

REQUEST FOR PROPOSAL

Navajo Nation Department of Child Care and Development Navajo Nation Division for Children and Family Services

WEED CONTROL Bid No.: 25-05-3676LE

Overview:

The Navajo Nation Department of Child Care and Development (DCCD) requests a response to this “Weed Control” RFP to provide weed control services at DCCD sites throughout the Navajo Nation.

Background:

The Navajo Nation Department of Child Care and Development in Window Rock, Arizona supports low-income working families through child care 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 reservation.

The Navajo Nation Department of Child Care Development (DCCD) is seeking responses from qualified vendors to provide weed control services and ensure compliance at all nineteen (19) DCCD tribal operated child care center facilities. Vendors must be capable of providing these services with excellent communication skills, customer service, and flexibility to the daily schedule of the child care centers for the safety of children and services provided on a daily basis.

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 DCCD to provide Weed Control services at the centers listed below.

Site Locations:

Site Location	Building No.	Coordinates	Total Area
Chinle Child Care Center, Chinle, AZ	2394/4011	36.154852, -109.583111	74,023 S.F.
Cottonwood Child Care Center, Cottonwood, Arizona	4022/4019	36.069795, -109.889464	19,968 S.F.
Crownpoint Child Care Center, Crownpoint, New Mexico	4049	36.069795, -109.889464	19,968 S.F.
Ft. Defiance Child Care Center and Maintenance Yard, Fort Defiance, Arizona	4008/4009	35.734976, -109.061187	101,244 S.F.
Ft. Defiance Facility Maintenance, Ft. Defiance, Arizona	4006	35.741716, -109.072924	44,373 S.F.
Greasewood Child Care Center, Lower Greasewood, Arizona	4007	35.529032, -109.852245	48,246 S.F.
Hogback Child Care Center, Hogback, New Mexico	4010	36.776416, -108.608733	14,247 S.F.
Leupp Child Care Center, Leupp, Arizona	3150	35.294034, -111.006978	132,499 S.F.
Many Farms Child Care Center, Many Farms, Arizona	4021	36.353410, -109.621518	42,757 S.F.
Nooseli Child Care Center, Tsaile, Arizona	None	36.294844, -109.216605	9,046 S.F.
Pinon Child Care Center, Pinon, Arizona	4018/4246	36.113204, -110.217649	18,013 S.F.
Rock Point Child Care Center, Rock Point, Arizona	5567	36.718616, -109.621599	107,682 S.F.
Rough Rock Child Care Center, Rough Rock, Arizona	3951	36.412681, -109.861136	64,617 S.F.
Shiprock Administration, Shiprock, New Mexico	2867	36.766120, -108.699924	102,046 S.F.
Shiprock Child Care Center, Shiprock, New Mexico	4244/4245	36.775901, -108.704132	39,556 S.F.
Shonto Child Care Center, Shonto, Arizona	4016	36.584023, -110.658294	86,833 S.F.
St. Michaels Child Care Center, St. Michaels, Arizona	5166	35.657284, -109.099047	88,724 S.F.
Tsaile Child Care Center, Tsaile, Arizona	4013	36.293801, -109.216693	15,406 S.F.
Tuba City Child Care Center, Tuba City, Arizona	4015/4017/4020	36.12247, -111.24432	39,547 S.F.
Two Grey Hills Child Care Center, Two Grey Hills, New Mexico	T073152	36.281149, -108.817539	145,625 S.F.

Site Visits:

The licensed vendor is encouraged, but not mandatory, to make site visits prior to submitting a bid proposal to familiarize themselves with the project and site conditions. Before making a site visit, please contact the following individual, and provide a written schedule with date and time of site visit:

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

Specifications and Submittals:

The licensed vendor shall:

1. Provide a written workplan schedule to the DCCD Planner Estimator, which allows for the least amount of disruption of the child care operations.
2. Provide Material Safety Data Sheet (MSDS) on information for chemicals utilized.
3. Take into consideration what applications are applied in areas where children are active, such as play areas.

Codes and Standards:

The licensed vendor shall comply with all applicable codes and standards, as listed:

1. Navajo Nation Occupational Safety and Health Administration (NNOSHA)
2. United States Department of Agriculture (USDA)

Application:

The awarded contractor shall provide quality services. The licensed vendor shall:

1. Inspect the site location, to identify the type of weeds, to determine the right application to utilize.
2. Prepare an annual weed prevention plan, preferably two treatments in the spring and fall and/or additional treatments if needed.
3. Coordinate with the Planner Estimator on the time of day the application will be applied. Preferably after hours or on the weekend.
4. Apply application in areas such as; landscaping, parking lots, walkways, fence lines, around utility infrastructures, around storage bins, around buildings, around trash bin containers, and border line of playground structures.
5. Re-apply application at site locations after any kind of precipitation, which had diluted the application.

Special Requirements:

The licensed vendor shall provide a written workplan schedule to the DCCD Planner Estimator, which allows for the least amount of disruption of the child care operations. All non-DCCD employees who enter DCCD property must sign in at the front entrance reception area and state services being provided unless services are provided after hours or on the weekend. The licensed vendor shall be liable for all damage to DCCD property. The license vendor shall at all times adhere to and be in compliance with any and all applicable Federal, State, Navajo Nation, local regulations, statues, and laws. Smoking is not permitted anywhere on the DCCD property. Payments shall be made in accordance with the provisions of the contract. The licensed vendor shall be responsible for the disposal of all waste and debris, to an approved EPA landfill, off the Navajo Reservation.

REQUEST FOR PROPOSAL

DEPARTMENT OF CHILD CARE & DEVELOPMENT WEED CONTROL

BID NO. 25-05-3676LE

Request for submittal deadline: All RFPs must be received by **May 30, 2025**
By 5:00pm MDT

CONTACT PERSON: Cyrus Davis, Delegated Building Maintenance Supervisor
Navajo Department of Child Care and Development
Telephone: (928) 871-7761

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

MAIL TO: Navajo Department of Child Care and Development
Attention: Yolanda Gene, Principal Accountant
P.O. Box 2425
Window Rock, Arizona 86515

INSTRUCTION TO BIDDERS

- A. **ISSUING OFFICE:** This Request for Proposal (RFP) is issued for the Navajo Nation Department of Child Care and Development. P.O. Box 2425, Window Rock, Arizona 86515.
- B. **PURPOSE:** This RFP provides prospective proposals with sufficient information to enable them to prepare and submit for consideration.
- C. **SCOPE:** This RFP contains 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 the attachments with the proposal packet.

D. **SCHEDULE OF ACTIVITIES:**

DEADLINE:

- Prospective proposals inquiry deadline (no questions accepted after this date); inquiries and questions will be answered at any time prior, questions may be verbal or in writing.

May 28, 2025

- Due date for all proposals

May 30, 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. Mailed inquiries are to be addressed to:

Navajo Nation Department of Child Care and 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 May 30, 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 Weed Control RFP), Bid number: 25-05-3676LE) DO NOT OPEN**, and the name and address of the firm submitting the proposal. ***Cost proposal to be sealed in a separate envelope.***

LATE RECEIPT OF PROPOSALS: Late proposals will NOT be accepted. It is the responsibility of the bidder to ensure that the proposal arrives in the Navajo Nation Department of Child Care and Development prior to the date and time specified.

- H. **REJECTION OF PROPOSALS:** The Navajo Nation Purchasing Services and Navajo Nation Department of Child Care and 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 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 Navajo Nation Purchasing Services Department and may be reviewed by any person after final selection has been made, subject to paragraph I above. 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 Navajo Nation Department of Child Care and Development are 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 bidder 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 Navajo Nation Department of Child Care and Development reserve the right to pursue appropriate legal action in the above set of circumstances.
- M. **ACCEPTANCE TIME:** The Navajo Nation Division for Children and Family Services – Navajo Nation Department of Child Care and Development, intends to make a vendor selection within ten (10) business days after the closing date for receipt of proposals, subject to change.
- N. **AWARD OF BID:** Upon selection, a contract document will be prepared to the contractor and the proposal submitted by the contractor 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:**
1. A Review Committee will review and judge the proposals received in accordance with the general criteria used herein. The team may request oral presentation by the organization proposing. Proposals prepared to provide any additional information the team feels necessary for a fair evaluation of proposals.
 2. 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.
 3. 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.

4. Evaluation Criteria: The following criteria will be used by the Review Committee in the selection process for the contract award. The technical proposal factors will be rated on a scale of 1-100 with weight relations as stated below.

<u>Product and Services</u>	0-25 Points
• Equipment, expertise and Implementation plan & schedule	
<u>Project detailed</u>	0-30 Points
• Detailed information on approach to scope of work providing service and delivery, inspection with report	
<u>Credentials and Past Performance</u>	0-25 Points
• Licensures of business	
• Past Projects completed for Navajo Nation Government	
<u>Staff and Qualifications:</u>	0-20 Points
• Staff Training, Education, and Experience	

5. 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 offeror's understanding of the program 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 detailed cost for the overall proposal with Navajo Nation Tax (6%) included.

Q. **STANDARD CONTRACT:** The Navajo Nation reserves the right to incorporate standard 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, 5 N.N.C. § 201 et. Seq., Navajo Procurement Act, 12 N.N.C. § 301, and applicable federal law, rules and regulations, 45 CFR part 98.41 (C) (4)-(5) (Health & Safety Requirements) regarding Building and Physical premises safety. 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 (3) the 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-HHS DCCD Grant Funds,
 - Upon award and acceptance, the total dollar amount will be made available, and
 - None of this RFP will be funded by outside sources.
- T. **TERMS:** The term of this contract will be for approximately four (4) years with an 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**.
 2. Prospective recipient shall sign a **Navajo Nation Debarment and Suspension Waiver** form, to be provided by DCCD.
 3. Must submit a listing and provide all Licenses, Certification, Awards, Degree with the proposal
 4. Prospective recipient shall sign a **Tax Form – W-9 (2018)**

BILLING AND PAYMENT:

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

Acknowledgment:

I have read and reviewed information pertaining “Request for a Proposal – Weed Control” for a service contract and approve to be advertised as is.



 Cyrus Davis, Planner/Estimator
 Delegated Maintenance Supervisor

05/08/2025

 Date



 Deannah Neswood-Gishey, Department Manager III

5.08.2025

 Date