



The Navajo Nation **DR. BUU NYGREN** *PRESIDENT*
Yideeskáądi Nitsáhákees **RICHELLE MONTOYA** *VICE PRESIDENT*

Request for Proposals
Repair of Water Line Pipe, Flooring, Walls, Ceiling, Electrical & Painting
RFP # 24-04-3313SB

Project Title:

The Navajo Nation Department of Corrections - Chinle Youth Detention Center is requesting for proposals for remodeling work inside the Correction facility. Project includes performing an inspection and repairing all broken/damaged waterlines in plumbing chase. Replacing all damaged: drop-ceiling tiles, drywall, carpet tiles and vinyl tiles that were affected by the water break. Finishing work will include repainting of damaged walls, cell doors and door-frames.

Proposal:

All interested and qualified parties are invited to review and respond to this Request for Proposal (RFP) at their discretion. All questions pertaining to the contents of the RFP as a respondent may contact Kristen Pahe, Delegated Corrections Lieutenant at the Chinle District Corrections, phone: (928) 674-2291 or email: kpahe@navajo-nsn.gov
There will be an on-site walk thru on May 15, 2024 at 10:00 a.m. (DST).

Proposal Due Date:

June 10, 2024 by 3:00 p.m. (MST). *Costs are to be submitted in a separate sealed envelope.*

LATE PROPOSALS WILL NOT BE ACCEPTED

All parties responding to this bid are instructed to submit five (5) proposals to the following address:

The Navajo Nation
Department of Corrections
Attn: Kristen Pahe, Delegated Corrections Lieutenant
1330 Route -7,
P.O. Box 1756
Chinle, Arizona 86503

Responses to this bid shall be mailed in a sealed envelope, including a return address, and clearly marked on the outside of the envelope the following:

RFP # 24-04-3313SB
NDOC - Chinle District
Repair of Water Pipe, Carpet/floor Tiles, Walls, Ceiling, Electrical & Repaint

DO NOT OPEN-BID PROPOSAL

GENERAL INFORMATION AND GUIDELINES FOR THIS RFP
Repair of Water Line Pipe, Flooring, Walls, Ceiling, Electrical & Painting

• **DESCRIPTION OF THE ORGANIZATION**

The Navajo Nation Department of Corrections (NDOC) Chinle District is a Detention facility for youth offenders. The facility's flooring; tiles & carpet, walls, and one area of drop-ceiling has been damaged by the waterline breakage from a pipeline from one of the plumbing chases (closet) in the dayroom of the girls housing unit.

• **SCOPE OF THE CONTRACT**

NDOC Chinle District, intends to enter a professional service contract with (1) one responsible, qualified and independent building Contractor to provide work as described at Chinle, Arizona.

• **RESPONDENT REQUIREMENTS**

The respondent will furnish all requested (required) information as specified in the RFP. All respondents must have the capabilities listed herein, including sufficient detailed information with regard to experience and expertise in meeting the following requirements.

- A legitimate and credible vendor with a minimum of 5 years of experience and a history with providing building repairs with an emphasis for plumbing, electrical and carpentry trades.
- The Navajo Business Opportunity Act 5 NNC § 201, 205 will apply.
- All workmanship and materials shall comply with applicable Safety Codes.
- A detailed scope of work, project timeline and drawings of all work.

• **SCOPE OF WORK**

NDOC Chinle District, is seeking a building Contractor that can provide and conduct all of the following services:

- Inspect all existing plumbing chase throughout the building, repair and/or replace, if necessary,
- Replace 1 ¼ inch copper pipe and fittings,
- Provide warranty service on all applicable products and services.
- Meet a stringent schedule to meet the needs of the Chinle District – Corrections' facility.
- Site Work: The contractor will furnish all equipment, materials and manpower for the labor that is needed to complete the site work relating to the project.
- Demolition: The Contractor will demolish and dispose of all materials relating to the deconstruction/replacement of the existing fixtures required to complete repairs. Materials will be reused, recycled or disposed of as applicable.
- Installation: The Contractor will furnish all labor and materials necessary to complete the repair of the copper water pipe(s) and replacement of Owens Corning Pipe Insulation tube of 1" (thick) X 36" (length), flooring; vinyl composition tiles (12"x12") on 36 square footage, and 24"x 24" carpet tiles on 60 square footage, drywall drop-ceiling, repaint all cinder-block walls on 212 square

footage. The floor repairs and repainting the walls will be at four areas in two (2) housing pods; male and female.

- Electrical: The contractor will furnish all labor and materials necessary to complete the electrical work relating to this project, as shown on plans and outlined.
- Clean up: The contractor will be responsible for all construction related clean up and debris disposal. The Contractor will also isolate work areas to minimize impact to non-work-related spaces: however, some dust and debris propagation should be expected.
- Training: The Contractor will provide training to staff on preventive maintenance of plumbing chase and the proper routine of flush-patrol.

- **PROPOSAL CONTENT AND REQUIRED INFORMATION**

Please utilize the outline described below with 5 copies.

- Organization letter expressing your interest and a brief description of your proposed services. (DO NOT reveal or make reference to the cost in this letter).
- *Costs are to be submitted in a separate sealed envelope. (Detailed breakdown of costs: Materials, Labor, and other applicable costs: Navajo Nation Tax 6%).*
- Organization qualifications and similar project experience on the Navajo Nation. Include project site(s), and site contact information, and credentials of persons assigned to this project.
- Scope of Work – inspection and repair methodology
- Product Specification including cut sheets.
- Design (detailed plans).
- Project Schedule.
- Copies of licenses, certifications, insurance certifications, Performance Bond, Recent Revised IRS W-9 form (March 2024), Navajo Nation Debarment & Suspension Form, and Navajo Nation USDOJ Debarment Suspension Form.
- 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.

- **EVALUATION PROCESS**

- Evaluation Criteria
 - Qualifications, credentials, and 5-years work experience on the Navajo Nation. This includes the capabilities to provide all requested services. (20 points)
 - Recommended Solution (10 points)
 - Scope of Work (15 points)
 - Quality of products, ability to install (15 points)
 - Warranty services. (10 points)
 - Project Schedule. (20 points)
 - Price (10 points)
- Applicable Federal Requirements (25 CFR 900, OMB Circular A-87, GSA qualified vendor, etc.)

- NDOC Chinle District 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 will be scheduled to be presented in Chinle, Arizona (if necessary). It is the intention to award one (1) professional services contract to one vendor to provide all services as specified.

- **TYPE OF CONTRACT**
The Navajo Nation will utilize a standard Professional Services Contract for the procurement of goods and services for this project.

- **TAX**
All appropriate taxes should be included in cost of services including the 6% Navajo Sales Tax.

- **TERM**
The Navajo Nation will not relinquish any of its sovereignty rights.

- **COMPLIANCE WITH LAWS AND REGULATIONS**
The successful Vendor shall comply with all Federal, Tribal, State and Local Laws, regulations and Navajo Nation rules and policies pertaining to work under our charge, and shall, at its expense, procure any permits that may be required.

- **PERIOD OF PERFORMANCE**
The period of the performance will be determined and negotiated based on the scheduled proposed by the respondent and the contract implementation date.

- **TECHNICAL DIRECTION**
The point of contact is Jimmy Israel, Maintenance Supervisor jimmie.israel@navajo-nsn.gov and Kristen T Pahe, (D) Corrections Lieutenant email address: kpahe@navajo-nsn.gov

- **PAYMENT AND SUBMISSION OF INVOICES**
The Navajo Nation Professional Service Contract will describe this section.

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

- **AGREEMENTS TERMS AND CONDITIONS**
The Navajo Nation Professional Services Contract will provide all the legal and contractual obligations, terms, and requirements of this project.

- **OTHER**
See attachments.

Exhibit A
IRS form W-9 (March 2024 version)

Request for Taxpayer Identification Number and Certification

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

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

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See <i>Specific instructions</i> on page 3.	1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)	
	2 Business name/disregarded entity name, if different from above.	
	3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C corporation <input type="checkbox"/> S corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions)	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____ (Applies to accounts maintained outside the United States.)
	3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions <input type="checkbox"/>	
	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.

Social security number													
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or

Employer identification number													
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Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

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.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

Exhibit B
Navajo Nation Debarment and Suspension

**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