

REQUEST FOR PROPOSAL  
Bid Number 24-11-3512LE

Date: November 6, 2024

Project Title: Navajo Nation Division of Behavioral and Mental Health Services – “Tuba City HVAC Inspection, Repair, Replace, Maintenance Project.” Tuba City, AZ

Project Schedule

Advertisement of RFP	11/12/2024 – 11/29/2024
Onsite Pre-Bid Meeting	12/03/2024 10:00 am Tuba City DBMHS Building Call (928) 283-3346 for directions
Requests for Information Due Date	12/12/2024 5:00 pm
Bid Due Date	12/27/2024 5:00 pm

Proposal:

All interested parties are invited to review and respond to this Request for Proposal at their discretion. All questions pertaining to the contents of this RFP as a respondent can contact Mike Salabiye, Planner-DBMHS at email: [msalabiye@navajo-nsn.gov](mailto:msalabiye@navajo-nsn.gov)

All parties responding to this bid are instructed to submit or send four (4) proposals (one (1) original and three (3) copies) to the following address:

The Navajo Nation  
Division of Finance-Purchasing  
Attention: Lorita Etsitty, Buyer I  
Administration Building #1  
Window Rock Blvd  
Window Rock, AZ, 86515.

Responses to this bid shall be sent in a sealed envelope, including a return address, and clearly marked on the outside of the envelope; the following:

Bid 24-11-3512LE NNDBMHS – Tuba City, AZ  
Outpatient Building HVAC Project  
DO NOT OPEN-BID PROPOSAL

NBOA Priority Status (Priority One; Priority Two or Non-Priority Status)

## GENERAL INFORMATION AND GUIDELINES FOR THIS RFP

### I. DESCRIPTION OF THE ORGANIZATION

The Navajo Nation Division of Behavioral and Mental Health Services is a federally funded program operating outpatient and inpatient counseling services throughout the Navajo Nation.

### II. SCOPE OF THE CONTRACT

The Navajo Nation intends to enter into a professional services contract with one (1) responsible, qualified, and independent Contractor to complete all work as described in the attached scope of work.

### III. RESPONDENT REQUIREMENTS

All respondents must have the capabilities listed herein, including sufficient detailed information with regard to experience and expertise in meeting the following requirements:

1. A legitimate and credible vendor with a minimum of 5 years' experience and history with providing HVAC services on the Navajo Nation.
2. The Navajo Business Opportunity Act 5 NNC § 201, 205 will apply.
3. All workmanship and materials shall comply with applicable Safety Codes.
4. Detailed scope of work of all proposed work.

### IV. SCOPE OF WORK

(See Attached)

### V. REQUIREMENTS

The respondent will furnish all required information as specified in the RFP (Section VI. Proposal Content and required Information).

### VI. PROPOSAL CONTENT AND REQUIRED INFORMATION

Please utilize the outline described below with 4 copies.

1. Organizational letter expressing your interest and a description of your proposed services. Do not reveal or make reference to the cost in this letter.
2. Organization qualifications and project experience on the Navajo Nation. Include project site(s), and project contact information.
3. Scope of Work
4. Product Specifications including cut sheets (if applicable).
5. Design (If applicable).
6. Schedule
7. Copies of licenses, certifications (**NBOH Priority Status**), insurance certificates, and other relevant documents.
8. Costs to be submitted in a separate sealed envelope. (Detailed breakdown of costs: Material, Labor, and other applicable costs; Navajo Nation Tax 6%.
9. Compliance: Any proposal that does not adhere to this format and does not address each specification, requirement, or scope of work as outlined, may be deemed non-responsive and rejected on that basis.

VII. EVALUATION PROCESS (pre-qualifying process)

1. Evaluation Criteria

- a. Qualifications, credentials, 5 years work experience and past project experience on the Navajo Nation. This includes the capabilities to provide all requested services. (20 points)
- b. Quality of products, ability to install, and warranty services. (30 points)
- c. Project Schedule. (20 points)
- d. Cost (separate sealed envelope). (30 points)

2. Applicable Federal Requirements (25 CFR 900, OMB Circulars A-87, GSA qualified vendor, etc.).

3. The Navajo Nation Division of Behavioral and Mental Health Services reserves the right to interview respondents if deemed necessary due to tied scores or other legitimate matters. This may entail a presentation from the respondent for clarification and/or details on products or other requirements. The presentation may be scheduled to be presented in Tuba City, AZ (if necessary). It is the DBMHS's intention to award one (1) vendor to provide all services as specified.

VIII. TYPE OF CONTRACT

The Navajo Nation will utilize a standard Professional Services Contract for the procurement of goods and services for this project.

IX. PERIOD OF PERFORMANCE

The period of performance will be determined and negotiated based on the schedule proposed by the respondent and the contract implementation date.

X. TECHNICAL DIRECTION

The Navajo Nation DBMHS point of contact is Mike Salabiye, Planner for inquiries related to the project and other matters. Questions and answers will be shared with all respondents. Mr. Salabiye's email address is [msalabiye@navajo-nsn.gov](mailto:msalabiye@navajo-nsn.gov)

XI. PAYMENT AND SUBMISSION OF INVOICES

The Navajo Nation Professional Services Contract will describe this section.

XII. RIGHTS

The Navajo Nation reserves the right to reject any and all proposals, in whole or in part based on the requirements set forth in this RFP.

XIII. AGREEMENT TERMS AND CONDITIONS

The Navajo Nation Professional Services Contract will provide all the legal and contractual obligations, terms, and requirements of this project.

The Navajo Nation is a sovereign government and all contracts entered into as a result for the RFP shall comply with the Navajo Nation law, rules and regulations, including the Navajo Preference in Employment Act, and applicable federal law, rules, and regulations. This procurement and any RFP with respondents that may result shall be governed by the laws of the Navajo Nation and applicable federal law. Nothing herein shall be constructed as a waiver of the Navajo Nation's sovereign immunity. In addition, the Navajo Nation Business Opportunity Act will apply to the RFP.

The Navajo Nation Professional Services Contract will provide all other legal and contractual obligations, terms, and requirements of this project.

IXX. OTHER

DBMHS Tuba City Outpatient Building  
HVAC Project  
RFP Bid # 24-11-3512LE  
Scope of Work

The Navajo Nation Division of Behavioral and Mental Health Services, Tuba City Outpatient Administration Building is in need of one qualified and certified heating, ventilation and cooling (HVAC) services provider to provide inspection, repair, recharge, replacement (if necessary) and preventive maintenance of mechanical systems at the Administration Building in Tuba City, AZ.

HVACs

1. Make: Goodman Model: AFPF426016CA Serial: 1103009633
2. Make: Goodman Model: AEPF426016CA Serial: 1103009635
3. Make: Goodman Model: AEPF426016CA Serial: 1103009636
4. Make: Goodman Model: AEPF426016CA Serial: 1103009631

Air Handlers; 15KW Heat Strips; and Fan Coils: Make, model & serial number's need to be field verified. Inspection, servicing, repair or replace as necessary.

Mini Split

1. Install a new mini split system in the computer room, including electrical, ducting and other necessary components.

Exhaust Fans

Inspect, repair, or replace (if necessary) four (4) ducted Exhaust Fans, field verification required.

The Tuba City DBMHS Building is approximate 7,000 sq. ft. building, described as Property number 8352, in need of HVAC and other mechanical system components inspection, repair, replacement (if necessary) and preventive maintenance for all mechanical system components including the Heating, Ventilation and Air Conditioning (4 pad mounted units), install a mini split system for the IT (computer) room, inspection, repair, replacement (if necessary) and preventive maintenance of four (4) exhaust fans, Clean ducts, Ceiling return blowers, Duct Smoke Detectors, check thermostats, dampers, filters, belts (if any), motors, coils, condensers, grills, diffusers, vents, connections and any other mechanical component not listed. The contract period will be for five (5) years for these services (please include this amount in your bid proposal).

1. Inspect all units listed, including all trades necessary i.e. Electricians and Plumbers.
2. Recharge all units with freon.
3. Repairs, include a \$5,000 allowance per year (5 years) for minor repairs and parts/labor charges.
4. Replace all thermostats.
5. Replacement, if necessary, some items may have to be bid out.
6. Duct cleaning once a year for 5 years.

7. Test and Balance as necessary.
8. Preventive maintenance on all systems and components for 5 years as recommended by the manufacturer.
9. Price quote is to be broken down by: Equipment, Supplies and Material; Labor; Overhead and Profit Sub-total, Taxes and Grand Total.
10. Any additional work not described in this scope of work can be submitted as "bid alternates", we are not HVAC system experts and may have inadvertently left out an important item needed.

As built drawings will be available for viewing at the site.

All replacement(s) should include all components for complete replacement.

Warranty information for materials and workmanship to be provided to site.

Maintenance information should be provided to site upon completion of the project.

Copy of "cut sheets" (on new units) should be provided to site upon completion of project.

Vendor will be responsible for disposal of replaced fixtures and debris at the location.

VENDORS WILL BE RESPONSIBLE TO VERIFY SYSTEM COMPONENTS AND ALL OTHER NECESSARY INFORMATION ON SITE. Contact Lavina Begay-Nez, Administrative Service Officer at (928) 283-3346 to schedule appointments for follow up walk through inspections (if needed).

*End Scope of Work*



225 AMP 3 PHASE 120/208-4 WIRE SURFACE MOUNT ELECT. PANEL

DESCRIPTION	CIR	BRK	WS	1Ph	2Ph	3Ph	WS	BRK	CIR	DESCRIPTION
15 KW HEAT STRIP	1	60	#6	4880	2568	#10	35	2		HVAC UNIT
	3		#6	4880	2568	#10		4		
	5	3	#6	4880	2568	#10	3	6		
AIR HANDLER	7	15	#12	372	1313	#12	20	8		(8)LIGHTS (1)DOOME (1) EXHAUST FAN
	9	2	#12	372	1313	#12	20	10		(10)LIGHTS
(10) LIGHTS	11	20	#12	1800	1360	#12	20	12		(10)LIGHTS (2)EMRG (3)EXIT LIGHTS
(10) RECEPT.	13	20	#12	1800	1735	#12	20	14		(9) RECEPT.
(10) RECEPT.	15	20	#12	1800	1620	#12	20	16		(9) RECEPT.
(9) RECEPT.	17	20	#12	1620	1620	#12	20	18		(9) RECEPT.
(6) RECEPT.	19	20	#12	1080	1080	#12	20	20		(6) RECEPT.
(6) RECEPT.	21	20	#12	1080	1440	#10	30	22		SINGLE CRONOMITE
(7) RECEPT.	23	20	#12	1260	3000	#12	20	24		(4) PORCH LIGHT ON PHOTO CELL
(3) PORCH LIGHT ON PHOTO CELL	25	20	#12	225	300			26		SPACE
SPACE	27							28		SPACE
SPACE	29							30		SPACE
SPACE	31							32		SPACE
SPACE	33							34		SPACE
SPACE	35							36		SPACE
SPACE	37							38		SPACE
SPACE	39							40		SPACE
SPACE	41							42		SPACE
TOTAL 1510364865143 TOTAL										

ELECTRICAL CALCULATIONS: PANEL 'A'

TOT. WATTS = 46,726w = 128amps  
208 x 1.73 = 360

225 AMP 3 PHASE 120/208-4 WIRE SURFACE MOUNT ELECT. PANEL

DESCRIPTION	CIR	BRK	WS	1Ph	2Ph	3Ph	WS	BRK	CIR	DESCRIPTION
15 KW HEAT STRIP	1	60	#6	4880	2568	#10	35	2		HVAC UNIT
	3		#6	4880	2568	#10		4		
	5	3	#6	4880	2568	#10	3	6		
HVAC UNIT	7	35	#10	2568	2568	#10	35	B		HVAC UNIT
	9		#10	2568	2568	#10		10		
(10) LIGHTS	11	3	#10	2568	2568	#10	3	12		DUAL CRONOMITE
PROJECTION SCREEN	13	20	#12	800	3480	#10	30	14		HEAT TAPE
PROJECTION SCREEN	15	20	#12	800	3480	#10	2	16		F.A.C.P.
RANGE	17	30	#10	5050	1500	#12	20	18		SPRINKLER
	19	2	#10	800	1675	#12	20	20		DRINKING FTN.
WATER HEATER	21	20	#12	800	800	#12	20	22		(10)LIGHTS (2)EMRG (3)DOOME (1)DOOME
WATER HEATER	23	20	#12	800	1721	#12	20	24		(6)LIGHTS (2)EMRG (1)EXIT (2)EMRG (5)EXIT (2)EMRG (3)EMERGENCY LIGHT
CARBARGE DISP.	25	20	#12	1200	1735	#12	20	26		SPACE
REFRIGERATOR	27	20	#12	800	1313	#12	20	28		SPACE
RANGE HOOD	29	20	#12	800	1721	#12	20	30		SPACE
AIR HANDLER	31	15	#12	372	1055	#12	20	32		SPACE
	33	2	#12	372				34		SPACE
AIR HANDLER	35	15	#12	372				36		SPACE
	37	2	#12	372				38		SPACE
	39							40		SPACE
	41							42		SPACE
TOTAL 263602383269194 TOTAL										

ELECTRICAL CALCULATIONS: PANEL 'B'

TOT. WATTS = 79,490w = 221amps  
208 x 1.73 = 360

225 AMP 3 PHASE 120/208-4 WIRE SURFACE MOUNT ELECT. PANEL

DESCRIPTION	CIR	BRK	WS	1Ph	2Ph	3Ph	WS	BRK	CIR	DESCRIPTION
15 KW HEAT STRIP	1	60	#6	4880	2568	#10	35	2		HVAC UNIT
	3		#6	4880	2568	#10		4		
	5	3	#6	4880	2568	#10	3	6		
AIR HANDLER	7	15	#12	372	1313	#12	20	8		(8)LIGHTS (1)DOOME (1) EXHAUST FAN
	9	2	#12	372	1313	#12	20	10		(10)LIGHTS
(10) LIGHTS	11	20	#12	1800	1360	#12	20	12		(10)LIGHTS (2)EMRG (3)EXIT LIGHT
(10) RECEPT.	13	20	#12	1800	1735	#12	20	14		(9) RECEPT.
(10) RECEPT.	15	20	#12	1800	1620	#12	20	16		(9) RECEPT.
(9) RECEPT.	17	20	#12	1620	1620	#12	20	18		(9) RECEPT.
(6) RECEPT.	19	20	#12	1080	1080	#12	20	20		(9) RECEPT.
(6) RECEPT.	21	20	#12	1080	1440	#10	30	22		SINGLE CRONOMITE
(7) RECEPT.	23	20	#12	1260	3000	#12	20	24		(6) PORCH LIGHT ON PHOTO CELL
(3) PORCH LIGHT ON PHOTO CELL	25	20	#12	225	375			26		SPACE
SPACE	27							28		SPACE
SPACE	29							30		SPACE
SPACE	31							32		SPACE
SPACE	33							34		SPACE
SPACE	35							36		SPACE
SPACE	37							38		SPACE
SPACE	39							40		SPACE
SPACE	41							42		SPACE
TOTAL 15278164895218 TOTAL										

ELECTRICAL CALCULATIONS: PANEL 'C'

TOT. WATTS = 46,976w = 130amps  
208 x 1.73 = 360

REVISIONS

DATE	BY	DESCRIPTION
07/06/11	KST	ENGINEERS ADDTIONS

PHOENIX MODULAR  
5139 N. TOM MURRAY AVE.  
GLENDALE, AZ 85301  
PH: (623)209-3300

The Protek Group  
1487 W. Broadway Blvd #222  
Camp Verde, AZ 86023  
PH: (928) 848-3712

SATIS PERSON: I DANIELS  
DRAWN BY: Kevin Shoutler  
MODEL #: 6,596 SQ. FT.  
SERIAL #: PML-3115-6596  
DATE: 06/13/11

CONFIDENTIAL  
THIS DOCUMENT AND THE INFORMATION CONTAINED HEREIN ARE THE PROPERTY OF THE PROTEK GROUP. THESE PLANS ARE NOT TO BE REPRODUCED OR USED FOR ANY OTHER PROJECT WITHOUT THE WRITTEN PERMISSION OF THE STRUCTURAL ENGINEER, KEVIN N. WARD, P.E.

SHEET # 8 OF 17  
ENGINEERS SEAL

HVAC Unit - 4  
Air Handler - 4  
Heat Strip - 4

**SPLIT SYSTEM AIR CONDITIONING - \*CONDENSER\* SCHEDULE**

QTY	TAG	AMANA DISTINCTION MODEL #	TONS	REFRIG TYPE	COOLING			UNIT ELECT. INFORM.			OPER WGT LBS	ADDITIONAL REMARKS
					NOM. TOTAL MBH	SEER		V-PH	MCA	MOP		
4	AC-1,2,4,5	GSX13060-3	5	R-410A	60K	13		230/3	21.4	40	197	1, 2, 3, 4

**ADDITIONAL REMARKS**

- 1 - CONDENSER PAD.
- 2 - R-410A REFRIGERANT WITH EXPANSION VALVE KIT (TXSN-) (FIELD INSTALLED)
- 3 - HIGH/LDV PRESSURE CONTROLS (PRE-INSTALLED)
- 4 - COPPER LINE SET 1/2" X 3/8" (FIELD INSTALLED)  
(REFER TO LONG LINE SET APPLICATION GUIDE FOR PROPER LINE SET SIZING  
FOR REQUIRED LENGTHS) FORM # TP-107D

- == 5 YEAR LIMITED PARTS WARRANTY (REFER TO MANUFACTURES WARRANTY INFORMATION)
- == 5 YEAR LIMITED COMPRESSOR WARRANTY (REFER TO MANUFACTURES WARRANTY INFORMATION)
- == M.C. TO REFER TO MANUFACTURES INSTALLATION AND START-UP PROCEDURES. FORM # IO-355B
- == M.C. TO REFER TO MANUFACTURES INSTALLATION FOR LONG LINE SET APPLICATION.
- == M.C. TO CHECK THE FOLLOWING ITEMS FOR PROPER OPERATION.
  - A. SMOKE DETECTORS
  - B. C.R.V. VENTILATION KIT.
  - C. PROGRAMMABLE THERMOSTAT
  - D. DRAIN LINE.
  - E. RELIEF EXHAUST FAN.

**SPLIT SYSTEM AIR CONDITIONING- \*FAN COIL\* SCHEDULE**

QTY	TAG	AMANA DISTINCTION MODEL #	CFM NOM	MIN TISA CFM	UNIT ELECT. INFORM.			HEAT STRIP ELECT. INFORM.				OPER WGT LBS	ADDITIONAL REMARKS		
					V-PH	MCA	MOP	V-PH	ELEC HEAT KW	CIR #1				CIR #2	
4	FC-1,2,3,4,	AEPF4260	1800	300	230/1	7.8	15	230/3	15	6.4	15	45	50	350	1,2,3,4,5,6

**ADDITIONAL REMARKS:**

- 1 - STD HORIZONTAL MOUNTING KIT WITH SECONDARY DRAIN PAN
- 2 - R-410A REFRIGERANT WITH EXPANSION VALVE KIT (TXSN-) (FIELD INSTALLED)
- 3 - HORIZONTAL FILTER RACK, 25'X20'X2' WITH HINGED DOOR, MERV-8
- 4 - C.R.V. VENTILATION KIT (MEETS ASHRAE 62 VENTILATION CODE, 15CFM, P/P.  
(WITH FIELD SUPPLIED RELIEF VENT KIT)
- 5 - HEAT STRIPS KIT (PRE-INSTALLED)
- 6 - PROVIDE 7 DAY PROGRAMMABLE THERMOSTAT WITH HUMIDITY CONTROL (WHITERODGER- 1F95-1291)
- 7 - SMOKE DETECTOR (PRE-INSTALLED)

- == 5 YEAR LIMITED PARTS WARRANTY (REFER TO MANUFACTURES WARRANTY INFORMATION)
- == 5 YEAR LIMITED COMPRESSOR WARRANTY (REFER TO MANUFACTURES WARRANTY INFORMATION)
- == M.C. TO REFER TO MANUFACTURES INSTALLATION AND START-UP PROCEDURES.