

REQUEST FOR PROPOSAL

DCCD Installation of New Standby Generators Services Department of Child Care & Development Navajo Nation Division of Children & Family Services

Re-Bid No: 25-01-3570LE

Overview:

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

The purpose of the Scope of Work is to define and establish the scope of services necessary and contract shall be awarded based on the lowest responsible bid and responsive bid package which, meets the needs of the Navajo Nation Department of Child Care and Development, for the installation of new standby generators for the following Child Care Center locations; Alchini Nizhoni Child Care Center – Building No. 4244, Alchini Nizhoni Child Care Center - Building No. 4245, Crownpoint Child Care Center – Building No. 4049, Ft. Defiance Child Care Center – Building No. 4006, Greasewood Child Care Center – Building No. 4007, 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 Child Care Center – Building No. 4008, Little Miss Muffet Child Care Center - Building No. 4009, Many Farms Child Care Center – Building No. 4021, Pinon I Child Care Center – Building No. 4018, Pinon II 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 36.776036, -108.704095
2. Alchini Nizhoni II Child Care Center – Building No. 4245
Shiprock, NM – coordinates 36.775702, -108.704095
3. Crownpoint Child Care Center – Building No. 4049
Crownpoint, New Mexico – coordinates 35.689475, -108.147632
4. Ft. Defiance Child Care Center – Building No. 4006
Ft. Defiance, Arizona – coordinates 35.741716, -109.072924
5. Greasewood Child Care Center – Building No. 4007
Lower Greasewood, Arizona – coordinates 35.529027, -109.852311
6. Hogback Child Care Center – Building No. 4010
Hogback, New Mexico – coordinates 36.776289, -108.608825
7. Karigan Child Care Center – Building No. 5166

- St. Michaels, Arizona – coordinates 35.657284, -109.099047
8. Kii' Doo' Baa' I Child Care Center – Building No. 2394
Chinle, Arizona – coordinates 36.154245, -109.582843
 9. Kii' Doo' Baa' II Child Care Center – Building No. 4011
Chinle, Arizona – coordinates 36.155020, -109.582847
 10. Leupp Early Learning Center – Building No. 3150
Leupp, Arizona – coordinates 35.294400, -111.007523
 11. Little Miss Muffet Child Care Center – Building No. 4008
Fort Defiance, Arizona – coordinates 35.734969, -109.061024
 12. Little Miss Muffet Child Care Center – Building No. 4009
Fort Defiance, Arizona – coordinates 35.735137, -109.061192
 13. Many Farms Child Care Center – Building No. 4021
Many Farms, Arizona – coordinates 36.353651, -109.622005
 14. Pinon I Child Care Center – Building No. 4018
Pinon, Arizona – coordinates 36.113095, -110.217426
 15. Pinon II Child Care Center – Building No. 4246
Pinon, Arizona – coordinates 36.113120, -110.217842
 16. Rock Point Child Care Center – Building No. 5567
Rock Point, Arizona – coordinates 36.718415, -109.622249
 17. Rough Rock Child Care Center – Building No. 3951
Rough Rock, Arizona – coordinates 36.413099, -109.861145
 18. Shiprock Administration – Building No. 2867
Shiprock, New Mexico – coordinates 36.766500, -108.699543
Total Square Feet = 4,813
 19. Tsaile Child Care Center – Building No. 4013
Tsaile, Arizona – coordinates 36.293882, -109.216684
 20. Tuba City I Child Care Center, Building No. 4015
Tuba City, Arizona – coordinates 36.12247, -111.24432
 21. Tuba City II Child Care Center, Building No. 4017
Tuba City, Arizona – coordinates 36.122696, -111.244312
 22. Tuba City III Child Care Center, Building No. 4020
Tuba City, Arizona – coordinates 36.122867, -111.244357

23. Two Grey Hills Child Care Center – Building No. T073152
Two Grey Hills, New Mexico – coordinates 36.281724, -108.817579

Site Visits:

It is mandatory to make a site visit to all site locations prior to submitting a bid proposal to verify and locate all existing utilities, overhead and underground lines to determine the power requirements, to determine the appropriate standby generator size and type, and to determine the required number of standby generators at each site location.

Before making a site visit, please contact the following individual:

Department of Child Care and Development
Planner Estimator, Delegated Maintenance Supervisor
Cyrus R. Davis
Office Telephone: (928) 871-7761
Work Cell Phone: (928) 206-7283
Email: Cyrus.Davis@ndcfs.org

Scope of Work

The purpose of the Scope of Work is to define and establish the scope of services necessary and contract shall be awarded based on the lowest responsible bid and responsive bid package which, meets the needs of the Navajo Nation Department of Child Care and Development, for the installation of new standby generators for the following Child Care Center locations; Alchini Nizhoni Child Care Center – Building No. 4244, Alchini Nizhoni Child Care Center - Building No. 4245, Crownpoint Child Care Center – Building No. 4049, Ft. Defiance Child Care Center – Building No. 4006, Greasewood Child Care Center – Building No. 4007, 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 Child Care Center – Building No. 4008, Little Miss Muffet Child Care Center - Building No. 4009, Many Farms Child Care Center – Building No. 4021, Pinon I Child Care Center – Building No. 4018, Pinon II 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.

Specifications and Submittals:

1. The licensed contractor shall provide and submit to the DCCD an itemized cost proposal breakdown for the installation of new standby generators for the individual site locations listed above.
2. The licensed contractor shall verify and locate all existing utilities, overhead and underground lines to determine the power requirements, to determine the appropriate standby generator size and type, and to determine the required number of standby generators at each site location.

3. The licensed contractor shall coordinate with Navajo Tribal Utility Authority (NTUA) and Continental Divide Electric Cooperative for the installation of new standby generators, if required.
4. The licensed contractor shall install the new standby generator that requires the least amount of preventative maintenance services. The DCCD prefers diesel powered standby generators but is open to other recommendations for overall health and safety for the child care centers.
5. The licensed contractor shall design and submit to the DCCD Planner Estimator electronic files of shop drawings of the installation of new standby generators drawings and specifications, with complete labeling, for all individual twenty-three (23) site locations listed above.
6. The licensed contractor shall submit shop drawings of the installation to a certified and licensed third-party entity, to review and approve shop drawings, for all individual twenty-three (23) site locations listed above, if required.
7. The licensed contractor shall obtain necessary permits to install new standby generators for all individual twenty-three (23) site locations listed above, if required.
8. The licensed contractor shall provide a written workplan schedule to the DCCD Planner Estimator, which allows for the least amount of disruption of the child care operations.
9. The license contractor shall provide professional workmanship for the installation of new standby generators, in accordance with the Scope of Work and agreed specifications, for all twenty-three (23) site locations listed above.
10. The license contractor shall be responsible for daily and final cleanup of all the site locations listed above, in accordance with the scope of work.
11. The licensed contractor and certified electrician shall be present during the time of testing of the new standby generators for all twenty-three (23) site locations listed above, along with the DCCD Planner Estimator.
12. The licensed contractor shall provide the new standby generator Owner's Manual and installation instructions for all the new standby generators.
13. The licensed contractor shall include and provide contractors and manufacturers, warranties, and documents to the DCCD Planner Estimator.
14. The licensed contractor shall include and provide preventative maintenance services for all standby generators, for all twenty-three (23) site locations listed above.
15. The license contractor shall at all times adhere to and be in compliance with any and all applicable Federal, State, Navajo Nation, local regulations, statutes, and laws.
16. The licensed contractor shall provide a written Record of Completion that the new standby generators has been installed, as required in accordance with the most stringent codes and standards, tested by the manufacturer's specifications, and NFPA requirements.

Codes and Standards:

The licensed contractor shall comply with all applicable codes and standards, as listed;

1. Navajo Nation Occupational Safety and Health Administration (NNOSHA)
2. National Fire Protection Association (NFPA)
3. National Electric Code

Mobilization:

1. The licensed contractor shall be responsible for receiving, unloading, and transporting any and/or all standby generator equipment to all twenty-three (23) 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 projects 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 the twenty-three (23) site locations listed above.
4. The licensed contractor shall be responsible to load, transport, and dispose of all material waste debris, to an approved Environmental Protection Agency (EPA) landfill off the Navajo Reservation.

Installations:

The awarded contractor shall provide quality services, as follows;

1. The licensed contractor shall verify and locate all existing utilities, overhead and underground lines to determine the power requirements, to determine the appropriate standby generator size and type, and to determine the required number of standby generators at each site location.
2. The licensed contractor shall assess each individual site location to determine the installation area and space for the standby generator to be installed, considering the health and safety of the child care centers.
3. The licensed contractor shall prepare the sub-grade where the standby generator will be installed and wire connections, to and from the building.
4. The licensed contractor shall calculate the required length, width, and thickness of the new reinforced concrete pad, which the standby generators will be installed on.
5. The licensed contractor shall calculate the required dimensions to install a new 8-foot height durable commercial grade chain-link fence, with an accessible gate with lock, to enclose the new standby generator. There shall be adequate space between chain-link fence and standby generator for preventative maintenance services.
6. The licensed contractor shall pour the appropriate size and thickness of the reinforced concrete pad.

7. The licensed contractor shall install the new standby generator, and a licensed electrician shall connect all the electrical components to and from the building, abiding by all codes and standards.
8. The licensed contractor shall install an 8-foot height durable commercial grade chain link fence, with an accessible gate with lock, to enclose the new standby generator.
9. The licensed contractor and certified electrician, with the DCCD Planner Estimator present, shall test and ensure the new standby generator meets all codes and standards.
10. The licensed contractor shall demonstrate and go over required maintenance such as periodic checks and refueling.

Period of Performance:

The period of performance will be;

1. Sixty (60) calendar days to design shop drawings, to get shop drawings approved, and retrieve necessary permits.
2. Six (6) months to install and test new standby generators, completing project 100%.

The licensed contractor shall provide a written work plan schedule to the DCCD Planner Estimator, to complete the Scope of Work within the allowed period of performance.

Special Requirements:

1. The licensed contractor shall submit written weekly reports on the status and completion of the entire project at all site locations.
2. The licensed contractor shall be responsible for the disposal 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.
4. Smoking is not permitted anywhere on the child care site locations.
5. All non DCCD employees who enter the child care centers must sign-in at the front entrance and shall have an escort inside the buildings at all times.
6. The licensed contractor shall be liable for all damage to DCCD property.

End of Statement of Work

REQUEST FOR PROPOSAL

General Information

DCCD Installation of New Standby Generators Services
Department of Child Care & Development
Navajo Nation Division of Children & Family Services

Re-Bid No: 25-01-3570LE

Request for submittal deadline: All RFPs must be received, by Friday, March 7, 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 to the Navajo Nation Department of Child Care & Development, P.O. Box 2425, Window Rock, Arizona. 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 that 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:**
 - 1. Prospective proposals Inquiry deadline March 5, 2025
(No questions accepted after this date)
Inquiries and questions will be answered
at any time, prior, questions may be verbal
or in writing. The due date for all proposals **March 7, 2025**

- 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 **March 7, 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 marked with the **DCCD Installation of New Standby Generators (Re-Bid No: 25-01-3570LE) 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 before the date and time specified.

- H. **REJECTION OF PROPOSALS:** The Navajo Nation Purchasing Services Department and The Navajo Nation Department of Child Care & Development reserve 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 under applicable purchasing procedures. 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 the property of the Navajo Nation and will not be returned to business. Responses received will be retained by the Purchasing Services Department and may be reviewed by any person after the 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 the 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 to 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 to affirm 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">• Organization letter & QualificationsImplementation plan & scheduleCopies of licenses, certifications	
<u>Project detailed</u>	0-30 Points
<ul style="list-style-type: none">• Detailed information on approach to scope of work providing methodology with the description of the services	
<u>Project Schedule:</u>	0-20 Points
<ul style="list-style-type: none">• Schedule and proposed time frame of services	
<u>Credentials and Past Performance</u>	0-25 Points
<ul style="list-style-type: none">• Business Licensures• Detailed resume and experience	
<u>Cost:</u>	0-15 Points
<ul style="list-style-type: none">• Separate Sealed Envelope	

- 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 detailed cost and attachment to be with proposal packet.

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

- Q. **SMALL PROJECT CONTRACT:** The Navajo Nation reserves the right to incorporate small project 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 as a result of 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 eight (8) months with the option for a negotiable contract or a purchase order that will require 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, and Awards.
 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

BILLING AND PAYMENT:

1. Billing and payment shall conform to all Navajo Nation procurement procedures. To receive timely payment, vendors 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 the Navajo Nation Division of Social Services "DCCD Installation of New Standby Generators" for Tribal Child Care Centers and approved to be advertised as is.



Cyrus Davis, Planner/ Estimator



Deannah Neswood-Gishey, Department Manager III