

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

### 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 – 1<sup>st</sup> 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 <a href="https://hct.ncbi.nlm.ncbi.nl

Sincerely.

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:
  - o Escort
  - Transport delivery
  - o Re-assemble trailer
  - Level trailer
  - o Blocking
  - o Tie down
  - o Tape and texture interior
  - o Roof shingles
- Tear Down (End of Service):
  - Remove axels
  - o 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
  - o Re-assemble trailer
  - Level trailer
  - o Blocking

- o Tie down
- o Tape and texture interior
- Roof shingles
- Tear Down (End of Service):
  - o Remove axels
  - o 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
Priority 1 or 2 Vendor	
a. Priority 1 Vendor (10 pts)	0-10
b. Priority 2 Vendor (5 pts)	0-10
c. Non-priority Vendor (0 pts)	
Bid Organization	
a. Typed proposal on 8-1/2" x 11" paper	5
b. Binding and Indexing	3
c. One Original bid with 2 copies	

Letter of Transmittal	
a. Provide Statement of Qualifications	
b. Identifying individual(s) as specified above	15
c. Provide completed and signed documents, Certificate of General	
Liability, NN Debarment and Suspension, and W-9 Form.	
Proposed Costs: Disassemble, Transport, Re-assemble.	
a. Mileage	70
b. Material	70
c. Availability	
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 <a href="www.nnooc.org">www.nnooc.org</a> 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 availably.

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

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.

Belor	1		required. (For a sole proprietor or disreg		wner's n	ame on line	1, and en	ter the bus	siness/di	sregarded
Print or type. See <b>Specific Instructions</b> on page 3.	2 Business name/disregarded entity name, if different from above.									
	3a	only one of the following seven boxes  Individual/sole proprietor  LLC. Enter the tax classification ( Note: Check the "LLC" box above	C corporation S corporation Partnership Trust/estate  (C = C corporation, S = S corporation, P = Partnership)				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)			
	3b	If on line 3a you checked "Partnership and you are providing this form to a	o" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, partnership, trust, or estate in which you have an ownership interest, checkers, owners, or beneficiaries. See instructions					(Applies to accounts maintained outside the United States.)		
See	5	Address (number, street, and apt. or s	pt. or suite no.). See instructions.					ss (option	al)	
	6	City, state, and ZIP code								
	7	List account number(s) here (optional)	)							
Par	t I	Taxpayer Identificatio	n Number (TIN)							
				given on line 1 to av	oid	Social se	curity nur	nber		
Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a					TTT					
resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other				-	-					
entities, it is your employer identification number (ÉIN). If you do not have a number, see <i>How to get a TIN</i> , later.										
				r identification number						
		ne account is in more than one na To Give the Requester for guideline	me, see the instructions for line 1. Ses on whose number to enter.	See also What Name	and		- 1			T
Part	II	Certification								
Under	per	nalties of perjury, I certify that:				,				
1. The	nui	mber shown on this form is my co	rrect taxpayer identification numbe	r (or I am waiting for	a numb	er to be is	sued to n	ne); and		
			ecause (a) I am exempt from backu						rnal Re	/enue
		(IRS) that I am subject to backup er subject to backup withholding;	withholding as a result of a failure and	to report all interest of	or divide	ends, or (d	) the IRS	nas notif	ied me	that I am
3. I an	al	J.S. citizen or other U.S. person (	defined below); and							
			(if any) indicating that I am exempt		•					
becau: acquis	se y itior	ou have failed to report all interest n or abandonment of secured prope	ut item 2 above if you have been no and dividends on your tax return. Fo erty, cancellation of debt, contributio t required to sign the certification, bu	r real estate transactions to an individual ret	ons, item irement	n 2 does n arrangem	ot apply. Fent (IRA), a	For mortg	gage inte	erest paid, ayments
Sign Here		Signature of U.S. person			Date					
Gar	30	ral Instructions		New line 3b has b	een add	led to this	form A f	low-thro	uah ent	ity is
				required to complete	e this lin	e to indic	ate that it	has dire	ct or inc	direct
Section	n re	eferences are to the Internal Rever	nue Code unless otherwise	foreign partners, ow						Form W-9

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.

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

# 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:
    - 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.
- 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