

REQUEST FOR PROPOSAL
BID 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”
BID #: 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”
BID #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 02, 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”
BID #: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.

EVALUATION CRITERIA	POINTS
<i>Priority 1 or 2 Vendor</i> <ol style="list-style-type: none"> a. Priority 1 Vendor (10 pts) b. Priority 2 Vendor (5 pts) c. Non-priority Vendor (0 pts) 	0-10
<i>Bid Organization</i> <ol style="list-style-type: none"> a. Typed proposal on 8-1/2” x 11” paper b. Binding and Indexing 	5

c. One Original bid with 3 copies	
<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>Conditions Governing the Invitation for Bids</i> Must be an authorized and fully certified licensed dealership that meets all the standards and qualifications.	10
<i>Proposed Costs: Base Option; Turnkey Option.</i> a. Equipment b. Warranty c. Availability	60
Total Possible Maximum Score	90-100

SCHEDULE OF ACTIVITIES

DEADLINES

1.	Public Advertisement	April 17, 2024
2.	Proposals Submissions	May 02, 2024
3.	Bid Opening	May 07, 2024

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.

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 02, 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 07, 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

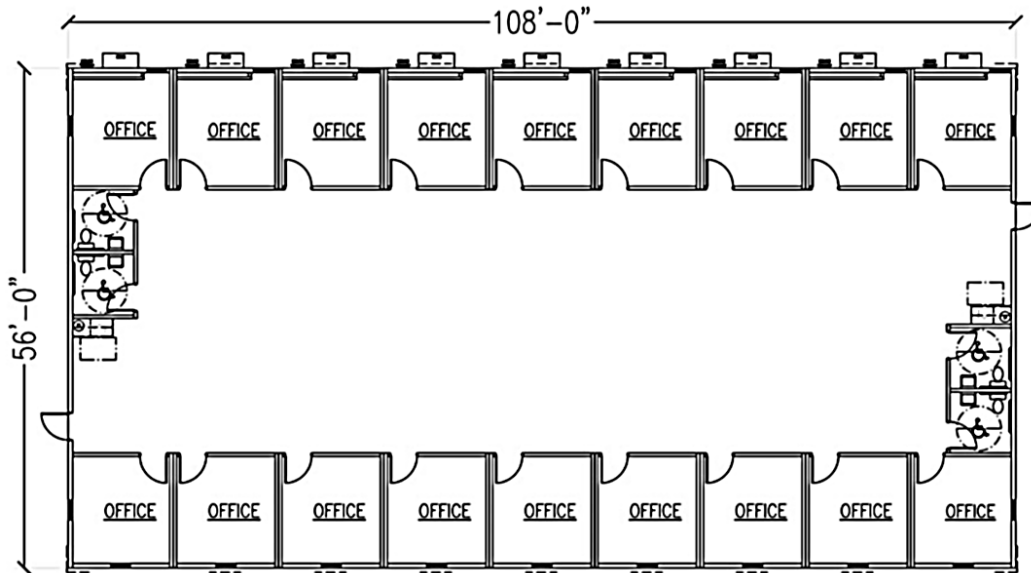
SPECIFICATIONS

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.



Request for Taxpayer Identification Number and Certification

**Give Form to the
 requester. Do not
 send to the IRS.**

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.					
	2 Business name/disregarded entity name, if different from above					
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.		4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):			
	<input type="checkbox"/> Individual/sole proprietor or single-member LLC	<input type="checkbox"/> C Corporation	<input type="checkbox"/> S Corporation	<input type="checkbox"/> Partnership	<input type="checkbox"/> Trust/estate	Exempt payee code (if any) _____
	<input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____					
	Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.					
	<input type="checkbox"/> Other (see instructions) ▶ _____					Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>
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. Also see *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 ▶
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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.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

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