

**NAVAJO DEPARTMENT OF HEALTH**  
**Navajo WIC Nutrition Program**  
**Invitation to Bid**

**Bid Number: 25-07-3785GC**

This invitation for a bid is a Competitive Sealed Bid procurement for services and includes the following:

- A. Name of Project:** Releveling of Navajo WIC Nutrition Prog. Tuba City Clinic
- B. Instruction and information for bid submission (requirements).**

**1. Supplier Qualification:**

- a. Company profile to include priority number as listed on the Navajo Business Opportunity Act Source List of Certified Navajo Business for current month. If not listed, please indicate “Not listed in NBOA source list”. Any questions can be directed to (928) 871-6544.
- b. Contractor/vendor will comply with all industry standards.
- c. Contractor/vendor will provide an adequate timeframe from start to finish for the completion of the item specified on the bid.
- d. Contractor/vendor must comply with all Federal and State regulations.
- e. Successful bidder must provide the following to the Navajo WIC Nutrition Program, or the bid package will be considered non-responsive:
  - Current W-9
  - Signed Navajo Nation Debarment form (will be sent from Navajo WIC Nutrition Program)
- f. A purchase order is required for payment.

**1. Time and date deadline for submission of bids**

Date and time to submit to bid: **Friday, Aug. 15, 2025 by 5:00 p.m.**

- a. Late proposals will not be accepted
- b. The Navajo WIC Nutrition Program reserves the right to reject any or all proposals and waive informalities and minor irregularities in the proposals received.

**2. Bid to be submitted to:**

- a. All responses to this request for proposals may be returned in a sealed envelope.

Navajo Nation Dept. of Health  
Navajo Nation WIC Nutrition Program  
P. O. Box 1390  
Attention: Tashina Begay, Prog. & Project Specialist  
Building #2296 (Administrative Building#2)  
Window Rock, AZ 86515

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- b. Bids may be in person or mailed. If mailed, it must be postmarked by the closing date 5:00 p.m. The envelope must be clearly marked on the outside with the following:

**Bid# 25-07-3785GC**

DO NOT OPEN (to be opened by Navajo WIC Nutrition Program)

**c. Form in which the bid is to be delivered**

- Six (6) copies of the bid: one original and five copies
- Print on white

**3. Date, time, & location of bids opening:**

- a. Date: Monday, Aug. 18, 2025  
b. Time: 9:00 a.m.  
c. Location: Administration Building #2  
Building No. 2296  
Navajo Department of Health, Conference Room East  
Window Rock, AZ 86515  
d. The Bid Opening shall comply with the procedures as described in Navajo Nation Procurement Rules and Regulations Section III.F.1. to 7: (928) 871-7362 or Navajo Nation Purchasing Department at (928) 871-6316.

**2. Delivery or performance schedule**

- a. Start of project date: Sept. 8, 2025  
b. Completion of project date: Sept. 26, 2025  
c. Cost  
-Reasonable cost of Releveling of Navajo WIC Nutrition Prog. Tuba City Clinic  
-Navajo Nation tax : 6%

**D. Inspection requirement**

- a. The project may be inspected by the Navajo WIC Nutrition Program at the time of completion of the project. The inspection may be from Monday to Friday, 8am to 12 pm & 1 pm to 5 pm

**E. Acceptance requirements**

Project must be evaluated by the Navajo Nation WIC Nutrition Program.

**F. Contract terms and conditions:**

**a. Requests**

1. One year warranty of completed leveling.
2. The contractor will determine the best course of action for moving our Navajo Nation WIC Nutrition Program clinic trailer from its current location.

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3. The contractor needs to temporarily turn off the water, sewer, electricity, and gas to our clinic trailer.
4. Our clinic trailer will need to be disassembled to complete the leveling if necessary.
5. The contractor will determine if dirt will need to be removed or if the utilization of a crane will be needed to lift the trailer.
6. The contractor will reassemble and level our clinic trailer in its current position.
7. The cement blocks and metal support supporting our clinic trailer must be placed accurately to support our clinic trailer.
8. Tiles need to be analyzed to ensure our clinic was leveled properly.
9. The clinic trailer walls, and wooden foundation must be resealed for the safety of our clients and staff.
10. The tape and texture of the interior of our building must be completed after the building is leveled and sealed.
11. When the leveling and sealing of our clinic trailer is completed, the contractor must reconnect the water, sewer, electricity, and gas and ensure they are working properly.

b. Bonding

c. Other Security Requirements

d. Type of Contract

The Navajo Nation will use the standard Professional Services Agreement for the Procurement of services for this project.

**G. Instructions to bidders**

- a. Visibly mark status as a vendor certified under the Navajo Nation Business Opportunity Act on the outside of the bid packet including Priority 1 and 2.
- b. Visibly mark as “Proprietary” each part of the bid which is proprietary information.

**H. Notification to bidders**

- a. The Navajo Nation is not bound to enter a contract under the invitation for Bids and may issue a subsequent invitation for Bids for the same services.
- b. The Navajo Nation is a sovereign government, and all contracts entered into because of the invitation for Bids shall comply with Navajo Nation law, rules, and regulations, including but not limited to the Navajo Preference in Employment Act and applicable federal laws, rules, and regulations.

**Procurement specification-Scope of Work.**

- a. Physical, functional, and performance descriptions.

The contractor shall provide the Navajo WIC Nutrition Program with fair competitive pricing. The contractor should ensure that a service contract for maintenance is also considered. The maintenance contract will coincide with the Navajo Nation fiscal year

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beginning October 1<sup>st</sup> and ending September 30<sup>th</sup>. The delivery cost will be included in the request for bid.

- b. Navajo WIC Program shall be contacted should the contractor/vendor submitting the bid need additional information or wish to make modifications to the specifications for the item specified for bid.

**J. Other(s)**

- a. Evaluation Procedures and Criteria
  - I. A review committee will review the proposals received in accordance with the general criteria used herein. The committee may request oral presentations by the contractor/vendor, as necessary.
  - ii. All proposals must be endorsed by the official having the authority to bind the proposal to execute the contract.

**b. Project Completion date:**

- i. This project shall be completed by Sept. 26, 2025.