

REQUEST FOR PROPOSALS  
Bid Number: 24-4-3305LE

Date: April 8, 2024

Project Title: Navajo Nation Division of Behavioral and Mental Health Services – Kaibeto Outpatient Treatment Center Plumbing, Supply and Waste Waterline Preventive Maintenance Project

Project Schedule:

Advertisement of RFP	4/15/2024 – 5/3/2024
Onsite Pre-Bid Meeting	5/7/2024 @ 10:00 am MDT
Location: Kaibeto Outpatient Treatment Center	
<i>For directions please call (928) 673-3267</i>	
Requests for Information Due Date	5/16/2024 @ 5:00 pm MDT
Bid Due Date	5/30/2024 @ 5:00 pm MDT

Proposal:

All interested parties are invited to review and respond to this Request for Proposal at their discretion. All questions pertaining to the contents of this RFP as a respondent can contact via email Michael Salabiye, Planner – DBMHS/DOH at [msalabiye@navajo-nsn.gov](mailto:msalabiye@navajo-nsn.gov)

All parties responding to this bid are instructed to submit or send four (4) proposals (1 original and 3 copy) to the following address:

The Navajo Nation  
Division of Finance – Purchasing  
Attention: Loretta Etsitty, Buyer  
Administration Building #1  
Window Rock Blvd  
Window Rock, Arizona

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 #24-4-3305LE NNDBMHS  
KAIBETO OUTPATIENT TREATMENT CENTER  
PLUMBING, SUPPLY AND WASTE WATER LINE PM PROJECT  
DO NOT OPEN-BID PROPOSAL

List NOBOA Priority Status (Priority One; Priority Two or Non-Priority Status)

## GENERAL INFORMATION AND GUIDELINES FOR THIS RFP

### I. DESCRIPTION OF THE ORGANIZATION

The Navajo Nation Division of Behavioral and Mental Health Services (DBMHS) is a federally funded program providing outpatient and inpatient counseling services throughout the Navajo Nation.

### II. SCOPE OF THE CONTRACT

The Navajo Nation intends to enter into a professional services contract with one (1) responsible, qualified, and independent Contractor to complete all work 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 a minimum of five (5) years' experience and history 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. As built drawings of all completed work. (If applicable)

### IV. SCOPE OF WORK (See Attached)

### V. REQUIREMENTS

The respondent will furnish all requested information as specified in the RFP, (Section VII. Proposal Content and Required Information).

### VI. PROPOSAL CONTENT AND REQUIRED INFORMATION

Please utilize the outline described below with four (4) copies.

1. Organizational letter expressing your interest and a brief description of your proposed services. Do not reveal or refer to the cost in this letter.
2. Organization qualifications and project experience. Include references, include project site(s), and site contact information.
3. Scope of Work
4. Product Specifications including cut sheets.
5. Design (detailed plan depicting layout).
6. Schedule
7. Copies of licenses, certifications, (**NBOH Priority Status**), insurance certificates, and other relevant documents.
8. Sub-contractor Information, if applicable
  - a. Subcontractor work should not exceed 40% of entire project
9. **Costs to be submitted in a separate sealed envelope. (Detailed breakdown of costs: Material, Labor, and other applicable costs; 6% Navajo Nation Sales Tax.**
10. 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 (pre-qualifying process)
1. Evaluation Criteria
    - a. Qualifications, credentials, and minimum five (5) years' work experience. This includes the capabilities to provide all requested services. (20 points)
    - b. Quality of products, ability to install, and warranty services. (30 points)
    - c. Project Schedule. (20 points)
    - d. **Cost (separate sealed envelope).** (30 points)
  2. Applicable Federal Requirements (25 CFR 900, OMB Circulars A-87, GSA qualified vendor, Davis Bacon wage rates, etc.).
  3. The Navajo Nation Division of Behavioral and Mental Health Services reserve the right to interview respondents if deemed necessary due to tied scores or other legitimate matters.
    - a. 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 Kaibeto, AZ (if necessary). It is DBMHS's intention 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. PERIOD OF PERFORMANCE  
The period of performance will be determined and negotiated based on the schedule proposed by the respondent and the contract implementation date.

X. TECHNICAL DIRECTION  
The Navajo Nation DBMHS point of contact Michael Salabiye, Planner for inquiries related to the project and other matters. Questions and responses will be shared with all respondents. Mr. Salabiye's email address is [msalabiye@navajo-nsn.gov](mailto:msalabiye@navajo-nsn.gov)

XI. PAYMENT AND SUBMISSION OF INVOICES  
The Navajo Nation Professional Services Contract will describe this section.

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

XIII. AGREEMENT TERMS AND CONDITIONS  
The Navajo Nation is not bound to enter a contract under the RFP and may issue a subsequent RFP for the same services, and

The Navajo Nation is a sovereign government and all contracts entered into as a result for the RFP shall comply with the Navajo Nation law, rules and regulations, including the Navajo Preference in Employment Act, and applicable federal law, rules, and regulations. 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 constructed as a waiver of the Navajo Nation's sovereign immunity. In addition, the Navajo Nation Business Opportunity Act will apply to the RFP.

The Navajo Nation Professional Services Contract will provide all other legal and contractual obligations, terms, and requirements of this project.

XIV. OTHER

**SCOPE OF WORK**

Navajo Division of Behavioral and Mental Health Services  
Kaibeto Outpatient Treatment Center

The Navajo Nation Division of Behavioral and Mental Health Services Kaibeto Outpatient Treatment Center needs plumbing fixtures, supply lines, wastewater lines inspections, repair or replacement and preventive maintenance. Included should be water testing and the installation of a water treatment system. Kaibeto is located approximately 36 miles southeast of Page, Arizona on Highway 98.

**Water Supply Lines**

Main Building: Install a commercial water filtration system to ensure safe and clean water for consumption.

WATER TREATMENT SYSTEM: Site analysis had to be performed prior to the design of the system. It will be based on the number of maximum clients and staff in the facility. The water content will be tested for impurities in the main water source, as well as the flow rate.

DESIGN CRITERIA: Based on properties of water with code acceptable grains of "Hardness" (Fixture Value), Piping Sizes and Flow Rate for a total of (12) Twelve office staff.

WATER SOFTENER: QTY. 1 – Duplex water softener with a 1-1/2" valve and piping (Verify).

WATER FILTER: QTY. 1 – Duplex multi-media water filter with a 1-1/2" and piping (Verify).

Main Building and Traditional Healing Grounds Building: Inspect all supply line piping, connections, valves, shut off valves, and backflow preventer are in good working order. Assure all shut off valve locations are accessible, marked and visible. The traditional healing grounds building supply lines need cold weather inspections and the installation of heat tape and insulation.

**Hot Water Heaters**

Main Building and Traditional Healing Grounds Building: Drain, clean and inspect 2 hot water heaters in the mechanical rooms. Repair or replace any components as necessary (including filters, etc.).

**Waste Water Lines** (from fixtures & floor drains to main lines and main lines to past the exterior cleanouts and to the sewer main on the street).

Main Building and Traditional Healing Grounds Building:

Hot water jet cleaning

Camera inspections

Report on main lines and trouble areas

Reference P-1.1 and P-2.1 construction drawings. (Available for viewing at the onsite pre-bid meeting).

**Annual Preventive Maintenance and Inspections**

Main Building and Traditional Healing Grounds Building: Provide an annual inspection (with written reports) and preventive maintenance to all plumbing systems for five (5) years. Include a \$2,000.00 per year allowance for minor repairs or replacement of components of the plumbing system and other work described in this scope of work.

**Emergency and On-Call Services**

Emergency and on-call services: Include a \$3,000.00 per year allowance for 5 years. These services are for water supply line and wastewater line emergencies.

Include a one-time lump sum allowance of \$10,000.00 for water damage restoration to extract water, air dry area (includes floors, floor covering, walls and/or any affected areas), microbial agent application, dehumidification, and reporting).

Small or minor repairs and maintenance (Plumbing fixtures i.e. sinks, faucets, P-traps, minor clogs and minor wastewater backups) will be performed by the Navajo Nation Facilities Maintenance or the DBMHS Building Maintenance personnel.

Subject to the Navajo Nation Contractual Requirements.

Subject to the Navajo Nation Procurement Regulations.

Submit any Certifications and or Licenses for plumbing work.

Any applicable Warranty information is to be made available

*End Scope of Work*