**REQUEST FOR PROPOSAL**

**REBID NO: 24-04-3325SB** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The Navajo Nation Division of General Services (DGS) is seeking qualified suppliers to provide a bid proposal for Lease/Rental of Modular Office Buildings.

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

1. Fee Schedule in its own sealed envelope inside the bid packet. Clearly indicate “FEE SCHEDULE” on the sealed envelope.

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.

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

“2024 Modular Building Lease”

REBID #: 24-04-3325SB – 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

“2024 Modular Building Lease”

REBID #24-04-3325SB – DO NOT OPEN”

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 ***May 22, 2024***, at ***5:00 pm***, MDST.

**INSTRUCTIONS TO BIDDERS AND GENERAL INFORMATION**

**SCOPE**

The Navajo Nation seeks proposals from qualified vendors to lease up to four (4) modular office trailers to serve as temporary office buildings for various programs of the Navajo Nation. There are two options for bid submissions: Base Bid Pricing and Turnkey Pricing. *Prospective bidders may bid on either Base Bid Pricing, Turnkey Pricing, or Both*.

**Base Option**

* Building Deposit to Commence Project (If applicable)
* Site Work – Prep Work: *Navajo Nation Responsibility*
* Set-Up:
	+ Delivery
	+ Install complex footers to grade at 30” maximum to threshold.
	+ Electrical Connections with Area Utility
	+ Plumbing Connections for water and sewer
	+ Installation of skirting w/29 ga. Steel siding or similar
	+ Installation of platform, ramps, and stairs (ADA Compliant, weatherproof).
* Tear Down (End of Lease):
	+ Return – Transport
	+ Remove complex from site.

**Turnkey Option**

* Building Deposit to Commence Project (If applicable)
* Site Work – Prep Work:
	+ Any permits or approvals
	+ Grading as needed for placement of New Buildings
	+ Trenching and plumbing rough-in for water and sewer hookups
	+ Inspections & Approvals.
* Set-Up:
	+ Delivery
	+ Install complex footers to grade at 30” maximum to threshold.
	+ Electrical Connections with Area Utility
	+ Plumbing Connections for water and sewer
	+ Installation of skirting w/29 ga. Steel siding or similar
	+ Installation of platform, ramps, and stairs (ADA Compliant, weatherproof).
* Tear Down (End of Lease):
	+ Return – Transport
	+ Remove complex from site.

Delivery shall be made within *120* days after a purchase order has been issued.

The Navajo Nation is not responsible for any “Down Time” including late delivery of materials, any act of negligence on the supplier's part, and any unforeseen occurrence. These are not billable to the Navajo Nation and will not be considered for payment.

**SPECIFICATIONS**

See Attachment A

**CONDITIONS GOVERNING THE INVITATIONS FOR BIDS**

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.

**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”.

**BID INSTRUCTIONS**

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

“2024 Modular Building Lease”

REBID #:24-04-3325SB – 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.

**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.

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| **EVALUATION CRITERIA** | **POINTS** |
| *Priority 1 or 2 Vendor*1. Priority 1 Vendor (10 pts)
2. Priority 2 Vendor (5 pts)
3. Non-priority Vendor (0 pts)
 | 0-10 |
| *Bid Organization*1. Typed proposal on 8-1/2” x 11” paper
2. Binding and Indexing
3. One Original bid with 3 copies
 | 5 |
| *Letter of Transmittal*1. Provide Statement of Qualifications
2. Identifying individual(s) as specified above
3. Provide completed and signed documents, Certificate of General Liability, NN Debarment and Suspension, and W-9 Form.
 | 15 |
| *Conditions Governing the Invitation for Bids*Must be an authorized and fully certified licensed dealership that meets all the standards and qualifications. | 10 |
| *Proposed Costs: Base Option; Turnkey Option.*1. Equipment
2. Warranty
3. Availability
 | 60 |
| **Total Possible Maximum Score** | 90-100 |

**SCHEDULE OF ACTIVITIES DEADLINES**

|  |  |  |
| --- | --- | --- |
|  | Public Advertisement | April 17, 2024 |
|  | Proposals Submissions | May 22, 2024 |
|  | Bid Opening | May 24, 2024 |

**AVAILABILITY OF BID DOCUMENTS**

Bid Proposal documents are available on the website at [www.nnooc.org](http://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.

**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 May 22, 2024. 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.

**BID OPENING**

The Bid Opening meeting is scheduled for May 24, 2024, at 10:00 am (MDST). The location will be at the Division of General Services, Window Rock, AZ 86515.

**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.

**ATTACHMENT A**

**SPECIFICATIONS**

Supplier shall provide four (4) modular office complexes/units to serve as offices for various Navajo Nation programs. Sample layout (Figure 1).

*Buildings 1-4*, staff offices, will be a 56-foot wide by 108-foot length building with four (4) restrooms. Buildings must meet the minimum and/or equivalent requirements of 29 Gauge steel exterior siding, double insulated glass windows, carpet (offices) and tile floor remaining area, vinyl covered gypsum walls. Buildings must meet the most recent IBC code.

1. Quantity: 4
2. Dimensions: 56’ x 108”
3. Square Footage: 6,000 minimum/unit
4. Offices (QTY): 10 Minimum/unit
5. Restrooms: 4 (Min)/unit; 2 men and 2 women; ADA compliant
6. Heater/Cooling/HVAC: Programmable climate control

**Figure 1.**