

REQUEST FOR PROPOSAL  
Bid Number 25-11-3926SB

Date: November 14, 2025

Project Title: Navajo Nation Division of Behavioral and Mental Health Services –“**NRBHC Fire Alarm Systems Repair Project.**” Shiprock, NM

Project Schedule

Advertisement of RFP	11/17/2025 – 12/05/2025
Onsite Pre-Bid Meeting	12/10/2025 10:00 am MST Shiprock NRBHC Administration Building Call (505) 368-1049 for directions
Requests for Information Due Date	12/17/2025 5:00 pm MST
Bid Due Date	1/16/2026 5:00 pm MST

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 Melvin Joe Sr., Facility Manager - DBMHS/NRBHC at email: [melvinjoesr@navajo-nsn.gov](mailto:melvinjoesr@navajo-nsn.gov)

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

The Navajo Nation  
Division of Finance-Purchasing  
Attention: Sharon Belone, Buyer  
Administration Building #1  
Window Rock Blvd  
Window Rock, AZ, 86515.

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 25-11-3926SB NNDBMHS – Shiprock, NM**  
**NRBHC Fire Alarm Systems Repair Project**  
**DO NOT OPEN-BID PROPOSAL**

**NBOA 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 is a federally funded program operating 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. The worksite is in Shiprock, New Mexico at the Navajo Regional Behavioral Health Center.

### 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 5 years' experience and history with construction and renovation services on the Navajo Nation.
2. The Navajo Business Opportunity Act 5 NNC § 201, 205 will apply.
3. All workmanship and materials shall comply with applicable Safety Codes.
4. Detailed site drawings of all proposed work.

### IV. SCOPE OF WORK

(See Attached)

### V. REQUIREMENTS

The respondent will furnish all required information as specified in the RFP (Section VI. Proposal Content and required Information).

### VI. PROPOSAL CONTENT AND REQUIRED INFORMATION

Please utilize the outline described below with 4 copies.

1. Organizational letter expressing your interest and a description of your proposed services. Do not reveal or make reference to the cost in this letter.
2. Organization qualifications and project experience on the Navajo Nation. Include project site(s), and project 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. Costs to be submitted in a separate sealed envelope. (Detailed breakdown of costs: Material, Labor, Lodging, Mileage and other applicable costs; Navajo Nation Tax 6%).
9. 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, 5 years work experience and past project experience on the Navajo Nation. This includes the capabilities to provide all requested services. (20 points)
  - b. Quality of workmanship, 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, etc.).
3. The Navajo Nation Division of Behavioral and Mental Health Services 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 may be scheduled to be presented in Shiprock, NM (if necessary). It is the 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 is Melvin Joe Sr., Facility Manager, NRBHC for inquiries related to the project and other matters. Questions and answers will be shared with all respondents. Mr. Joe's email address is [melvinjoesr@navajo-nsn.gov](mailto:melvinjoesr@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 Professional Services Contract will provide all the legal and contractual obligations, terms, and requirements of this project.

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.

IXX. OTHER

**SCOPE OF WORK**

**Navajo Nation Division of Behavioral and Mental Health Services  
Navajo Regional Behavioral Health Center  
Fire Alarm Systems Repair Project**

The Division of Behavioral and Mental Health Services (DBMHS) is requesting Repair and Replacement services for existing fire alarm systems at Navajo Regional Behavioral Health Center, New Mexico. Existing systems have been inspected and various items of the Fire Alarm system need repair or replacement. It is the intent of DBMHS to bring all fire alarm systems up to date and in compliance with building and life safety codes. The vendor must be licensed as a commercial fire safety inspection and repair company.

Location: Navajo Regional Behavioral Health Center, Shiprock, New Mexico.

This project may encompass the following:

**Main NRBHC Building Residential/Out-patient (2301)**

1. Inspection and repair of fire alarm control panels, power booster and existing components (including but not limited to relay modules; pull stations; smoke detectors; interior horn alarm; exterior horn alarm; interior horn/strobe).
2. Recommend re-wiring all components of the fire alarm system and test all connections and devices due to improper installation.
3. Installation of new batteries in the fire panel and power booster panel, recommended. Replace during the duration of the contract.
4. Inspection of fire risers and sprinkler suppression systems and repair their components. To include reports on internal pipe inspection as well as hydrostatic testing. May require a multi-year reporting period.
5. Inspection of duct detectors, heat detectors, fire dampers, smoke detectors, waterflow switch and its components.
6. Replace 12 Pull Stations
7. Replace 141 smoke detectors (Main Building)
8. Replace 94 horn strobes
9. Replace all 12 Exit lighting units
10. Replace 19 existing fire extinguishers (to include annual inspections for 5 years)
11. Install new 30 lbs. fire extinguishers with storage cases in the two sweat lodge areas (to include annual inspections for 5 years)
12. Inspection of commercial kitchen ANSUL hood system per NFPA 17 and 17A
13. Replace or re-pipe spray system under kitchen hood

14. Recommendation and installation of special fire suppression systems in MDF and IDF (Main Distribution Frame/ Intermediate Distribution Frame) rooms for sensitive computer equipment and other electronic equipment.
15. Inspection/replace of all exit lighting and emergency exit lighting and signage.
16. Inspection of all existing exit doors with panic release hardware (in good working order and functional with existing fire panel and access control system).
17. Replace Fire Pump-Aurora model 383 pump with gasket, flanges and Base
18. Replace jockey pump-Taco Model 1641
19. Inspect, test and train NRBHC Maintenance staff on Fire Pump Controller (Joslyn Clark)
20. Replace backflow preventer (behind wellness center) 2" Watts 009M2
21. Provide Facility Manager with detailed Inspection reports and language that can be utilized for the development of future scope of work for repairs, replacement or additions to this report is to include costs for repairs.
22. Provide all materials and workmanship warranty information to site.
23. Provide maintenance information to facility manager and site staff.
24. Contractor is responsible for field verification of system.
25. Location, ownership and testing of nearest public fire hydrant.
26. Exclusions: Based on your expertise- please list any and all fire related life safety code requirements not otherwise in this scope of work.

### Navajo Regional Behavioral Health Center Fire Suppression Inspection

Description	QTY	Frequency	1/1/2026	1/1/2027	1/1/2028	1/1/2029	1/1/2030
			12/31/2026	12/31/2027	12/31/2028	12/31/2029	12/31/2030
			Year 1	Year 2	Year 3	Year 4	Year 5
Fire Sprinkler Inspection	1	2 year	(Cost)				
2 Year Wet System w/report	1						
Fire pump house	1						
Fire Alarm Inspection	1	Annual	(Cost)				
Control Panel	1						
Alarm System Power Booster	1						
Pull Station	15						
Smoke Detector	141						
Duct Detector	3						
Heat Detector	10						
Waterflow Switch	3						
Tamper Switch	4						
Audio Visual Units	94						
Exit lighting/Emergency Exit	12						

Fire Sprinkler Inspection	10	Annual	(Cost)				
Annual Wet System	3						
Annual Electric Fire Pump	1						
Annual Backflow	6						
Annual Walk through-Visual	1						
Fire Extinguisher's Inspection	19	Annual	(Cost)				
Fire Extinguisher's service	19						
Note: Include hydrostatic/recharge							
Kitchen Hood ANSUL System inspection	2	Semi-Annual	(Cost)				
Fire Sprinkler Inspectiion	2	Semi-Annual	(Cost)				
Total Cost							

Administration Building-(2916) Red Modular

**Administration Building (2916) (Red Modular)**

27. Installation of a new control panel linked to sensors and all components
28. Install 8 new fire sensors
29. Install 4 new pull stations
30. Install 7 new smoke detectors
31. Install 6 new horn strobes
32. Install 6 new Lighted Exit signage at exit doors
33. Install 5 new fire extinguishers
34. Annual inspections of all mentioned systems for five (5) years to ensure proper operations of all systems and components.
35. Provide all materials and workmanship warranty information to site.
36. Provide maintenance information to facility manager and site maintenance staff.
37. Contractor is responsible for field verification of system.
38. Location, ownership and testing of nearest public fire hydrant.
39. Exclusions: Based on your expertise- please list any and all fire related life safety code requirements not otherwise in this scope of work.

Description	QTY	Frequency	1/1/2026	1/1/2027	1/1/2028	1/1/2029	1/1/2030
			12/31/2026	12/31/2027	12/31/2028	12/31/2029	12/31/2030
			Year 1	Year 2	Year 3	Year 4	Year 5

Fire Alarm Inspection	1	Annual	(Cost)				
Control Panel	1						
Fire sensors	8						
Pull Station	4						
Smoke Detector	7						
Horn strobes	6						
Exit lighting/Emergency Exit	6						
Emergency lighting units	3						
Fire Extinguisher's Inspection	5	Annual	(Cost)				
Fire Extinguisher's service	5						
Note: Include hydrostatic/recharge							
	Total Cost						

40. Emergency Repairs: \$8,500.00 allowance per year for 5 years for repairs (include in your final bid cost submittal).

*End Scope of Work*