



**The Navajo Nation
Division of General Services**

**REQUEST FOR PROPOSAL
DESIGN/BUILD PRE-ENGINEERED METAL BUILDING**

RFP NO: 25-05-3708GC

Date Issued: May 30, 2025

INTRODUCTION

A. PURPOSE

The Navajo Nation Division of General Services (“DGS”) requests proposals from qualified Design-Build Contractors (DBC) to provide planning and construction services for a Pre-Engineered Metal Building (PEMB) to replace the old Records Management Warehouse in Fort Defiance, AZ for the Division of General Services (“Offerors”).

B. PROJECT LOCATION:

1. Fort Defiance, AZ.
2. GPS Coordinates: 35°44'39.7"N 109°03'12.0"W
3. Map:



The proposer who submits the best proposal in terms of best quality and lowest cost on the specified materials will be selected. Adherence to the bid instructions is paramount, otherwise, the bid will be disqualified for non-compliance.

If there are any questions regarding this Request for Proposal call Shawnevan Dale, Division Director at (928) 871-6311 or email at sdale@navajo-nsn.gov.

The Navajo Nation reserves the right to reject any and all proposals not within the projected budget and may elect to award the contract not solely on the bid amount but on the bidder's qualification. The due date for the proposal is **June 13, 2025**, at **5:00 pm**, MDST.

C. PROJECT DESCRIPTION.

60'x120'x14' Pre-Engineered Metal Building with minimum specs of:

- 60' x 120' x 14' Clear Span PEMB (Design & Construction)
- Gabled Roof with 3:12 Roof Pitch
- 26 Gauge PBR Roof and Wall Panels
 - Roof - 26 gauge PBR panels in White
 - Wall - 26 gauge PBR panels in tan
 - Trim in Brown
- 1 - 10 x10 Roll up door

- 2 – Entrance doors
- 4 – 36”x36” windows with security bars
- Spray foam insulation on walls and ceilings 2" closed cell spray foam insulation - walls and ceilings
- HVAC system
- Interior lighting
- Exterior Lighting
- Wall outlets
- Wind Load of 125 MPH
- X-Cable Bracing, LEW, REW, FSW, BSW & Roof
- Gutters and Downspouts



D. SCOPE OF WORK

1. Design PEMB with above mentioned specs.
2. Design Monolithic Slab & Footing
 - Include Electrical (If applicable) and Water/Wastewater infrastructure.
3. Construct monolithic slab suitable for PEMB with dimensions of 60' x 120' x 14'
4. The Contractor shall coordinate with the Navajo Tribal Utility Authority and the Navajo Nation in regards to the site utilities. Should utility retirement become necessary, the cost shall be included in the cost proposal
5. Construct/Install PEMB (Including “office” and restrooms)
 - One (1) Prefabricated Office (12'x20'), similar to Portafab Modular Inplant Office
 - Male & Female ADA Compliant Restroom
6. Install concrete slab for parking area with bollards on southside of facility.
7. Install new fencing to secure new structure and lot with gated vehicle access.
8. Install ADA compliant sidewalk to main door.
9. Install concrete ramp for the roll up door section
10. Establish all necessary utility connections (Water, wastewater, gas, and electrical).
11. Floor Finishing
 - Commerical Epoxy Floor Coating shall be applied to entire floor.

- Heavy traffic epoxy requested.

E. RESPONSE FORMAT

All proposals must include the following:

1. Proposal Organization
 - a. The Letter of Transmittal, which shall be considered an integral part of the proposal, shall be signed by the responsible individual(s) who is (are) authorized to bind the Offeror contractually.
 - b. The proposal must supply names and resumes of key personnel to be assigned to the performance of the responsibilities contemplated by the RFP. Resumes describing the qualifications of all professional personnel, excluding support staff, to be utilized in the performance of this agreement, including all subcontractors who have been identified, must show, at a minimum, the person's name, education, position, and total years and types of experience relevant to the performance of the agreement.
 - c. The Offeror must submit evidence of appropriate required insurances that will be in force at the inception of the contract and must agree to maintain such coverage throughout the term of any agreement. Such insurance must be in an amount reasonable for a firm of Contractor's size and financial condition, and shall cover the Offeror, its employees, agents, representatives and subcontractors.
 - d. A detailed description of Offeror's knowledge and experience with respect to the services to be provided.
 - e. A list of three (3) references for the Offeror's work.
 - f. A specific description of the Offeror's proposal for the delivery of the professional services contemplated by this RFP. This proposal may include a work plan, a discussion of the manner in which the personnel will be made available to provide the services and such other information as the Offeror reasonably believes necessary to explain its proposal for meeting the needs of the NN Division of General Services.
2. Fee and Cost Schedule

A detailed cost breakout for services required by this RFP. Such fees may be outlined hourly, as a percentage of the cost of any buildout, or otherwise. Offerors must sufficiently explain the details of its cost proposal for each of the services to be provided.

F. CONDITIONS GOVERNING THE REQUEST FOR PROPOSAL

The liability of the Navajo Nation under a contract formed from this solicitation is contingent upon the availability of funds. Pursuant to 2 N.N.C. §223(B), all contracts shall have sufficient funds available to perform the services under this Contract. Since the Navajo Nation is a Sovereign government, all contracts entered shall comply with all Navajo Nation laws, rules, and regulations as well as applicable federal laws, rules, and regulations. The Nation further requires:

1. The DBC is required to have the following minimum insurance coverages:
 - General Liability of \$1 Million per occurrence and \$2 Million in total coverage, and

- Auto Liability with limits no less than \$1M per occurrence
- Workers Compensation Coverage with limits of \$1M/\$1M/\$1M
- Professional Liability of \$1 Million per occurrence and \$1 Million in total coverage,
- Navajo Nation must be named as Additional Insured for GL, AL and WC.
- Waiver of Subrogation for all coverage applies.
- Additional requirements from the Navajo Nation's Risk Management Program may apply.

2. Payment and Performance Bonds

- Contractor must be able to provide a performance and payment bond in the amount of 100% of the total price. Pursuant to 12 N.N.C. § 352(B)(3) the amounts of the PBB may be reduced by 50% of the total purchase for each bond with concurrence of the Navajo Nation's Controller.

BID INSTRUCTIONS

The proposal shall include one (1) original and three (3) duplicate copies of the following:

- Fee Schedule in its own sealed envelope inside the bid packet. Clearly indicate "FEE SCHEDULE" on the sealed envelope.

PROPOSAL SUBMISSION

Sealed bid proposals shall be submitted to the Navajo Nation Division of General Services, Administration Building #1-Second Floor, 2559 Indian Route 100, Window Rock, Arizona 86515 before 5:00 p.m. (MDST) on June 13, 2025. Respondents who are expedited mailing their proposals should allow sufficient time for expedited mail delivery to ensure receipt by the time specified. Late proposals will not be accepted.

All bid proposals shall be submitted in a sealed envelope, marked, and addressed as follows:

"PEMB Project – Records Management"
RFP #:25-05-3708GC – DO NOT OPEN"

The name and address of the bidding firm should be shown in the upper left-hand corner of the envelope.

The Navajo Nation requires the proposal to include a sealed bid price. Failure to do so will result in a "non-responsive" classification and the proposal will be rejected. Please also include the following:

- Breakdown of cost allocation;
- Cost/expense justification and analysis to substantiate proposed pricing, if applicable.
- Please identify those items that are absolutely necessary to successful completion of the Project and the corresponding proposed pricing of those items. Please also identify all items that are optional and not necessary to the successful completion of the Project and the corresponding proposed pricing of those items.

Proposals shall be delivered, in person, in a sealed envelope to:

“PEMB Project – Records Management”
RFP #: 25-05-3708GC – DO NOT OPEN”
Attn: Shawnevan Dale, Division Director
Division of General Services
ADMINISTRATION BUILDING #1-2nd FLOOR
Window Rock Blvd., Window Rock, Arizona 86515

Or expedited mail to:

Division of General Services
Attn: Shawnevan Dale, Division Director
Administration Building #1-Second Floor
2559 Indian Route 100
Window Rock, Arizona 86515
“PEMB Project – Records Management”
RFP #25-05-3708GC – DO NOT OPEN”

BID OPENING

The Bid Opening meeting is scheduled for June 17, 2025, at 10:00 am (MDST). The location will be at the Division of General Services, Window Rock, AZ 86515.

EVALUATION AND CRITERIA

Each bid must be accompanied by a letter of transmittal. The letter of transmittal shall contain the following:

1. Provide Statements of Qualifications, if applicable.
2. Identify the name, title, and telephone numbers of the person authorized to negotiate on behalf of the organization.
3. Certified dealership/vendor that meets all standards and qualifications.
4. Navajo Preference Certificate of Eligibility issued by the Navajo Business Regulatory Department, if applicable.
5. Required Insurance documents, i.e. Certificate of Liability Insurance.
6. Completed and signed W-9 Form.
7. Completed and signed Navajo Nation Certification Regarding Debarment and Suspension.

The bid committee will use the following point criteria in the contract award selection process. Proposals will be evaluated to determine the best vendor.

EVALUATION CRITERIA	TOTAL POSSIBLE POINTS
<i>Priority 1 or 2 Vendor (In accordance with the Navajo Business Opportunity Act)</i> a. Priority 1 Vendor (10 pts)	10

b. Priority 2 Vendor (5 pts) c. Non-priority Vendor (0 pts)	
<i>Bid Organization</i> a. Typed proposal on 8-1/2" x 11" paper b. Binding and Indexing c. One Original bid with 3 copies	5
<i>Letter of Transmittal</i> a. Provide Statement of Qualifications b. Identifying individual(s) as specified above c. Provide completed and signed documents, Certificate of General Liability, NN Debarment and Suspension, and W-9 Form.	15
<i>Proposed Costs.</i> a. Timeframe b. Warranty c. Availability	70
Total Possible Maximum Score	100

SCHEDULE OF ACTIVITIES

DEADLINES

1.	Public Advertisement	May 29, 2025
2.	Proposals Submission Deadline	June 13, 2025
3.	Bid Opening	June 17, 2025

AWARD OF BID – REJECTION OF BID

The DGS reserves the right to accept bids all or in part. At the time of acceptance, the DGS also reserves the right to increase or decrease quantities of any item at the same price bid. The DGS reserves the right to reject any or all bids or to accept any bid that in its judgment will be in the best interest of the general public. It is the intention to award the contract to the lowest responsible bidder best meeting the requirement.

PREFERENCE OF NAVAJO AND INDIAN-OWNED BUSINESS

Preference for Navajo and Indian-owned businesses will be given under the Navajo Nation Business Opportunity Act, 5 NNC §201 et. Seq. and the Navajo Nation Procurement Act 12 NNC §303. Certification of Navajo Owned Business will be assured by a certificate held by the Navajo Business Regulatory Department.

NAVAJO NATION SALES TAXES

All work performed 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. The Navajo Nation shall withhold from each payment to the "CONTRACTOR" 6% of the total invoice amount associated with work performed within the Navajo Nation. This account reflects the Navajo Sales Tax due on such invoice amount. This 6% shall

be transferred to the Office of the Navajo Tax Commission as a payment of the tax on behalf of the "CONTRACTOR".

AVAILABILITY OF BID DOCUMENTS

Bid Proposal documents are available on the website at www.nnooc.org and at the Navajo Nation Division of General Services located at the Administration Building #1-2nd Floor, Window Rock, Boulevard, Window Rock, Arizona 86515 between the hours of 8:00 A.M. and 5:00 P.M. (MDST) Monday through Friday. For more information, contact *Shawnevan Dale, Division Director* at (928) 871-6311.

WITHDRAWAL OF BID

No bid proposal shall be withdrawn for 60 calendar days after the opening of the bid without the consent of the owner.

The proposed projects is subject to the availability of funds and the RFP may be cancelled at any time. If the proposal is beyond the internally Maximum Feasible Cost, the offeror reserves the right to reissue the RFP.

**Request for Taxpayer
Identification Number and Certification**

Go to 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.

Print or type. See Specific Instructions on page 3.	1	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.)	
	2	Business name/disregarded entity name, if different from above.	
	3a	Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one 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) Note: 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) _____	
	3b	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"/>	
	4	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) _____ (Applies to accounts maintained outside the United States.)	
	5	Address (number, street, and apt. or suite no.). See instructions.	Requester's name and address (optional)
	6	City, state, and ZIP code	
7	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.

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.

Social security number	
	- -
or	
Employer identification number	
	-

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.

**Sign
Here**

Signature of
U.S. person

Date

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.

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