

**REQUEST FOR PROPOSAL**  
**DCCD Installation of UVC Lighting**  
**Department of Child Care & Development**  
**Navajo Nation Division of Children & Family Services**

**Bid No: 25-01-3562LE**

**Mission Statement:**

The Navajo Nation Department of Child Care and Development's (DCCD) primary mission is to provide quality childcare to the Navajo Nation communities through tribal childcare centers or private providers. The purpose of providing childcare is to ensure that the family can become self-sufficient through employment or becoming employable through job training or higher education.

**Overview:**

The Navajo Nation Department of Child Care and Development solicits a licensed contractor to:

The purpose of the Scope of Work is to define and establish the scope of services necessary, which meets the needs of the DCCD, for the removal and disposal of existing outdated fixtures, lead ballast, and the installation of new UVC light fixtures with programmed remotes at select site locations. Also, to evaluate previous site locations to provide and programmed remotes for all UVC light fixtures at; Alchini Nizhoni I Child Care Center – Building No. 4244, Alchini Nizhoni II Child Care Center – Building No. 4245, Cottonwood Child Care Center – Building No. 4019, Cottonwood Child Care Center – Building No. 4022, Crownpoint Child Care Center – Building No. 4049, Ft. Defiance Child Care Center – Building No. 4006, Hogback Child Care Center – Building No. 4010, Karigan Child Care Center – Building No. 5166, Kii Doo Baa I Child Care Center – Building No. 2394, Kii Doo Baa II Child Care Center – Building No. 4011, Leupp Early Learning Center – Building No. 3150, Little Miss Muffet I Child Care Center – Building No. 4008, Little Miss Muffet II Child Care Center – Building No. 4009, Many Farms Child Care Center – Building No. 4021, Nooseli Child Care Center – Building No. Unknown, Pinon Child Care Center – Building No. 4246, Rock Point Child Care Center – Building No. 5567, Rough Rock Child Care Center – Building No. 3951, Shiprock Administration – Building No. 2867, Tsaile Child Care Center – Building No. 4013, Tuba City I Child Care Center – Building No. 4015, Tuba City II Child Care Center – Building No. 4017, Tuba City III Child Care Center – Building No. 4020, and Two Grey Hills Child Care Center – Building No. T073152.

**Site Locations:**

1. Alchini Nizhoni I Child Care Center – Building No. 4244  
Shiprock, NM – coordinates 36.776060, -108.704115
2. Alchini Nizhoni II Child Care Center – Building No. 4245  
Shiprock, NM – coordinates 36.775730, -108.704097
3. Cottonwood Child Care Center – Building No. 4019

- Cottonwood, Arizona – coordinates 36.069793, -109.889538
4. Cottonwood Child Care Center – Building No. 4022  
Cottonwood, Arizona – coordinates 36.069647, -109.889515
  5. Crownpoint Child Care Center – Building No. 4049  
Crownpoint, New Mexico – coordinates 35.689475, -108.147632
  6. Ft. Defiance Child Care Center – Building No. 4006  
Ft. Defiance, Arizona – coordinates 35.741716, -109.072924
  7. Hogback Child Care Center – Building No. 4010  
Hogback, New Mexico – coordinates 36.776289, -108.608825
  8. Karigan Child Care Center – Building No. 5166  
St. Michaels, Arizona – coordinates 35.657284, -109.099047
  9. Kii Doo Baa I Child Care Center – Building No. 2394  
Chinle, Arizona – coordinates 36.154688, -109.582891
  10. Kii Doo Baa II Child Care Center – Building No. 4011  
Chinle, Arizona – coordinates 36.155054, -109.582887
  11. Leupp Early Learning Center – Building No. 3150  
Leupp, Arizona – coordinates 35.294400, -111.007523
  12. Little Miss Muffet I Child Care Center – Building No. 4008  
Ft. Defiance, Arizona – coordinates 35.735127, -109.061194
  13. Little Miss Muffet II Child Care Center – Building No. 4009  
Ft. Defiance, Arizona – coordinates 35.735021, -109.061042
  14. Many Farms Child Care Center – Building No. 4021  
Many Farms, Arizona – coordinates 36.353651, -109.622005
  15. Nooseli Child Care Center – Building No. Unknown  
Tsaile, Arizona – coordinates 36.294818, -109.216696
  16. Pinon Child Care Center – Building No. 4246  
Pinon, Arizona – coordinates 36.113120, -110.217632
  17. Rock Point Child Care Center – Building No. 5567  
Rock Point, Arizona - 36.718631, -109.621914
  18. Rough Rock Child Care Center – Building No. 3951

Rough Rock, Arizona – 36.412781, -109.861113

19. Shiprock Administration – Building No. 2867  
Shiprock, New Mexico – coordinates 36.766500, -108.699543
20. Tsaille Child Care Center – Building No. 4013  
Tsaille, Arizona – coordinates 36.293882, -109.216684
21. Tuba City I Child Care Center – Building No. 4015  
Tuba City, Arizona – coordinates 36.122353, -111.244260
22. Tuba City II Child Care Center – Building No. 4017  
Tuba City, Arizona – coordinates 36.122693, -111.244308
23. Tuba City III Child Care Center – Building No. 4020  
Tuba City, Arizona – coordinates 36.122875, -111.244347
24. Two Grey Hills Child Care Center – Building No. T073152  
Two Grey Hills, New Mexico – coordinates 36.281724, -108.817579

Specifications and Submittals:

1. The licensed contractor shall provide and submit to the DCCD a written schedule and adhere to the written schedule for the removal and disposal of existing outdated fixtures, lead ballast, and the installation of new UVC light fixtures with programmed remotes at select site locations. Also, to evaluate previous site locations to provide and programmed remotes for all UVC light fixtures.
2. The licensed contractor shall provide professional workmanship for the removal and disposal of existing outdated fixtures, lead ballast, and the installation of new UVC light fixtures with programmed remotes at select site locations. Also, to evaluate previous site locations to provide and programmed remotes for all UVC light fixtures.
3. The licensed contractor shall comply with the NFPA 70 National Electrical Code and Navajo Nation Occupational Safety and Health Administration (NNOSHA) regulations.
4. The licensed contractor is responsible for the removal and disposal of all damaged and replaced materials, to an approved Environmental Protection Agency (EPA) landfill, off the Navajo Reservation.
5. The licensed contractor shall supply and be responsible for their own trash bins. At no time, DCCD's trash bins shall be used for disposal of debris material or waste.
6. The licensed contractor shall conduct a final inspection and walk through, with a DCCD representative, upon completion of the entire project to ensure all fixtures and remotes are operating properly.
7. The licensed contractor shall provide training to all DCCD staff, for the new UVC lights, upon completion of the final walk-through.

Mobilization:

1. The licensed contractor shall be responsible for receiving, unloading, and transporting any and/or all stairs, ramps, and porches to all site locations listed above.

2. The licensed contractor shall provide all necessary labor, materials, equipment, supervision, tools, transportation, and all other services to complete the project one hundred percent.
3. The licensed contractor shall be responsible for mobilization cost of materials, equipment, office trailer, storage bins, and other construction items that need transporting to all site locations listed above.
4. The licensed contractor shall be responsible to load, transport, and dispose of all damaged and replaced metal stairs/ramps and all debris material, to an approved Environmental Protection Agency (EPA) landfill off the Navajo Reservation.

### **Scope of Work**

The removal and disposal of existing outdated fixtures, lead ballast, and the installation of new UVC light fixtures with programmed remotes at select site locations. Also, to evaluate previous site locations to provide and programmed remotes for all UVC light fixtures at; Alchini Nizhoni I Child Care Center – Building No. 4244, Alchini Nizhoni II Child Care Center – Building No. 4245, Cottonwood Child Care Center – Building No. 4019, Cottonwood Child Care Center – Building No. 4022, Crownpoint Child Care Center – Building No. 4049, Ft. Defiance Child Care Center – Building No. 4006, Hogback Child Care Center – Building No. 4010, Karigan Child Care Center – Building No. 5166, Kii Doo Baa I Child Care Center – Building No. 2394, Kii Doo Baa II Child Care Center – Building No. 4011, Leupp Early Learning Center – Building No. 3150, Little Miss Muffet I Child Care Center – Building No. 4008, Little Miss Muffet II Child Care Center – Building No. 4009, Many Farms Child Care Center – Building No. 4021, Nooseli Child Care Center – Building No. Unknown, Pinon Child Care Center – Building No. 4246, Rock Point Child Care Center – Building No. 5567, Rough Rock Child Care Center – Building No. 3951, Shiprock Administration – Building No. 2867, Tsaile Child Care Center – Building No. 4013, Tuba City I Child Care Center – Building No. 4015, Tuba City II Child Care Center – Building No. 4017, Tuba City III Child Care Center – Building No. 4020, and Two Grey Hills Child Care Center – Building No. T073152. The installation shall be professionally installed as follows;

1. The licensed contractor shall determine and utilize the appropriate sizes and voltage of equipment at Crownpoint Child Care Center – Building No. 4049, Kii Doo Baa II Child Care Center – Building No. 4011, Leupp Early Learning Center – Building No. 3150, Rough Rock Child Care Center – Building No. 3951, and Two Grey Hills Child Care Center – Building No. T073152.
2. The licensed contractor shall provide professional workmanship for removal and disposal of all existing outdated fixtures and lead ballast at Crownpoint Child Care Center – Building No. 4049, Kii Doo Baa II Child Care Center – Building No. 4011, Leupp Early Learning Center – Building No. 3150, Rough Rock Child Care Center – Building No. 3951, and Two Grey Hills Child Care Center – Building No. T073152.
3. The installation of new UVC light fixtures with programmed remotes at select site locations will be installed in the following order;
  - a. Leupp – install (67) 2.4 Fixtures and (5) 2.2 Fixtures
  - b. Crownpoint – install (32) 2.4 Fixtures and (8) 2.2 Fixtures
  - c. Kii Doo Baa II – install (2) 2.4 Fixtures
  - d. Rough Rock – install (59) 2.4 Fixtures
  - e. Two Grey Hills - install (23) 2.4 Fixtures and (13) 2.2 FixturesThe Contractor will coordinate with the Planner Estimator what rooms the fixtures will be installed.
4. The licensed contractor shall install the new fixtures and program remotes in accordance with the manufacturer's requirements.

5. The licensed contractor shall clean and remove all debris material during the removal of the existing equipment and installation of new fixtures at all site locations.
6. The licensed contractor shall conduct a final inspection and walk through, with a DCCD representative, upon completion of the entire project to ensure all fixtures and remotes are operating properly.
7. The licensed contractor shall provide training to all DCCD staff, for the new UVC lights, upon completion of the final walk through.

**Period of Performance:**

The removal and disposal of existing outdated fixtures, lead ballast, and the installation of new UVC light fixtures with programmed remotes at select site locations. Also, to evaluate previous site locations to provide and programmed remotes for all UVC light fixtures at all site locations. The contractor shall complete the Scope of Work within six (6) months.

**Scheduling:**

The licensed contractor shall provide and submit to the DCCD a written project schedule and adhere to the project schedule for the removal and disposal, and installation of the new fixtures, in accordance with the Scope of Work, for all site locations.

**Special Requirements:**

1. The contractor shall submit written bi-weekly reports on the completion status of the entire project at all site locations.
2. The contractor must remove and dispose of all damaged and replaced materials, to an approved EPA landfill, off the Navajo Reservation.
3. Payments shall be made in accordance with the provisions of the contract.

**End of Statement of Work**

**REQUEST FOR PROPOSAL**  
**General Information**  
**DCCD Installation of UVC Lighting**  
**Department of Child Care & Development**  
**Navajo Nation Division of Children & Family Services**

**Bid No: 25-01-3562LE**

Request for submittal deadline: All RFPs must be received, by Wednesday February 5, 2025 at 5:00 pm MDT

CONTACT INFORMATION: Navajo Nation Department of Child Care & Development  
Cyrus Davis, Planner/Estimator  
Phone No: (928) 871-7761

COURIER SERVICE/DELIVERY TO: Navajo Nation Department of Child Care & Development  
Attention: Yolanda Gene, Principal Accountant  
47552-B State Highway 264, Window Rock, AZ 86515

MAIL TO: Department of Child Care & Development  
Navajo Division of Social Services  
P.O. Box 2425  
Window Rock, Arizona 86515

## INSTRUCTION TO BIDDERS

- A. **ISSUING OFFICE:** This Request for Proposals (RFP) is issued for the Navajo Nation Department of Child Care & Development (DCCD). P.O. Box 2425, Window Rock, Arizona 86515. The Navajo DCCD supports low-income working families through childcare financial assistance and promotes children’s learning by improving the quality of early care, education, and afterschool programs at child care centers located throughout the vast regions of the Navajo reservation.
- B. **PURPOSE:** This RFP provides prospective proposals with sufficient information to enable them to prepare and submit for consideration.
- C. **SCOPE:** This RFP contains the instructions governing the proposals to be submitted and the materials to be included therein; mandatory requirements which must be met to be eligible for consideration; and other requirements to be met. Please include any supporting attachments with the proposal packet.
- D. **SCHEDULE OF ACTIVITIES:** **DEADLINE:**
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|---|--|
| 1. Prospective proposals Inquiry deadline<br>(No questions accepted after this date)<br>Inquiries and questions will be answered<br>at any time, prior, questions may be verbal<br>or in writing. <u>Due date for all proposals</u> | February 3,2025<br><br><br><br><br><br><br><b>February 5, 2025</b> |
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- E. **INQUIRES:** Prospective proposals may make telephone or written inquiries concerning this RFP to obtain clarification of requirements. No inquiries will be accepted after the inquiry deadline listed in Section D. (1) Mailed inquiries is to be addressed to:

The Navajo Nation  
Department of Child Care & Development  
Post Office Box 2425  
Window Rock, Arizona 86515

- F. **ADDENDUM OF SUPPLEMENT TO THIS REQUEST FOR PROPOSALS:** In the event that it becomes necessary to revise any part of the RFP, an addendum will be issued.
- G. **PROPOSALS SUBMISSION:** Proposals must be received on or before February 5, 2025. Businesses who are mailing their proposals should allow sufficient time for mail delivery to ensure 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 LATE PROPOSALS WILL BE ACCEPTED.

**FOUR (4) COPIES OF THE PROPOSAL ARE REQUIRED:** The original and three copies must be delivered in a sealed envelope. The outside of the envelope should be clearly marked with the **DCCD Installation of UVC Lighting, Bid No: (25-01-3526LE) DO NOT OPEN**, and the name and address of the firm submitting the proposal. Cost to be sealed in a separate envelope.

**LATE RECEIPT OF PROPOSALS:** Late proposals will NOT be accepted. It is the responsibility of the proposal to ensure that the proposal arrives in the Purchasing Services Department prior to the date and time specified.

- H. **REJECTION OF PROPOSALS:** The Navajo Nation Purchasing Services Department and The Navajo Nation Department of Child Care & Development reserves the right to reject any or all proposals and to waive informalities and minor irregularities in proposals received.
- I. **PROPRIETARY INFORMATION:** Any restrictions on the use of data contained within any proposals must be clearly stated 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".
- J. **RESPONSE MATERIAL OWNERSHIP:** All material submitted regarding this RFP shall become property of the Navajo Nation and will not be returned to the business. Responses received will be retained by the Purchasing Services Department and may be reviewed by any person after final selection has been made, subject to paragraph K below. The Navajo Nation Purchasing Services Department has the right to use any or all system ideas presented in reply to this RFP, subject to limitations in paragraph K below. Disqualification or non-selection of a proposal or bid does not eliminate this right.
- K. **INCURRING COSTS:** The Navajo Nation Purchasing Services Department and The Navajo Nation Department of Child Care & Development is not liable for any cost incurred by the proposal prior to issuance of a contract.
- L. **ACCEPTANCE OF PROPOSAL CONTENT:** The contents of the proposal of the successful proposal will become contractual obligations if acquisition action ensues. Failure of the successful proposal to accept these obligations may result in cancellation of the award and such proposal may be removed from consideration for future solicitation. The Navajo Nation Purchasing Services Department and the Navajo Nation Department of Child Care & Development reserve the right to pursue appropriate legal action in the above set of circumstances.
- M. **ACCEPTANCE TIME:** The Navajo Nation Division of Social Services – Department of Child Care & Development, intends to make a vendor selection within ten (10) days after the closing date for receipt of proposals.
- N. **AWARD OF BID:** Upon selection, a contract document will be prepared for the vendor and the proposal submitted by the vendor will become part of the contract.
- O. **JOINT PROPOSALS:** Nothing in this RFP shall be construed to prohibit vendors from entering into a consortium for the purpose of affirming a proposal in response to this RFP. Parties to a consortium will not be permitted independent, individual proposals in response to this RFP.
- P. **EVALUATION PROCEDURES AND CRITERIA:**



- I. A Review Committee will review and will judge the proposals received in accordance with the general criteria used herein. The team may request oral presentations by the organization proposing. Proposals must be prepared to provide any additional information the team feels necessary for a fair evaluation of proposals.
- II. Failure 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 proposal to the execution of a contract.
- III. The sole objective of the review team will be to select the proposal that is most responsive to the needs of the Navajo Nation Department of Child Care and Development. The specifications in this RFP represent the minimum performance criteria necessary for a response. On the basis of the evaluation criteria established in this RFP, the Review Committee will select and recommend the proposal who best meets this objective.
- IV. Evaluation Criteria: The following criteria will be used by the selected proposal reviewing Committee in the selection process for contract award. The technical proposal factors will be rated on a scale of 1-100 with weight relations as stated below.

<u>Proposal Content and Organization</u>	0-10 Points
<ul style="list-style-type: none"> <li>• Organization letter &amp; Qualifications</li> <li>Implementation plan &amp; schedule</li> <li>Copies of licenses, certifications</li> </ul>	
<u>Project detailed</u>	0-30 Points
<ul style="list-style-type: none"> <li>• Detailed information on approach to scope of work providing methodology with description of services</li> </ul>	
<u>Project Schedule:</u>	0-20 Points
<ul style="list-style-type: none"> <li>• Schedule and proposed time frame of services</li> </ul>	
<u>Credentials and Past Performance</u>	0-25 Points
<ul style="list-style-type: none"> <li>• Business Licensures</li> <li>• Detailed resume and experience</li> </ul>	
<u>Cost:</u>	0-15 Points
<ul style="list-style-type: none"> <li>• Separate Sealed Envelope</li> </ul>	

- V. Cost/Price Factors:  
The importance of cost factors in the selection will depend upon the magnitude of the cost differentials identified, the credibility of such differential, the keenness of competition in the Technical Proposal, and the impact of other factors. The burden of proof as to cost credibility rests with the offeror. Proposed costs will be evaluated not only to determine if the estimate is reasonable, realistic and cost effective, but also to determine the offerors understanding of the department and ability to organize and perform the contract. Cost/price factors will not be numerically weighed and scored.

Proposed Cost: (To be sealed in a separate envelope) Show cost for overall proposal with **NN Tax (6%)** included with detail cost and attachment to be with proposal packet.

- Attachment called "Purchase Price" that's under the Scope of Work.

- Q. **SMALL PROJECTS CONTRACT:** The Navajo Nation reserves the right to incorporate contract provisions into any contract negotiations as a result of a proposal submitted in response to this RFP. The Navajo Nation is a sovereign government, and all contracts entered into as a result for the RFP shall comply with Navajo Nation law, rules and regulations, including the Navajo Preference in Employment Act, the Navajo Nation Business Opportunity Act, Navajo Procurement 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 construed as a waiver of the Navajo Nations Sovereign Immunity.
- R. **RETURN OF PROPOSALS:** The Navajo Nation has no obligation to return any proposals received in response to this RFP.
- S. **SPECIAL CLAUSES:** Pursuant to Section 507 PL 106-113, Special Clauses: The grant agreement requires disclosure of (1) the percentage of the total costs of the program or project which will be financed with Federal money (2) the dollar amount of Federal funds for the project or program, and the (3) percentage and dollar amount of total costs of the project or program that will be financed by nongovernmental sources.
- 100% of total cost of this RFP will be financed with ACF-DHHS CCDF Grant Funds
  - Upon award and acceptance, the total dollar amount will be made available
  - Upon the contract with the awarded vendor.
  - None of this RFP will be funded by outside sources.
- T. **TERMS:** The term of this contract will be approximately 6 (six) months, from date awarded, with option for negotiable contract or a purchase order that will requires mutual agreements between both parties.
- U. **PROPOSAL REQUIREMENTS:** All proposals must have as a minimum, the capabilities listed herein and the bid proposal submitted must reflect in detail the inclusion of these services as well as the degree of expertise in utilizing these capabilities.
1. Licensed, **bonded**, and current **General Liability Insurance**.
  2. Prospective recipient shall sign a **Navajo Nation Debarment and Suspension Waiver** form, to be provided by DCCD.
  3. Must Submit Listing and provide all Licenses (AZ & NM), Certification, Awards, Degree with Proposal
  4. Prospective recipient shall sign a **Tax Form – W9 (2024)**
  5. Navajo Nation Business Regulatory Certificate of Good Standing
  6. Statement on Navajo Nation Tax Compliance
  7. Certification of good standing from all State licensing offices
  8. One copy of comprehensive safety plan
- V. **INDEMINIFICATION:** 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

**BILLING AND PAYMENT:**

1. Billing and payment shall conform to all Navajo Nation procurement procedures. In order to receive timely payment, vendor must have an obligation and responsibility to present invoices that are timely and accurate. An original of a vendor's invoice is needed for payment. The invoice must also contain identical information as shown on the purchase order or contract.

**Acknowledgment:**

I read and reviewed information pertaining "Request for a Proposal" for Navajo Nation Division of Social Services "DCCD Installation of UVC Lighting" for Tribal Child Care Centers and approve to be advertised as is.



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Cyrus Davis, Planner/ Estimator



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Deannah Neswood-Gishey, Department Manager III