders to visibly mark on the outside of the proposal package, the RFP Bid Number, Company Name and Bidders' Policy Status (PRIORITY 1 or PRIORITY 2) under the Navajo Nation Business Opportunity Act. It is the responsibility of the Bidder to identify themselves as certified under the Navajo Nation Business Opportunity Act.

All proposals become the property of the Fort Defiance Agency, Division of Aging and Long-Term Care Support. DALTCS will not return any proposals or make any copies of the proposals available for any purpose other than those described in the RFP packet.

Cost Proposal should explicitly identify and state all costs associated to the completion of all proposed services in this RFP. In the event of multiple awards, cost(s) should be detailed and stated separately for each location.

TAX: All appropriate taxes should be included in the cost of services, including the Navajo Nation Sales Tax. All work performed within the territorial jurisdiction of the Navajo Nation is subject to the Navajo Sales Tax of 6% (24 N.N.C. Section 601 et. Seq.).

BID OPENING INFORMATION

The Bid packages will be opened and reviewed by the Bid Evaluation Team on or by November 4, 2024. The selected companies will be notified by the Division of Aging and Long-Term Care Support, Program Supervisor 11, Lesita T. Desiderio, by November 4, 2024.

The Navajo Nation is a sovereign government, and all contracts entered as a result of the RFP shall comply with all Navajo Nation laws, rules and regulations, including the Navajo Preference in Employment Act and Navajo Nation Procurement Rules and Regulations. The Navajo Nation will not waive its sovereignty status.

SCOPE OF SERVICES

The Division of Long Term-Care Support is seeking a contractor(s) to complete sidewalk repair associated with water and ice damage at the Nahata Dziil Senior Center building. This building is located at Hwy 191 Southeast of Nahata Dziil Blvd, Red Sands/Chiihto Sanders, Arizona, 86512. Work must be completed prior to November 22, 2024.

The scope includes the following:

- Concrete sidewalk repairs outside the facility
- Pricing shall include lift, ground protection, safety barriers, labor, and materials
- Pricing shall also include the removal of surplus materials, slate scrap, and debris

The sidewalk will be restored to good condition, including all finishing work and sealing.

Recommended Repair Site:

1. Nahata Dziil Senior Center, Sanders, AZ

Proposals for bids must indicate the delivery dates of proposed services. Please include travel rates, personal expenses, and other applicable fees. DALCTS fully expects the successful bidder to completely satisfy all contract performance requirements.

RFP INFORMATION

The issuance of a solicitation does not obligate DALCTS to pay for any bid/proposal preparation cost incurred by the bidder.

DALTC's obligations under any contract is contingent upon the availability of funds to pay for contract services.

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

REQUIRED DOCUMENTATION

The Bidder is responsible for submitting all required documentation, including the following attachments:

1. Written Proposal
2. Cover Letter and Bidder Overview
3. Company Credentials, Qualifications and Staff Resume
4. List of similar services provided to other clients on the Navajo Nation.
5. Navajo Nation Suspension & Debarment Form
6. W-9 for Company
7. Certification of Insurance