



**The Navajo Nation** **DR. BUU NYGREN** *PRESIDENT*  
Yideeskáądi Nitsáhákees **RICHELLE MONTOYA** *VICE PRESIDENT*

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Request for Proposals  
Navajo Nation Department of Corrections  
Solid Waste collection and disposal  
**RFP# 24-02-3257SB**

**Project Title:**

The Navajo Nation Department of Corrections is requesting for proposals from firms interested in providing solid waste collection services.

**Proposal Due Date:**

**March 27, 2024 3:00pm DST \*\*LATE PROPOSALS WILL NOT BE ACCEPTED\*\***

**Proposal:**

All interested and qualified parties are invited to review and respond to this Request for Proposal at their discretion. All questions pertaining to the contents of the RFP as a respondent may contact Sharon Yellowhair, Principal Accountant at the Department of Corrections Administration office by email: [sharonyellowhair@navajo-nsn.gov](mailto:sharonyellowhair@navajo-nsn.gov)

All parties responding to this bid number are instructed to submit or send three (3) proposals to the following address:

The Navajo Nation Department of Corrections  
PO Box 1949  
Window Rock, AZ 86515  
Attention: Sharon Yellowhair

Responses to this bid shall be sent in a sealed envelope, including a return address, and clearly marked on the outside of the envelope the following:

**BID# 24-02-3257SB**  
Solid Waste collection and disposal

**\*\*DO NOT OPEN\*\*-BID PROPOSAL**

**I. DESCRIPTION OF THE ORGANIZATION**

The Navajo Nation Department of Corrections oversees the detainment of individuals throughout the Navajo Nation.

**II. SCOPE OF THE CONTRACT**

The Navajo Nation Department of Corrections intends to enter into a professional services contract with (1) one responsible, qualified and independent contractor to complete all work and provide all services as described in the attached scope of work.

### **III. RESPONDENT REQUIREMENTS**

All respondents must have the capabilities listed herein, including sufficient detailed information with regard to experience and expertise in meeting the following requirements:

1. A legitimate and credible vendor with providing the described services.
2. The Navajo Business Opportunity Act 5 NNC § 201, 205 will apply.
3. All workmanship and materials shall comply with applicable Safety Codes.
4. A detailed scope of work.

### **IV. SCOPE OF WORK**

The Navajo Nation Department of Corrections is seeking a contractor that can provide the service to maintain a safe operating condition; clean, sanitary and presentable condition.

1. Contractor will collect all waste deposited in trash bins on a regular schedule; Adult facilities will be serviced 2 times per week, Juvenile facilities will be serviced 1 time per week.
2. Chinle Adult 8 cy bin will be serviced 2 times per week. Chinle Juvenile 8 cy bin will be serviced one time per week. Tuba City Adult 8 cy will be serviced 2 times per week. Tuba City Juvenile 4 cy bin will be serviced one time per week.
3. Contractor shall be able to provide optional locking devices on trash bins if requested.
4. Contractor shall be flexible in increasing or decreasing frequency of service at locations if requested.
5. The contractor will be responsible for all related clean up, removal, and debris disposal associated with this work
6. The contractor will isolate work areas to minimize impact to non-work-related spaces and maintain cleanliness of the property at all times.
7. All work, including start-up of equipment, is to be performed during regular working hours
8. The costs of repair(s) and/or replacement(s) of any damage(s) done by the vendor's work force are the responsibility of the vendor.
9. At the completion of the project, furnishing and equipment that were removed during the work will be return to its proper position.
10. All waste collected will be delivered to a permitted solid waste disposal facility operating in compliance with applicable federal, state and local laws.
11. Contractor shall perform the work in this RFP in a competent, qualified, diligent and efficient manner.
12. Service contract will be for a 5 year period.

### **V. REQUIREMENTS**

The respondent will furnish all requested (required) information as specified in the RFP.

### **VI. PROPOSAL CONTENT AND REQUIRED INFORMATION**

Please utilize the outline described below with 3 copies.

1. Organization letter expressing your interest and a brief description of your proposed services.
2. Costs are to be submitted in a separate sealed envelope. Detailed breakdown of costs: Direct Labor Costs, Materials (parts and supplies), other applicable costs, include 6% Navajo Nation Tax.
3. Organization qualifications, project experience. Include references.
4. Scope of Work.
5. Service schedule per location.
6. Copies of licenses, certifications, insurance certifications, IRS W-9 form (10/2018), Navajo Nation Debarment Form, and USDOJ Debarment and Suspension Form.
7. Compliance: Any proposal that does not adhere to this format and does not address each specification, requirement, or scope of work as outlined, may be deemed non-responsive and rejected on that basis.

**VII. EVALUATION PROCESS**

1. Evaluation Criteria
  - a. Qualifications, credentials and work experience. This includes the capabilities to provide all requested services. (40 points)
  - b. Methodology to complete the scope of work (15 points)
  - c. Price. (40 points)
  - d. Navajo or Indian Preference. (05 points)
  - e. Cost must be submitting in a separate sealed envelope
2. Applicable Federal Requirements (25 CFR 900, OMB Circular A-87, GSA qualified vendor, etc.)
3. The Navajo Nation Department of Corrections reserves the right to interview respondents if deemed necessary due to tied scores or other legitimate matters. This may entail a presentation from the respondent for clarification and/or details on products or other requirements. The presentation will be scheduled to be presented in Fort Defiance, AZ (if necessary). It is the intention of NDOC to award one (1) vendor to provide all services as specified.

**VIII. TYPE OF CONTRACT**

The Navajo Nation will utilize a standard Professional Services Contract for the procurement of goods and services for this project.

**IX. COMPLIANCE WITH LAWS AND REGULATIONS**

The successful Vendor shall comply with all Federal, Tribal, State and Local Laws, regulations and Navajo Nation rules and policies pertaining to work under are charge, and shall, at its expense, procure any permits that may be required.

**X. PERIOD OF PERFORMANCE**

The period of the performance will be determined and negotiated based on the scheduled proposed by the respondent and the contract implementation date.

**XI. PAYMENT AND SUBMISSION OF INVOICES**

The Navajo Nation Professional Service Contract will describe this section.

**XII. RIGHTS**

The Navajo Nation reserves the right to reject any and all proposals, in whole or part based on the requirements set forth in this RFP.

**XIII. AGREEMENTS TERMS AND CONDITIONS**

The Navajo Nation Professional Services Contract will provide all other legal and contractual obligations, terms, and requirements of this project. The Navajo Nation will not relinquish any of its sovereignty rights.

Exhibit A  
IRS form W-9 (2018 version)

**Request for Taxpayer  
 Identification Number and Certification**

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

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

Print or type. See Specific Instructions on page 3.	<p><b>1</b> Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.</p> <hr/> <p><b>2</b> Business name/disregarded entity name, if different from above</p> <hr/> <p><b>3</b> Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only <b>one</b> of the following seven boxes.</p> <p><input type="checkbox"/> Individual/sole proprietor or single-member LLC      <input type="checkbox"/> C Corporation      <input type="checkbox"/> S Corporation      <input type="checkbox"/> Partnership      <input type="checkbox"/> Trust/estate</p> <p><input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____</p> <p><b>Note:</b> Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is <b>not</b> disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</p> <p><input type="checkbox"/> Other (see instructions) ▶ _____</p>	<p><b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from FATCA reporting code (if any) _____</p> <p><small>(Applies to accounts maintained outside the U.S.)</small></p>
	<p><b>5</b> Address (number, street, and apt. or suite no.) See instructions.</p> <hr/> <p><b>6</b> City, state, and ZIP code</p> <hr/> <p><b>7</b> List account number(s) here (optional)</p> <hr/>	<p>Requester's name and address (optional)</p> <hr/>

**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.

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

<b>Social security number</b>									
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<b>Employer identification number</b>									
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**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).

**Purpose of Form**

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
  - Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
  - Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
  - Form 1099-S (proceeds from real estate transactions)
  - Form 1099-K (merchant card and third party network transactions)
  - Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
  - Form 1099-C (canceled debt)
  - Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.*

Exhibit B  
Navajo Nation Debarment and Suspension form

**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