

**NAVAJO NATION, DEPARTMENT OF DINE' EDUCATION
Navajo Head Start**

HVAC Services – Nahata Dziil, Gap, Tsaille, and Red Rock Head
Start Centers.

RFP BID NO: 26-09-4317DB

PROPOSAL DUE DATE: November 6, 2026

DESCRIPTION: HVAC Services – Nahata Dziil, Gap, Tsaille, and
Red Rock Head Start Centers.

CONTACT PERSON: Lavina Willie-Nez, Senior Contract Analyst
Phone: 928-357-6732

~ RETURN PROPOSALS CLEARLY MARKED ~

**“DO NOT OPEN: – BID RFP# 26-09-4317DB HVAC Services – Nahata Dziil, Gap, Tsaille,
and Red Rock Head Start
Centers.**

PROPOSAL & BID SUBMITTAL DEADLINE AND RELEVANT INFORMATION:

All proposals and bids delivery using UPS or Federal Express must be physically submitted to:

PHYSICAL ADDRESS: Navajo Head Start
47552 Hwy 264 Suite H
Window Rock, Arizona 86515
ATTN: Lavina Willie-Nez, Senior Contract Analyst

MAILING ADDRESS: Navajo Head Start
P.O. Box 3479
Window Rock, Arizona 86515
ATTN: Lavina Willie-Nez, Senior Contract Analyst

SECTION I

RESPONDENT REQUIREMENTS:

All respondents must have, as a minimum, the capabilities listed herein, and the bid proposals submitted must reflect in detail the inclusion of these services as well as the additional forms required in Section II. Respondent should also provide technical information about the delivery of services required in this RFP.

Navajo Head Start is seeking proposals from qualified firms and/or individuals to provide HVAC services for units, air vents and duct services for Head Start Centers located in the State of Arizona & New Mexico.

Any upgrades will be required to comply with the Head Start Performance Standards, Model Tribal Head Start Health and Safety Codes, OSHA standards and other applicable building and safety codes to ensure the health and safety of all building occupants.

Scope of Work:

Navajo Head Start requires the services of qualified Contractors to provide HVAC service for Nahata Dziil, Gap, Tsaille, and Red Rock Head Start centers.

The contractor shall provide personnel who have been fully trained in all phases of HVAC, air vents and duct systems operation, maintenance, adjustment, electrical, gas piping, testing and commissioning, warranty and repair. Contractor's personnel should also have familiarity with all types of components including controllers, electrical components, general preventative maintenance, repairs, and new installations of a variety of brands and models.

The contractor and staff shall have expertise and experience in HVAC management to include the following but not limited to:

Assessments and approvals needed for Head Start sites:

1. Contractors are responsible for familiarizing themselves with the facilities prior to submitting a proposal. A MANDATORY site visit with the Nahata Dziil, Gap, Tsaille, and Red Rock Head Start centers is required before submitting proposal. Bidder may contact Lavina Willie-Nez, Senior Contract Analyst at lavinawillienez@nndode.org and (928) 357-6732. Proposal will be deemed unresponsive without a signed Site Visit Acknowledgment Form for each site.
2. Complete an assessment of the condition of all HVAC units, air vents and ducts.
3. Contractor is responsible for protecting all interior and exterior building components during work.
4. Provide a scope of work and quote needed for all repairs for NHS approval.
5. Ensure a work order is provided by the Navajo Head Start Facility Support Service Coordinator before services are started.
6. All parts and supplies should be properly disposed in accordance with EPA

regulations, upon approval of Navajo Head Start.

7. NHS must approve of work prior to work being performed. There shall be no miscellaneous charges of any kind. The use of used parts is strictly prohibited.

Work:

8. Contractor shall provide all labor, materials, tools, supervision, transportation, permits, equipment, and incidentals necessary to furnish and install new heating, ventilation and air conditioning (HVAC) system for Nahata Dziil, Gap, Tsaile, and Red Rock Head Start centers.
9. Upgrade and install HVAC units and the repair/replacement/cleaning of air vents and ducts that all applies to code and compliance standards, upon NHS approval.
10. Contractor shall provide preventive maintenance, emergency repair, and on-call HVAC services during the warranty period.
11. Service should consist of major, minor maintenance repairs, installation, and emergency repairs on HVAC, air vents, and duct systems, whenever called for by authorized NHS personnel.
12. Provide new materials used on all HVAC, air vents and duct systems and shall be free of defects and pass inspections.
13. Provide a detailed schedule identifying required HVAC repairs and upgrades for each location within the district.
14. Provide a timeline for completion of all work expected to exceed twenty-four (24) hours, based on the availability of required materials and supplies.
15. Contractor shall provide timely service in the execution of HVAC start-up and shut-down procedures to meet seasonal changes.
16. Provide a sticker for HVAC system to verify service date and when inspection has been completed. HVAC label of air tag filters changed.
17. Upon completion of work and/or departure from the premises, a detail work order must be presented to a maintenance person for review and signature and then submitted to the Director of Finance.
18. Install new supply diffusers, return grilles, registers, dampers, and related accessories.
19. Seal all duct joints in accordance with current energy code requirements.
20. Install new dedicated electrical circuits as required by the equipment manufacturer and coordinate all electrical work with existing electrical system.
21. Warranty Service: Extended warranty parts and labor (define maximum number of years available).
22. Dispose of all hazardous materials when repairs or changing any HVAC units.
23. Must comply with all Federal, State and Navajo Nation Regulations.
24. All Contractor personnel shall have a written Work Order with approval signature(s) of the NHS authorized representative in accordance with the Navajo Nation Policies.
25. When a project is completed, a "detailed" delivery ticket shall be filled out and obtain a signature from an NHS representative at the Head Start center "PRIOR" to final invoice.
26. Contractor shall be responsible for having the unit(s) running efficiently at the final walk-through with NHS Finance Director or NHS Assistant Superintendent.

27. All service and repairs shall be performed in accordance with manufacturer's specifications, service manuals, industry, Federal, State and Navajo Nation codes and regulations and recommended procedures.
28. All electrical service shall be performed in accordance with all national electrical codes and regulations and OSHA practices.
29. Select equipment that will provide optimum energy efficiency, occupant comfort, ease of maintenance and long term reliability and size all equipment using acceptable HVAC design models and manufacturer recommendations.
30. The complete system shall be fully functional, code compliant and capable of providing efficient heating, cooling and ventilation for Nahata Dziil, Gap, Tsaile, and Red Rock Head Start Centers.
31. The contractor shall guarantee workmanship for a period of ninety (90) days. Repeated service calls for conditions previously serviced with this timeframe shall be made at no cost to the Navajo Head Start.
32. An Arizona and New Mexico license electrician is required to perform projects of an electrical nature. All service shall be performed by HVAC service technicians who are trained and certified by manufacturers or other industry's accepted training to service specific equipment make, models, and systems at NHS facilities as well as licenses electrical tradesmen to perform electrical power installation, maintenance and repairs.

Payments:

33. Provide equipment, parts, and labor for all Head Start Centers.
34. Invoice Navajo Head Start Central Office under this contract.
35. Understands that additional Head Start centers may become operational or closed within the contract period. Contract can be amended to address additional or decrease of Head Start centers as necessary.
36. Ensure service costs such as labor, travel time, mileage, parts, and supplies are reasonable and are for the work completed for the applicable Navajo Head Start facilities.
37. Each scope of work shall include all applicable taxes associated with each project that includes 6% taxes for the Navajo Nation.
38. Contract is subject to availability of funds.

RFP Submittal Deadline:

All RFP's must be received/ mailed / or physically delivered on or before **November 6, 2026, at 5:00 p.m.** and must be mailed or physically delivered to:

Navajo Head Start
Attention: NHS Finance Section

Post Office Box 3479
Window Rock, Arizona 86515

Courier Service/Delivery to:
Navajo Head Start
Attention: NHS Finance Section
47552 Hwy 264 Suite H
Window Rock, AZ 86515

SECTION II

The following documents are required and must be submitted:

1. Navajo Nation Certification Regarding Debarment & Suspension (Attached)
2. Federal Form Tax W-9 (Attached)
3. Licensed, bonded, and current Certificate of Liability Insurance.

A. Proposal Format:

1. Respondent(s) must indicate (On the Bid Package Envelope) if they are priority one or two vendor with the Navajo Nation.
2. All proposals must be typewritten on standard 8-1/2 X 11 paper and placed within a hard report cover (NO BINDERS) with tabs delineating each section. Larger paper is permissible for charts, maps, or the like.
3. An original RFP response and three (3) copies must be provided in a sealed envelope. Total four (4).
4. The proposal must be organized and indexed in the following format:
 - a. A letter of Transmittal
 - b. Statement of Qualifications
 - c. Proposal on Contract approach
 - d. Proposed Cost (Sealed in Separate Envelope)
 - e. Site Visit Acknowledgement Forms
5. Each proposal must be accompanied by a letter of transmittal. The letter of transmittal must:
 - a. Provide background on company.
 - b. Identify the name of the person responding to the RFP.
 - c. Identify the name, title, and telephone numbers of person authorized to negotiate on behalf of the organization(s).
 - d. Identify the names, files, and telephone numbers of person to be contacted for clarification.

- e. Explicitly indicate acceptance of the conditions governing this procurement.
 - f. Signed by the person responding to the RFP; and
 - g. Acknowledge receipt of all amendments to the RFP.
 - 6. The respondent must submit a statement of qualifications to include:
 - a. A resume.
 - b. Number of years of experience working with Navajo Nation government or other government entities.
 - c. Provide three (3) references. Each reference must include the name, address, and telephone number of a contact person who can describe in detail, the quality, quantity, and substance of services provided.
 - 7. Respondent must provide proposal on contract approach.
 - a. Provide in detail how vendor would accomplish the objectives described in the scope of work.
 - b. Provide number of employees in the company/organization.
 - c. Provide Resume & Credentials of each Employee including Certificates, Diploma and/or Degrees.
 - 8. Respondent must provide a **DETAILED COST** for all services for this RFP.
- B. REJECTION OF PROPOSALS:** The Navajo Nation reserves the right to waive any informalities or irregularities in the RFP or reject any or all proposals whenever such rejection is deemed in the best interest of the Navajo Nation.
- C. PROCUREMENT OF RFP:** This procurement shall be conducted in accordance with all applicable Navajo Nation laws and regulations including the Navajo Business Opportunity Act. All applicable rules, regulations, and laws shall also be followed. Prospective Vendors shall familiarize themselves with Navajo Nation regulations prior to submitting responses to this RFP and may request a copy of Navajo Nation procurement regulations from the NHS Senior Contract Analyst at any time up to the Deadline for Proposals.
- D. INQUIRIES:** Any inquiries regarding this RFP should be submitted in writing to Lavina Willie-Nez, Senior Contract Analyst. Only written responses to questions will be considered official. Questions will be directed to Lavina Willie-Nez at 928-357-6732 or email: lavinawillienez@nndode.org. **Questions regarding this procurement will be accepted until 5:00 p.m. on October 30, 2026.**
- D. AMENDED PROPOSALS:** A respondent may submit an amended proposal before the deadline for receipt of proposals. Such amended proposals must be a complete replacement for a previously submitted proposal and must be clearly identified in the transmittal letter.

- E. PROPOSAL SUBMISSION:** Proposal must be received on or before **November 6, 2026** at **5:00 p.m.** Respondents who are mailing their proposals should allow sufficient time for mail delivery to ensure receipt by the date specified. If mailed, it is recommended that proposals be sent by certified mail to the address indicated on the cover sheet of the RFP. **Late proposals will not be accepted.**
- F. REJECTION OF PROPOSALS:** NHS reserves the right to reject all proposals. This RFP may be canceled at any time, and all proposals may be rejected in whole or in part when the NHS Assistant Superintendent determines it is in the best interest of the Navajo Nation.
- G. PROPRIETARY INFORMATION:** Any restriction on the use of data contained within any proposals must be clearly stated in the proposal. Proprietary information submitted in response to this RFP will be handled in accordance with applicable purchasing procedures. Each page of the proprietary material must be labeled or identified with the word “proprietary” or “confidential”.
- H. RESPONSE MATERIAL OWNERSHIP:** All material submitted regarding this RFP shall become property of the Navajo Nation and will not be returned to the respondent. Responses received will be retained by NHS and may be reviewed by any person after final selection has been made. NHS has the right to use any or all system ideas presented in reply to this RFP. Disqualification or non-selection of a respondent or proposal does not eliminate this right.
- I. INCURRING COSTS:** Any cost(s) incurred by the respondent in preparing, transmitting, presenting, or modifying the proposal or material for this RFP shall be the responsibility of the respondent.
- J. SUFFICIENT APPROPRIATION:** A contract awarded for this RFP is contingent upon the availability of funds. A contract may be terminated or reduced in scope if sufficient funds do not exist. Sending written notice to the Vendor shall affect such termination or reduction in scope. The NHS Assistant Superintendent’s decision to terminate or reduce the scope due to insufficient appropriations shall be accepted as final by the Vendor.
- K. EVALUATION PROCEDURES AND SELECTION CRITERIA.**
1. An evaluation team will evaluate the proposals received in accordance with the general criteria used herein. Respondents should be prepared to provide any additional information the team feels necessary for the fair evaluation of proposals.
 2. Failure of a respondent to provide any information requested in the RFP may result in disqualification of the proposal. All proposals must be endorsed with the signature

of a responsible official having the authority to bind the respondent to the execution of a contract.

3. The sole objective of the review team will be to select the respondent who is most responsive to the needs of NHS. The specifications in this RFP represent the minimum performance necessary for a response. Based on the evaluation Criteria established in this RFP, the review team will select and recommend the respondent who best meets this objective. If there is only one responsive bid, the NHS Assistant Superintendent may elect to evaluate the RFP solely.
4. Evaluation Criteria: The following criteria will be used by a review committee in the selection process for contract award.

Initial Point Criteria:

a. **Presentation of Response:**

- Completeness
- Clarity of Presentation
- Organization of Presentation
- Understanding of NHS Objectives. 1-20 points

b. **Statement of Qualifications:**

- List three (3) Client References 1-20 points

c. **Technical Requirements:**

- Project Description
- Projected Accomplishments. 1-20 points

d. **Project Management:**

- Project Management Experience
- Schedule and Project Plan
- Staffing
- Related Experience and Education Credentials. 1-20 points

e. **Cost of Services** 1-20 points

Total possible points = 100 points

L. STANDARD CONTRACT: The Navajo Nation reserves the right to incorporate standard contract provision into any contract negotiations because of a proposal submitted in response to the RFP.

M. Contractor shall comply with Federal Awards Guidelines:

- a. §200.330 - Reporting on real property.
- b. §200-331 – Subrecipient and Contractor determinations.
- c. §200.338 – Restrictions on public access to records.

N. TAX: All appropriate taxes should be included in the cost of services including the Navajo Sales Tax. All work performed within the territorial jurisdiction of the Navajo Nation is subject to the Navajo Sales Tax at the prevailing rate, on gross receipts for all work performed within the territorial jurisdiction of the Navajo Nation pursuant to 24 N.N.C. §§601 et seq., and the Navajo Nation Sales Tax Regulations §§6.101 et seq., as amended from time to time, except that work performed within the To’Nanees’Dizi Local Government (“Tuba City Chapter”) or the Kayenta Township is subject to their respective local sales taxes as amended from time to time. In addition to being subject to Navajo Nation Sales Tax, the CONSULTANT is subject to local sales tax on gross receipts for all work performed within a governance-certified chapter that imposes a local sales tax pursuant to a duly enacted local tax ordinance and the Uniform Local Tax Code, 24 N.N.C. §§150 et seq.

O. SOVEREIGNTY: The Navajo Nation will not relinquish any of its sovereignty rights.

SECTION III

A. RESPONDENT REQUIREMENTS:

All respondents must have, as a minimum, the capabilities listed herein, and the bid proposals submitted must reflect in detail the inclusion of these services as well as the additional forms required in Section II. Respondent should also provide technical information of delivery of services required in this RFP.

NAVAJO HEAD START

RFP# 26-09-4317DB

SITE VISIT ACKNOWLEDGEMENT FORM

Project location: Nahata Dziil, Gap, Tsaille, and Red Rock Head Start Centers (Circle which site has been visited.) Please complete one acknowledgement form for each site.

This letter serves as formal documentation confirming that a site visit was conducted at the above referenced Navajo Head Start Location on the date indicated. The purpose of this site visit was to:

- Visually assess the existing conditions of the facility and surrounding areas
- Identify potential challenges, hazards, and access limitations.
- Collect technical information necessary for the planning and execution of the HVAC project.
- Collaborate with Head Start Maintenance Technicians to initiate and define the preliminary scope of work.

During the visit, observations were documented regarding existing HVAC equipment, facility conditions, operational requirements, and other site-specific considerations that may impact project implementation.

Following the site visit, a preliminary scope of work was developed and documented. This Scope outlines the anticipated work, HVAC system requirements, recommended improvements, and site-specific considerations identified during the assessment.

Contractor/Bid Proposer:

Print name: _____

Signature : _____

Date: _____

Navajo Head Start Representative:

Print name: _____

Signature: _____

Date: _____

**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 Specific Instructions 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. ☐ Individual/sole proprietor ☐ C corporation ☐ S corporation ☐ Partnership ☐ Trust/estate ☐ 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. ☐ 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 ☐	
	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. See also *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:

- 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
- 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
- I am a U.S. citizen or other U.S. person (defined below); and
- 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

NAVAJO NATION CERTIFICATION
Regarding Debarment, Suspension, and Contracting Eligibility

Consultant/Project Name

Work Location

1. Applicant acknowledges, in accordance with the Navajo Nation Procurement Act, 12 N.N.C. §§ 301-80, to the best of its knowledge, Applicant, in either its present form or in any other identifiable capacity, that it has not:
 - a. been convicted in any jurisdiction for the commission of a criminal offense incident to obtaining, or attempting to obtain, a public or private contract or subcontract, or in the performance of such Contract or subcontract;
 - b. been convicted in any jurisdiction for embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or any other offense indicating a lack of business integrity or business honesty which currently, seriously, and directly affects responsibility as a Navajo Nation Contractor;
 - c. been convicted in any jurisdiction under any antitrust statute arising out of the submission of offers;
 - d. violated contract provisions, such as having:
 - i. deliberately failed, without good cause, to perform in accordance with the purchase description or within the time limit provided in the contract; or
 - ii. a record of failure to perform, or of unsatisfactory performance, with the terms of one or more contracts; or
 - e. been determined to be ineligible to conduct business with the Navajo Nation under the Navajo Business Opportunity Act, 12 N.N.C. §§ 201-380;
 - f. submitted bad offers where such offers are lower than the expected price, or overstate the Applicant's qualifications; and
 - g. engaged in any other cause so serious and compelling as to affect Applicant's responsibility as a Navajo Nation Contractor, including debarment or suspension by another government.
2. Applicant certifies that the individual named below is authorized to represent Applicant for purposes of the declarations in this certification, and that all such declarations are made on behalf of Applicant and all of its owners, partners, officers, members, employees, officials, agents, or parties-in-interest;
3. Applicant acknowledges that, if the Navajo Nation determines this executed Certification is untrue or not wholly accurate, the Navajo Nation shall have grounds terminate the contract award or contract and pursue other legal remedies, at the Navajo Nation's discretion.
4. Applicant certifies that, to the best of its knowledge, 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. §§ 1501-16 and 5 N.N.C. §§ 201-380.
5. Applicant 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

Printed name individual signing on Applicant's behalf

Applicant Address

Title of individual signing on Applicant's behalf

Applicant Address

Signature of individual signing on Applicant's behalf

Applicant Address

Date