



NAVAJO POLICE DEPARTMENT
Office of the Chief of Police
P.O. Box 3360
Window Rock, AZ 86515

November 19, 2024

**REQUEST FOR PROPOSALS # 24-11-3515GC
“NPD Modular Building Move”**

THIS IS NOT AN ORDER

DATE ISSUED: NOV. 19, 2024

SEALED BIDS WILL BE RECEIVED AT:

THE NAVAJO NATION
Purchasing Services Department
Administration Building #1 – 1st Floor
Attn: Purchasing Section
Window Rock Blvd.
Window Rock, AZ 86515

BID DUE DATE:

**DECEMBER 04, 2024 by 5:00 PM
ANY BIDS RECEIVED AFTER THIS
DATE/TIME WILL NOT BE ACCEPTED**

The Navajo Police Department (NPD) is seeking qualified vendors to provide a bid proposal for Disassemble/Transport/Re-assemble of two (2) double-wide modular Office Buildings 31’5” x 74’6”. The trailers are located in Chinle, AZ, and will need to be moved to LeChee, AZ.

The proposal shall include one (1) original and two (2) duplicate copies.

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.

The Navajo Nation reserves the right to reject any and all proposals not within the projected budget and may elect to award the contract not solely on the bid amount but on the bidder’s qualification.

Please direct all responses and/or questions concerning this invitation to bid to Harlan Cleveland, Special Operations Coordinator, Navajo Police Department, P.O. Box 3360 Window Rock, AZ 86515, email address hcleveland@navajo-nsn.gov.

Sincerely,

Ronald Silversmith,
Chief of Police
Navajo Police Department

INSTRUCTIONS TO BIDDERS AND GENERAL INFORMATION

SCOPE

The NPD seeks proposals from qualified vendors to disassemble/transport/re-assemble Two (2) double-wide modular office trailers to serve as Navajo Police Training Academy office and barracks buildings for the Navajo Police Department. Proposals will need to have a transport route planned out with the estimated miles for transport services; both modular trailers will need axels with tires and trailer tongues. The trailer dimensions are 74'6" L. x 31'5" W.

The Contractor/Vendor will disassemble and prepare for transport, axles and transport tongues will be installed. The Contractor will determine the best course of action in moving the trailers from their current location if dirt will need to be removed or the utilization of a crane to lift the trailers.

The Contractor/Vendor will reassemble and level both modular trailers at a new location in LeChee, AZ

Trailer # 1 Classroom/Offices

- Trailer size: 74'6" L. x 31'5" W.
- Site Work – Prep Work: Disassemble, install axles and tires, transport lights, prepare for transport, install tongue, disassemble utilities (*water, sewer, electric, and gas*), remove sidewalk, remove foundation wall, unblocking materials, tie downs.
- Transport/Set-Up:
 - Escort
 - Transport delivery
 - Re-assemble trailer
 - Level trailer
 - Blocking
 - Tie down
 - Tape and texture interior
 - Roof shingles
- Tear Down (End of Service):
 - Remove axels
 - Remove tongue.

Trailer # 2 Barracks

- Trailer size: 74'6" L. x 31'5" W.
- Site Work – Prep Work: Disassemble, install axles and tires, transport lights, prepare for transport, install tongue, disassemble utilities (*water, sewer, electric, and gas*), remove sidewalk, remove foundation wall, unblocking materials, tie downs.
- Transport/Set-Up:
 - Escort
 - Transport delivery
 - Re-assemble trailer
 - Level trailer
 - Blocking

- Tie down
- Tape and texture interior
- Roof shingles
- Tear Down (End of Service):
 - Remove axels
 - Remove tongue.

Delivery shall be made within 30 days after the contract has been signed.

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

CONDITIONS GOVERNING THE INVITATIONS FOR BIDS

The liability of the Navajo Nation under a contract formed from this solicitation is contingent upon the availability of funds. According to 2 N.N.C. §223(B), all contracts shall have sufficient funds available to perform the services under this Contract. 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.

AWARD OF BID – REJECTION OF BID

The NPD reserves the right to accept bids all or in part. At the time of acceptance, the NPD also reserves the right to increase or decrease quantities of any item at the same price bid. The NPD reserves the right to reject any or all bids or to accept any bid that in its judgment will be in the best interest of the general public. It is the intention to award the contract to the lowest responsible bidder best meeting the requirement.

PREFERENCE OF NAVAJO AND INDIAN-OWNED BUSINESS

Preference for 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 a 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 account 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".

BID INSTRUCTIONS

All bid proposals shall be submitted in a sealed envelope, marked, and addressed as follows:

"NPD Modular Building Move"

“BID #: 24-11-3515GC – DO NOT OPEN”

The name and address of the bidding firm should be shown in the upper left-hand corner of the envelope.

The Navajo Nation requires the proposal to include a sealed bid price. Failure to do so will result in a “non-responsive” classification and the proposal will be rejected. Please also include the following:

- Breakdown of cost allocation;
- Cost/expense justification and analysis to substantiate proposed pricing, if applicable.
- Please identify those items that are absolutely necessary to successful completion of the Project and the corresponding proposed pricing of those items. Please also identify all items that are optional and not necessary to the successful completion of the Project and the corresponding proposed pricing of those items.

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, if applicable.
2. Identify the name, title, and telephone numbers of the person authorized to negotiate on behalf of the organization.
3. Certified vendor that meets all standards and qualifications.
4. Navajo Preference Certificate of Eligibility issued by the Navajo Business Regulatory Department, *if applicable*.
5. Required Insurance documents, i.e. Certificate of Liability Insurance.
6. Completed and signed W-9 Form.
7. Completed and signed Navajo Nation Certification Regarding Debarment and Suspension.

The bid committee will use the following point criteria in the contract award selection process. Proposals will be evaluated to determine the best vendor.

EVALUATION CRITERIA	POINTS
<i>Priority 1 or 2 Vendor</i> a. Priority 1 Vendor (10 pts) b. Priority 2 Vendor (5 pts) c. Non-priority Vendor (0 pts)	0-10
<i>Bid Organization</i> a. Typed proposal on 8-1/2” x 11” paper b. Binding and Indexing c. One Original bid with 2 copies	5

<i>Letter of Transmittal</i>	
<ul style="list-style-type: none"> a. Provide Statement of Qualifications b. Identifying individual(s) as specified above c. Provide completed and signed documents, Certificate of General Liability, NN Debarment and Suspension, and W-9 Form. 	15
<i>Proposed Costs: Disassemble, Transport, Re-assemble.</i>	
<ul style="list-style-type: none"> a. Mileage b. Material c. Availability 	70
Total Possible Maximum Score	90-100

SCHEDULE OF ACTIVITIES

DEADLINES

1.	Public Advertisement	November 19, 2024
2.	Proposals Deadline Submissions	December 4, 2024
3.	Bid Opening	December 5-6, 2024

AVAILABILITY OF BID DOCUMENTS

Bid Proposal documents are available on the website at www.nnooc.org For more information, contact *Harlan Cleveland, Special Operations Coordinator* at (928) 686-7251.

PROPOSAL SUBMISSION

Sealed bid proposals shall be submitted to the Navajo Nation Office of the Controller, ***Attn: Purchasing Section***, BID# 24-11-3515GC, Administration Building #1-First Floor, Indian Route 100, Window Rock, Arizona, 86515 before 5:00 p.m. (MST) on December 4, 2024. Respondents who are expedited mailing their proposals should allow sufficient time for expedited mail delivery to ensure receipt by the time specified. Late proposals will not be accepted.

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.

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.

BID OPENING

The Bid Opening meeting is scheduled after the submission deadline, subject to Purchasing Section and Business Regulatory availability.

APPENDIX A
FORM W-9 (Rev. 03-2024)

APPENDIX B

Navajo Nation Debarment and Suspension

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

APPENDIX C
Certificate of Liability Insurance