

**REQUEST FOR PROPOSAL  
Bid Number: 24-04-3331LE**

Date: April 29, 2024

Project Title: **Navajo Nation Division of Behavioral and Mental Health Services – Pest Control Services**

Project Schedule:

Advertisement of RFP	April 29, 2024 – May 10, 2024
Requests for Information Due Date	May 17, 2024 at 5:00pm MDT
Bid Due Date	May 24, 2024 at 5:00pm 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 Tanya Sheperd, Senior Programs and Projects Specialist – DBMHS/DOH at [tlshperd@navajo-nsn.gov](mailto:tlshperd@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: Lorita Estitty, 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 #24-04-3331LE NNDBMHS  
PEST CONTROL SERVICES  
DO NOT OPEN-BID PROPOSAL**

## 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 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.

### 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. Federal requirements, if applicable (i.e. Davis Bacon wage rates).
4. All workmanship and materials shall comply with applicable Safety Codes.
5. As built drawings of all completed work.

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

### V. REQUIREMENTS

The respondent will furnish all requested information as specified in the RFP.

### 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 make reference to the cost in this letter.
2. Organization qualifications and project experience. Include references.
3. Sub-contractor Information, if applicable
  - a. Subcontractor work should not exceed 40% of entire project
4. Scope of Work
5. Product Specifications including material safety data sheets
6. Design (detailed plan depicting layout of equipment).
7. Monthly Schedule for services to all listed sites
8. Copies of licenses, certifications, insurance certificates, and other relevant documents.
9. Costs to be submitted in a separate sealed envelope. (Detailed breakdown of costs: Material, Labor, and other applicable costs; NM State Tax, AZ State Tax and 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. (25 points)
  - b. Quality of products, material safety data sheets, and warranty services. (30 points)
  - c. Monthly Services Schedule. (20 points)
  - d. Cost (***separate sealed envelope***). (25 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 Window Rock, 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 Tanya Sheperd, Senior Programs and Projects Specialist for inquiries related to the project and other matters. Questions and responses will be shared with all respondents. Ms. Sheperd's email address is [tlshperd@navajonnsn.gov](mailto:tlshperd@navajonnsn.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 Nation Division of Behavioral and Mental Health Services**  
**Pest Control Services**

DBMHS has a total of ten (10) Outpatient Treatment Centers (OTC); seven (7) are located in Arizona and three (3) are located in New Mexico. There is one Residential Treatment Center located in Shiprock, NM known as the Navajo Regional Behavioral Health Center and one Sober Living Center located in Chinle, AZ. In addition, DBMHS has central offices in Window Rock, Arizona.

Division of Behavioral and Mental Health Services is requesting a vendor to provide the following indoor and outdoor services at our residential and outpatient treatment centers in Arizona and New Mexico:

- Provide pest extermination and control services on a monthly basis
- Provide rodent extermination and control services on a monthly basis
- Provide pest removal and control services on a monthly basis

Vendor shall provide described services for a period of five (5) years from the notice to proceed date. Quotations should reflect this information. Pests can included but not limited to crawling insects, spiders, flying insects, mice, snakes, lizards, etc. One vendor can provide all services or a joint venture is acceptable by two organizations to provide all services requested.

Facility	Property #	Approx. sq. ft.	Location
Chinle OTC Main	5233	16,961	Chinle, AZ
Chinle OTC Pink Modular Building	5234	1,800	Chinle, AZ
Chinle OTC Blue Modular Building	5233	1,800	Chinle, AZ
Chinle OTC Traditional Healing Ground (Hogan and Sweat lodge area)	N/A		Chinle, AZ
Crownpoint OTC Admin	N/A	2,044	Crownpoint, NM
Crownpoint OTC Stone building	2314	2,644	Crownpoint, NM
Crownpoint OTC Conference/ kitchen	2313	1,813	Crownpoint, NM
Crownpoint OTC Traditional Healing Ground (Hogan and Sweat lodge area)	N/A		Crownpoint, NM
Dilkon OTC	3774	3,772	Dilkon, AZ
Dilkon OTC Cook house	None	589	Dilkon, AZ
Dilkon OTC Traditional Healing Ground (Hogan and Sweat lodge area)	N/A		Dilkon, AZ
Fort Defiance OTC	6905	9,900	Fort Defiance, AZ
Fort Defiance OTC Traditional Healing Ground (Hogan and Sweat lodge area)	N/A		Fort Defiance, AZ
Kaibeto OTC	7986	9,500	Kaibeto, AZ

Kaibeto OTC Traditional Healing Ground (Hogan and Sweat lodge area)	N/A		Kaibeto, AZ
Kayenta OTC	5199	2,772	Kayenta, AZ
Kayenta OTC Traditional Healing Ground (Hogan and Sweat lodge area)	N/A		Kayenta, AZ
Newlands OTC	6909	4,000	Sanders, AZ (Newlands, AZ)
Newlands OTC Traditional Healing Ground (Hogan and Sweat lodge area)	N/A		Sanders, AZ (Newlands, AZ)
Shiprock NRBHC OTC/ Residential	2301	56,000	Shiprock, NM
Shiprock Fitness building	None	3,536	Shiprock, NM
Shiprock Red Modular Building		6,777	Shiprock, NM
NRBHC/Shiprock OTC Traditional Healing Ground (Hogan and Sweat lodge area)	N/A		Shiprock, NM
Tuba City OTC	8352	7,000	Tuba City, AZ
Quality Inn Building #1	Leased	12,823	Window Rock, AZ

*End Scope of Work*