# **REQUEST FOR PROPOSALS**

Bid No. 24-11-3514SB

PROPOSAL DUE DATE: 4:00 PM MST December 12, 2024.

DESCRIPTION: Division of Aging and Long-Term Care Support (DALTCS) is seeking

Proposals for replacement of the following: Fire Alarm system and ANSUL System, Electric ADA automatic door opener assembly, 4' Led light bar assemblies/lights, evaporative cooler above the kitchen, Electrical Upgrades, roof/ceiling repairs, water heater installation, door, door handles/closures, fire extinguishers service, and fire lights/exit signs services and maintenance for Shiprock Senior Center in

Shiprock, New Mexico.

Bid Number:

Bid No. 24-11-3514SB

Contact Person:

Nevina Kinlahcheeny, Supervisor

Shiprock Senior Center

Email: ndkinlahcheeny@navajo-nsn.gov

Phone number: (505) 368-1560

Donovan T. Andy, Program Supervisor II

Email: dtandy@navajo-nsn.gov Phone Number: (505) 368-1250

# **RETURN RESPONSES TO:**

Mailing Address:

Shiprock DALTCS

PO Box 4019

Shiprock, NM 87420

Physical Address:

DALTCS-SHIPROCK AGENCY

Attn: Donovan T. Andy, Program Supervisor II,

East Highway 64 Building #2583

Shiprock, NM 87420 Bid No. 24-11-3514SB

Please Submit Four (4) sets of your Proposal

REQUEST FOR PROPOSAL

# FIRE ALARM SYSTEM INSTALLATION AND CONNECTION TO THE ANSUL SYSTEM AND ELECTRICAL UPGRADE AND OTHER REPAIRS AND MAINTENANCE BID NO. 24-11-3514SB

#### **SECTION 1**

# INFORMATION ONLY, A RESPONSE TO THIS SECTION IS NOT REQUIRED

- A. **ISSUING OFFICE:** This Request for Proposal (RFP) is issued by Division of Aging and Long-Term Care Support (DALTCS), Shiprock Agency, PO Box 4019, Shiprock, New Mexico 87420. The contact person for this RFP is Donovan T. Andy, Program Supervisor II AND Nevina Kinlahcheeny, Senior Center Supervisor.
- B. **PURPOSE:** This RFP provides prospective respondents with sufficient information to enable them to prepare and submit proposal for consideration.
- C. **SCOPE:** This RFP contains the instructions governing the proposals to be submitted and the material to be included therein, mandatory requirements which must be met to be eligible for consideration, and other requirements to be met by each proposal.

#### D. 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, and 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 Shiprock DALTCS at any time up to the Deadline for Proposals.

# E. PRIORITY ONE OR TWO:

Instructions 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.

#### F. SCHEDULE OF ACTIVITES:

## DEADLINE:

2. 3. 4.	Pre-proposal Meeting (Not mandatory) Public Advertisement Begins Proposals sent to vendors on our current listing Advertisement Closing Proposal Due-Date	December 4, 2024 November 19, 2024 November 19, 2024 December 12, 2024 December 12, 2024 4PM MDST
6. 7.	Opening of Proposal and Evaluation by Review Team on or by Award date for contract	December 13, 2024 December 13, 2024

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- G. **INQUIRES:** Prospective respondents shall make written questions concerning this RFP to obtain clarification of requirements through email to Donovan T. Andy, Program Supervisor II, <u>dandy@navjo-nsn.gov</u> and Nevina Kinlahcheeny, Senior Center Supervisor, <u>ndkinlahcheeny@navajo-nsn.gov</u> No inquiries will be accepted after the inquiry deadline listed in section F. NOTE: Inquires shall reference Fire alarm installation and connection to the ANSUL system and electrical upgrade and other repairs and maintenance Bid No. 24-11-3514SB.
- H. ADDENDUM OF SUPPLEMENT TO THIS REQUEST FOR PROPOSALS: In the event that it becomes necessary to revise any part of this RFP, an addendum will be issued.
- I. **PROPOSAL SUBMISSION:** Proposal must be received on or before 4:00 PM. December 16, 2024 (MDST). Respondents who are mailing their proposals should allow sufficient time for mail delivery to insure receipt by the time specified. If mailed, it is recommended that proposals be sent by certified mail to the address indicated on the cover sheet of the RFP. No electronic submittals. Late proposal will not be accepted.
- J. FOUR SETS OF PROPOSAL ARE REQUIRED: Four sets of the proposal must be delivered in a sealed envelope. The outside of the envelope should be clearly marked with the project name- "Fire Alarm system and ANSUL System, Electric ADA automatic door opener assembly, 4' Led light bar assemblies/lights, evaporative cooler above the kitchen, Electrical Upgrades, roof/ceiling repairs, water heater installation, door, door handles/closures, fire extinguishers service, and fire lights/exit signs service Bid No. 24-11-3514SB" -and the name and address of the firm submitting the proposal. Instructions 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.

#### **Proposal Format:**

Bidders shall provide information in the following format:

#### Part A. Written Proposal

- a. Section 1: Cover Letter and Bidder overview\*
- b. Section 2: Company Credentials, Qualification and Staff Resume
- c. Section 3: FIRE ALARM/ANSUL System & Electrical Upgrade Experience
- d. <u>Section 4:</u> List of similar services provided to other clients on Navajo Nation in proportion to requested services for the last five years.
- e. Section 5: Signed W9 Form and Suspension/Debarment For
- f. Section 6: Certification of Insurance

# Part B. Cost Proposal (Sealed separately in envelope)

g. State total cost for Part I.

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- K. **COST PROPOSAL**: Cost proposals shall be <u>sealed separately and not part of the proposal</u>. Only when respondents have met the minimum qualification will the cost proposals be opened. If respondent fails to submit cost separately from proposal will result in respondent deemed non-responsive.
- L. **REJECTION OF PROPOSALS:** Shiprock DALTCS reserves the right to reject any and all proposals. This RFP may be canceled at any time and all proposals may be rejected in whole or in part when DALTCS Health Services Administrator determines it is in the best interest of the Navajo Nation.
- M. **PROPRIETARY INFORMATION**: Any restriction on the use of data contained within any proposals must be clearly state in the proposal itself. Proprietary information submitted in response to this RFP will be handled in accordance with applicable purchasing procedures. Each and every page of the proprietary material must be labeled or identified with the word "proprietary"
- N. **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 Shiprock DALTCS and may be reviewed by and person after final selection has been made, subject to paragraph L above. Shiprock DALTCS has the right to use any or all system ideas presented in reply to this RFP, subject to limitations in paragraph L above. Disqualification or non-selection of a respondent or proposal does not eliminate this right.
- O. **INCURRING COSTS:** Shiprock DALTCS is not liable for any cost by the respondents prior to issuance of a contract.
- P. **ACCEPTANCE TIME**: Shiprock DALTCS intends to make a vendor selection within reasonable timeframe after the closing date for receipt of proposals.
- Q. SUFFICIENT APPROPRIATION: A contract awarded as a result 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. The payment procedures established by OOC - Division of Finance shall be adhered to and to begin whenever Services are delivered and accepted.
- R. EVALUATION PROCEDURES AND CRITERIA.
  - An evaluation team will judge the proposals received in accordance with the general criteria used herein. The team may request oral presentations by respondents.

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- 1. 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 DALTCS. The specifications in this RFP represent the minimum performance necessary for a response. On the basis of 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 evaluation team may elect to evaluate the RFP solely.
- 4. Evaluation Criteria: The following criteria will be used by an ad hoc committee in the selection process for contract award. Vendors and proposals will be evaluated to determine the best opportunity for DALTCS.

# **Qualifying Point Criteria:**

1. Qualifications/Certifications/Experiences & Special training of the firm	20 pts
2. Proposal Requirements, Adherence to Specifications & References	20 pts
3. Proposers Information, Customers Services & Availability of Proposer	20 pts
4. Firm Proposal Cost	20 pts
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Subtotal, possible points 80\*

#### **Cost Point Criteria:**

f. Delivery of all services at reasonable cost.

0-20 points

Total possible points=100

- S. **STANDARD CONTRACT**: The Navajo Nation reserves the right to incorporate standard contract provision into any contract negotiations as a result of a proposal submitted in response to the RFP (see attached contract template).
- T. **TAX**: All appropriate taxes should be included in 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 of 6% (24 N.N.C Section 601 et. Seq.).

# REQUEST FOR PROPOSAL FIRE ALARM SYSTEM INSTALLATION AND CONNECTION TO THE ANSUL SYSTEM AND ELECTRICAL UPGRADE AND OTHER REPAIRS AND MAINTENANCE BID NO. 24-11-3514SB

U. TERM: The term of this contract will be for a period of one year from date of award.

<sup>\*</sup>Must obtain a minimum of 56 or 70 points to qualify for opening of cost proposal. Otherwise, respondent is disqualified.

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

# W. COMPLIANCE WITH LAWS AND REGULATIONS:

The successful Vendor shall comply with all Federal, Tribal, State, and Local Laws, regulations and Navajo Nation rules and policies pertaining to work under its charge, and shall, at its expense, procure any permits that may be required.

#### X. INDEMNIFICATION:

To the fullest extent permitted by law, or as otherwise defined in the Contract, the successful Vendor shall indemnify and hold harmless the Navajo Nation and its officials, employees and agents from and against all claims, liens or demands that result in losses, liabilities, defense costs and expenses (including but not limited to attorney's fees and costs of litigation) arising out of the term, conditions and performance under the contract. The Vendor further agrees to indemnify and hold harmless the Navajo Nation, its agents, or employees, against claims or liability arising from or based upon the violation of any federal, state, county, city, or other applicable laws, bylaws, ordinances, or regulations by the Vendor, its agents, associates, or employees.

The indemnification provided above shall obligate the Vendor to defend at its own expense or to provide for such defense, at the Navajo Nation's option, of any and all claims of liability and all suits and actions of every names and description that may be brought against the Navajo Nation which may result from the operations and activities under any Contract resulting from this RFP.

The award of this Contract to the Vendor shall obligate the Vendor to comply with the foregoing indemnity provision.

**PERFORMANCE BOND** 

#### SECTION II SCOPE OF WORK

# A. BACKGROUND

The mission of Shiprock Division of Aging and Long-Term Care (DALTCS) Support is to promote healthy independent living to elders. The vision statement is to empower Hozho (peace, beauty, balance, and harmony). The Shiprock DALTCS Program serves 15 senior centers located across Northern Agency.

Shiprock DALTCS Program has the following services for older adults living on the Navajo Nation: nutrition, transportation, and assistance with payment of eyeglasses, or dentures, or hearing aids via DALTCS Trust Funds. Senior Centers provide meals to older adults and eligible persons with disabilities, including short distance transportation.

## **B. 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 degree of expertise in utilizing these capabilities.

Shiprock DALTCS Agency requests proposals from firms with experience in repairing and maintaining ANSUL System and also in Electrical Upgrades. The repairs and maintenance will be for the Shiprock Senior Center in Shiprock, New Mexico.

The goal of this solicitation is to enter into a Contract with the firm that will be able to best meet DALTCS' requirements and deliver the project successfully.

#### SCOPE OF WORK

The services of the contractor are to perform with quality, reasonable cost, diligent and careful manner:

- Installation a new Fire Alarm System.
- Installation of new ANSUL System hood and fan with connection to Fire Alarm
- Electric ADA automatic door opener assembly installation on south door.
- 4' light bar assemblies with covers/lights to be repaired/installed in kitchen, restrooms and main dining hall.
- Repair and maintenance Evaporative cooler above the kitchen.
- Repair and maintenance of roof and ceiling throughout the center
- Install water heater (water heater already purchased) with proper new tubing and assembly.
- All exit door handles along with closure arms to be replaced.
- A new door needed in office 3.
- ABC & K type fire extinguishers need to be serviced
- Fire lights and exit signs throughout the center need to be serviced.

The contractor shall provide services in accordance with the highest standards of professionalism, skill, workmanship, and applicable trade practice and shall conform to all applicable codes and regulations.

The contractor shall complete the following for each project listed above:

- Assessment on the conditions of each projects.
- · Repairs and maintenance
- Provide labor, supplies, parts, and equipment
- Demolish and dispose of all materials related to the installation, repair and maintenance.
   Materials will be used, recycled, or disposed of as applicable and in accordance with EPA and NNEPA Regulations.
- The contractor will furnish all equipment and labor necessary to complete the repairs and maintenance
- Warranty for parts and labor for one year.
- Warranty for electrical system for one year.

• A timeline of repair and maintenance of the Fire Alarm system and ANSUL System. Electric ADA automatic door opener assembly, 4' Led light bar assemblies/lights, evaporative cooler above the kitchen, Electrical Upgrades, roof/ceiling repairs, water heater installation, door, door handles/closures, fire extinguishers service, and fire lights/exit signs service within the senior center facility will need to be completed on or before December 27, 2024.

#### PROPOSAL COST:

- Ensure service cost such as labor, travel time, mileage, parts and supplies are reasonable and are for the work completed for the applicable Shiprock DALTCS Program.
- Each scope of work shall include all applicable Navajo Sales Tax of 6% (24 N.N.C. Section 601 et. Seq.) associated with each project (Section S, Part 4).
- All repairs and maintenance of the Fire Alarm system, ANSUL System and Electrical upgrade shall not be proprietary for all information relating to the equipment and installation upon completion shall become property of the Navajo Nation to include any software or codes used for the maintenance or repair for each system.
- Thorough training shall be furnished to Shiprock DALTCS Staff by the contractor on the repairs and maintenance upon completing of the Fire Alarm, ANSUL System and Electrical upgrade.
- The contractor shall furnish all abor and materials necessary to complete the electrical work relating to the ANSUL System and Electrical upgrade. This includes:
  - a. Installation of new wiring for the Fire alarm System and Electrical upgrades.
  - b. Installation of new wiring for the ANSUL System and Electrical upgrades.
  - c. Installation of new wiring for the ADA Automatic Door opener and Electrical upgrades.
  - d. Installation of new wiring for the light fixtures and Electrical upgrades.
  - e. Installation of new wiring for the evaporative cooler and Electrical upgrades.
  - d. Other recommendations to comply with applicable specifications and codes
- The contractor will furnish all labor and provide applicable local utility company requirements and certification. The contractor will be responsible to have all units running efficiently at final walk through.
- The contractor will be responsible for all construction related clean up and debris disposal. Contractors will also isolate work areas to minimize impact to non-work-related spaces; however, some dust and debris can be expected.
- Contractor will supply all screw, nails, adhesive, caulking, roofing curbs, gas regulators, cement, vents, deflectors, fabrication, tape, and cement to seal al joints and penetrations, roof caps, electrical wires, thermostats, thermostat cords, and categorical parts required to complete this project. All building penetrations must be sealed tight to avoid leaks and air infiltration.

# Part II: Site Locations:

	Location
1.	Shiprock Senior Center, Shiprock, NM. (US HWY 491 S, next to USPS, Shiprock, NM 87420)

Electrical work for the Fire Alarm and ANSUL System range hood and fan.

- Electrical work for ADA automatic door installation
- Electrical work for ADA automatic door opener installation
- Electrical work for light assemblies' installation
- Electrical work for evaporative cooler installation
- Restore power.
- Natural Gas work when installing water heater
- Upgrade Electrical wiring
- Upgrade/Replace Electrical box panel.
- See OEH Report
- Maintenance

#### Site Visits:

The Contractor is encouraged, but not mandatory, to make a site visit prior to submitting a bid proposal to familiarize themselves with the Fire Alarm, ANSUL System, ADA Door system, water heater, and light assemblies upgrade and Electrical Upgrade project. To schedule a site visit, contact the following individuals.

Nevina Kinlahcheeny, Supervisor

Shiprock Senior Center

Email: ndkinlahcheeny@navajo-nsn.gov

Phone number: (505) 368-1560

# Department of the Treasury Internal Revenue Service

# **Request for Taxpayer Identification Number and Certification**

Go to www.irs.gov/FormW9 for instructions and the latest information.

Give form to the requester. Do not send to the IRS.

Before	9 yc	Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the o	wner's na	ame on line	1, and	enter the	busir	ness/disr	egarded		
		entity's name on line 2.)									
		the state of the s									
	2	Business name/disregarded entity name, if different from above.									
Print or type. Specific Instructions on page 3.	3b	<ul> <li>Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes.</li></ul>					4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):  Exempt payee code (if any)  Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any)  (Applies to accounts maintained outside the United States.)  and address (optional)				
See	5	Address (number, street, and apt. or suite no.). See instructions.	Heques	ter's name	anu au	aress (op	lioriai	,			
	6	City, state, and ZIP code									
	7	List account number(s) here (optional)									
Par	+ 1	Taxpayer Identification Number (TIN)									
		ir TIN in the appropriate box. The TIN provided must match the name given on line 1 to a	oid/	Social se	curity	number					
backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a</i>											
TIN, I	ater. Employee				r identification number						
Note: Numb	If t	he account is in more than one name, see the instructions for line 1. See also <i>What Name</i> To <i>Give the Requester</i> for guidelines on whose number to enter.	and		-						
Par	t II	Certification									
Unde	r pe	nalties of perjury, I certify that:									
2. I ai Se no	n n vic Ion	Imber shown on this form is my correct taxpayer identification number (or I am waiting for ot subject to backup withholding because (a) I am exempt from backup withholding, or (be (IRS) that I am subject to backup withholding as a result of a failure to report all interest ger subject to backup withholding; and	) I have i	not been r	notified	by the	Interi	nal Rev ed me t	enue hat I am		
3. l a	n a	U.S. citizen or other U.S. person (defined below); and									
4. Th	e F	ATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporti	ng is co	rrect.							
beca	ise	tion instructions. You must cross out item 2 above if you have been notified by the IRS that you have failed to report all interest and dividends on your tax return. For real estate transact on or abandonment of secured property, cancellation of debt, contributions to an individual rent interest and dividends, you are not required to sign the certification, but you must provide you	ions, iter tirement	arrangem	ent (IR/	A), and,	gene	rally, pa	yments		
Sign		Signature of U.S. person	Date								
		New line 3b has	been ad	ded to this	s form.	A flow-	throu	ıgh enti	ty is		

# General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

#### What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

#### **Purpose of Form**

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

# 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