

**Request For Proposal**  
**NDOT – Elevator On-Call and Preventive Maintenance Services**

**SECTION 1 – OVERVIEW**

A. General Information

- a. The Navajo Division of Transportation (Navajo DOT) is requesting proposals for the NDOT – Elevator – On-Call & Maintenance Services.

The Request for Proposal process will identify, evaluate and select qualified firm(s) based on items submitted for proposal. The selected firm shall have all required items specified under the Scope of Work.

- b. Request for Proposals (RFP) Packet – The instructions on the proposal preparation, required documents, eligibility requirements and evaluation criteria are provided herein.

The RFP package may be obtained from the Navajo Division of Transportation, Navajo Transportation Complex, #16 Old Coal Mine Road, Mentmore, NM, starting March 14, 2025, during regular business hours. The Navajo Transportation Complex is located north of NM State Highway 264 and 1.5 miles east of the New Mexico/Arizona State Line. Contact Navajo DOT at 505.371.8301 to request a package. Download the RFP from the Navajo DOT website at <http://www.navajodot.org>.

- c. General Scope of Work (SOW) – The selected firm(s) shall provide the Navajo DOT with a list of services for Navajo DOT for five-years which include but are not limited to:

- **System Maintenance & Repairs:** Conduct routine maintenance visits to inspect, service, and optimize essential system components. Perform necessary repairs or replacements to ensure operational efficiency and reliability.
- **Performance Monitoring & Optimization:** Leverage maintenance strategies to analyze system data, optimize service intervals, and ensure efficient operational performance.
- **Service Requests & Emergency Response:** Provide on call services emergency response services when it comes to both Navajo DOT Elevators.

- d. Schedule of RFP Activities

	<b><u>Activity:</u></b>	<b><u>Schedule:</u></b>
1.	Advertisement Period	March 14, 2025
2.	RFP Submittal Deadline	March 31, 2025
3.	Evaluation of RFP & Firm(s)	April 2, 2025
4.	Final Selection of Firm(s)	April 4, 2025

- e. Inquires – Navajo DOT will accept or reply to any inquiries for this RFP until March 21, 2025.

- f. Proposal Submittal Deadline – Proposal shall be physically submitted to the following address by March 31, 2025, by 4:00 PM (Mountain Daylight Savings Time):

Navajo Division of Transportation  
ATTN: Evans Bennallie  
Navajo Transportation Complex  
#16 Old Coal Mine Road  
Mentmore, NM 87319

**LATE, FAXED, OR E-MAILED PROPOSALS WILL NOT BE ACCEPTED. Such proposals will be un-rated, and firms submitting them will be considered non-responsive.**

- g. Addendum to the RFP – In the event it becomes necessary to revise any part of the RFP, Navajo DOT shall issue a written addendum on the specifics of the change(s) and inform all concerned.
- h. Rejection of Proposals – Navajo DOT reserves the right to reject any or all proposals and to waive informalities in the proposals received whenever such rejection or waiver is in the best interest of the Navajo Nation.
- i. Proprietary Information – Any restriction on the use of data contained within any proposals shall be clearly stated in the proposal. Each and every page that contains proprietary information shall be stamped or imprinted “*PROPRIETARY*.”
- j. Ownership of Proposals – All material submitted with the RFP accepted for rating shall become the property of Navajo DOT and not returned to the firm. Navajo DOT has the right to use any or all information presented in the RFP subject to limitations outlined in paragraph i, above. Disqualification or non-selection of a firm(s) or proposal(s) does not eliminate this right.
- k. Cost Incurred – Navajo DOT is not liable for any costs incurred by the firm(s) prior to issuance of a signed contract award for service.
- l. Contractual Obligation – The contents of the proposal may become part of contractual obligations of the contract award. Failure of the firm to accept these obligations may result in cancellation of the award for services.
- m. Evaluation Criteria – Proposals accepted for rating shall be evaluated based on the criteria and 100-point system set forth in Section 5 – Rating System on Evaluation Criteria.
- n. Award of Contract – Navajo DOT will award the contract to the top-rated firm. Upon selection, the firm will be notified, upon Navajo DOT acceptance of the SOW and estimates (fee proposal, etc.) provided by the firm(s), a contract will be issued. The contract shall be effective from the executed date of the contract between the Navajo Nation and the firm.
- o. Standard Contract – The Navajo Nation reserves the right to incorporate contract provisions which are based on applicable requirements, such as, Navajo Nation Laws, Federal, State, and

local requirements, etc. into the contract documents; including provision of the Navajo Business and Procurement Act, at 12 N.N.C. § 1501et seq., and the Navajo Business Opportunity Act, at 5 N.N.C. § 201 et seq.

- p. Taxes – All work performed and services provided 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.).
- q. Insurance – The Navajo Nation require the successful firm(s), at its sole expense, to procure and maintain adequate and sufficient insurance for all potential liability, such as commercial general liability; automobile liability; worker’s compensation; professional liability errors and omissions liability; etc.
- r. Disclaimer – the Navajo Nation's acceptance or review of any proposal shall not guarantee the execution of any contract, and the proposed contract shall be reviewed by all appropriate departments through the 2 N.N.C. § 164 review process, including the Navajo Nation Department of Justice, for administrative and legal sufficiency, prior to execution by the Navajo Nation. The Navajo Nation reserves the right to reject any proposed contract prior to execution, for improprieties in the procurement process or applicable Navajo Nation or federal laws or regulations, or for failure to submit all requested documents or information

**SECTION 2 – PROPOSAL REQUIREMENTS AND SELECTION**

A. Proposal Submission

- a. Proposal shall be submitted in a sealed envelope clearly marked:
  - i. **“DO NOT OPEN RFP # 25-03-3618SB– NDOT – Elevator – On-Call & Maintenance Services”**
  - ii. The name of the firm submitting the Proposal shall be written legibly and shown on the outside of the sealed envelope. Please include the firm’s address.
- b. Proposal Standards – The firm shall submit one (1) original and four (4) identical copies of their RFP packet for the evaluation committee members. Appearance of the proposal is important and professionalism in the proposal presentation should not be neglected. The proposal standards are as follows:
  - i. The RFP proposal may not exceed 30 single-side pages (maximum 8 ½” x 11”) with a minimum of 10 pt. type.
  - ii. Pages that have photos, charts, graphs and/or various informative visual illustrations and/or exhibits will be counted toward the maximum number of pages.
  - iii. The following information is not included in the 30-page limit: Cover Letter on Company letterhead and Proposal Cost.
  - iv. RFP submittals should be plastic or metal spiral-bound only. **Please do not submit RFP proposals in loose-leaf 3-ring binder, these will be considered non-responsive and will be un-rated.**

B. Proposal Review Process

- a. Receipt of Proposal will be verified on the due date specified. Navajo DOT will screen and evaluate Proposals received in accordance with the following criteria. Proposals which fail this check will be considered non-responsive and will be unrated.
  - i. Proposal is received by the required deadline date and time.

- ii. Proposal meets the proposal submission requirements set forth above under Section 2, A.

C. Proposal Evaluation

- a. Proposal shall be evaluated and rated in accordance with the criteria outlined in Section 4 – Proposal Content and Evaluation Criteria.
- b. Navajo DOT will rate the Proposals based on specifications of items proposed and rank will be determined as most responsive.

D. Award of Contract

- a. The Navajo DOT will retain the services of the top rated and ranked firm. Upon selection, the firm will be notified.
- b. The Navajo DOT will issue a Notice to Proceed to the firm upon execution of the contract Navajo DOT is not liable for any cost incurred by the firm prior to issuance of a Purchase Order.

### **SECTION 3 – Scope of Work**

A. Description of Work

a. The selected firm shall provide Elevator On-Call and Preventive Maintenance Services in support of Navajo Division of Transportation in New Mexico. The five-year contract for projects includes, but is not limited to:

- Navajo Division of Transportation Main Facility (Tse-Bonito)

b. Quarterly Elevator Inspections

- Perform comprehensive inspections of elevator systems, including control wiring, lighting, operating panels, safety mechanisms, hoistway components, and mechanical equipment.
- Identify potential safety hazards, performance inefficiencies, or compliance concerns, providing recommendations for necessary repairs or upgrades.
- Submit detailed inspection reports to the Navajo DOT, outlining findings and proposed corrective actions.

c. Repair & Maintenance Services

- Perform repairs on elevator systems, including control panels, drive mechanisms, and safety components.
- Address electrical issues such as faulty wiring, circuit malfunctions, power supply disruptions, and communication failures.
- Maintain and repair elevator mechanical components, including hoistway equipment, door systems, and braking mechanisms.
- Inspect, adjust, and replace elevator ropes, guide rails, and other structural components to ensure smooth operation.
- Provide emergency repair services for elevator malfunctions, ensuring minimal downtime and operational safety.

d. Replacement & Upgrade Services

- Replace outdated or non-compliant elevator components, including control systems, door operators, hoistway equipment, and safety devices.
- Upgrade elevator systems to meet current safety, performance, and regulatory compliance standards.
- Install new elevator systems or modernize existing ones to enhance operational efficiency and meet the evolving needs of Navajo DOT facilities.

e. Incidentals Allowance

- Year One: A budget of \$20,000 is allocated to cover major repairs, system components.
- Subsequent Years: From Year Two onward, an annual budget of \$15,000 is designated for unforeseen elevator issues requiring immediate attention.
- The contractor must provide itemized invoices and justifications for any incidental expenses incurred.

f. Contract Duration

- The contract term is for five (5) years, with work performed in accordance with the agreed schedule and emergency response needs.

g. Compliance & Standards

- The contractor must comply with all tribal, local, state, and federal regulations related to elevator systems.
- All work must be performed by licensed and insured professionals qualified in their respective fields.

h. Reporting & Communication

- The contractor must submit quarterly reports detailing completed inspections, maintenance, repairs, and replacements.
- Any urgent elevator issues must be reported to Navajo DOT immediately.

## **SECTION 4 – Proposal Content and Evaluation Criteria**

A. Qualification of the Firm. Proposal shall specifically address and affirm the following:

- a. Letter of Interest that indicates why your firm should be selected to provide the Elevator Services proposal to Navajo DOT
- b. Evidence of Insurance, such as Professional Liability Insurance, Workers Comp, etc.

B. Navajo Business Opportunity Act (NBOA)

- a. The Navajo DOT will follow Navajo Business Opportunity Act, 5 N.N.C. § 201 et seq; Certified Navajo-owned business first opportunity to proposal on projects (purchase of materials or professional service)
  - i. Priority #1 - 100% Navajo owned and controlled business entity
  - ii. Priority #2 - Navajo businesses that are less than 100% owned and controlled but have majority ownership and control (51%+)
  - iii. Other Indians that own and control all or a majority of the business activities
  - iv. Any tribally-owned and operated business entity

**SECTION 5 – Rating System on Evaluation Criteria**

A. Description of the components provided in Section 4 – Proposal Content and Evaluation Criteria.

B. Each proposal will be evaluated and rated as follows:

	<u>COMPONENTS:</u>	<u>SCORING:</u>
A.	Organization of RFP	10 Points
B.	Letter of Transmittal	5 Points
C.	Specifications of Submitted Services	70 Points
D.	Three References	15 Points
<b>Total Points</b>		<b>100 Points</b>
E.	NBOA (Priority #1)	15 Points
F.	NBOA (Priority #2)	10 Points

It is the intent of Navajo DOT to score the firms according to the proposals submitted. Navajo DOT reserves the right to conduct detailed interviews, either by telephone or in person, of firms, if warranted.

**### End of Request for Proposals - RFP # 25-03-3618SB ###**

# Request for Taxpayer Identification Number and Certification

Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

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

**Before you begin.** For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

<b>Print or type.</b> See <i>Specific Instructions</i> on page 3.	<b>1</b>	Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)		
	<b>2</b>	Business name/disregarded entity name, if different from above.		
	<b>3a</b>	Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only <b>one</b> of the following seven boxes.  <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C corporation <input type="checkbox"/> S corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate  <input type="checkbox"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) _____ <b>Note:</b> Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.  <input type="checkbox"/> Other (see instructions) _____	<b>4</b> 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) _____  <i>(Applies to accounts maintained outside the United States.)</i>	
	<b>3b</b>	If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions _____ <input type="checkbox"/>		
	<b>5</b>	Address (number, street, and apt. or suite no.). See instructions.	Requester's name and address (optional)	
	<b>6</b>	City, state, and ZIP code		
	<b>7</b>	List account number(s) here (optional)		

## Part I Taxpayer Identification Number (TIN)

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 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 *How to get a TIN*, later.

<b>Social security number</b>									
-				-					
<b>or</b>									
<b>Employer identification number</b>									
-									

**Note:** If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

## Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

<b>Sign Here</b>	Signature of U.S. person	Date
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## 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](http://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.

New line 3b has been added to this form. A flow-through entity is 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