

**REQUEST FOR PROPOSAL
Bid Number: 24-05-3363LE**

Date: May 22, 2024

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

Project Schedule:

Advertisement of RFP	May 28, 2024 – June 14, 2024
Requests for Information Due Date	June 21, 2024 at 5:00pm MDT
Bid Due Date	July 5, 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 tlsheperd@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 #24-05-3363LE NNDBMHS
WEED 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 three (3) 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 three (3) years' work experience. This includes the capabilities to provide all requested services. (25 points)
 - b. Implementation of services, 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 tlsheperd@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
Weed 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 outdoor services at our residential and outpatient treatment centers in Arizona and New Mexico:

- Provide weed and brush removal services on a bi-monthly basis.
- Provide weed and brush control chemical treatment services on a semi-annual basis
- Remove and dispose of all weeds, brushes, and debris after each service.

Vendor shall provide described services for a period of five (5) years from the notice to proceed date. Quotations should reflect this information. One vendor can provide all services, or a joint venture is acceptable by two organizations to provide all services requested. See aerial pictures (attached) for areas to be cleared and maintained (in green).

	Facility	Acres	Location GPS	Comment=
1	Chinle Main building site	3.0	36°09'12"N, 109°33'27"W	Approx ½ site is developed
2	Chinle Modular bldg site	2.0	36°09'07"N, 109°33'29"W	Approx ½ site is developed
3	Crownpoint OTC	1.4	35°40'36"N, 108°09'27"W	Approx ½ site is developed
4	Dilkon OTC	3.5	35°23'37"N, 110°19'39"W	Approx 1/3 site is developed
5	Fort Defiance OTC	1.1	35°44'08"N, 109°04'06"W	Approx 3/4 site is developed
6	Kaibeto OTC	3.2	36°35'01"N, 111°05'35"W	Approx ¼ site is developed
7	Kayenta OTC	1.0	36°43'23"N, 110°15'22"W	Approx ½ site is developed
8	Newlands OTC	1.0	35°11'34"N, 109°18'43"W	Approx 1/3 site is developed
9	Newlands THG	1.4	35°11'31"N, 109°18'43"W	Approx 1/8 site is developed
10	Shiprock NRBHC	3.0	36°48'12"N, 108°41'36"W	Approx 7/8 site is developed
11	Tuba City OTC	1.9	36°08'09"N, 111°14'25"W	Approx 1/3 site is developed
12	Quality Inn Building #1	0.3	35°39'55"N, 109°03'14"W	Actual site size needing work

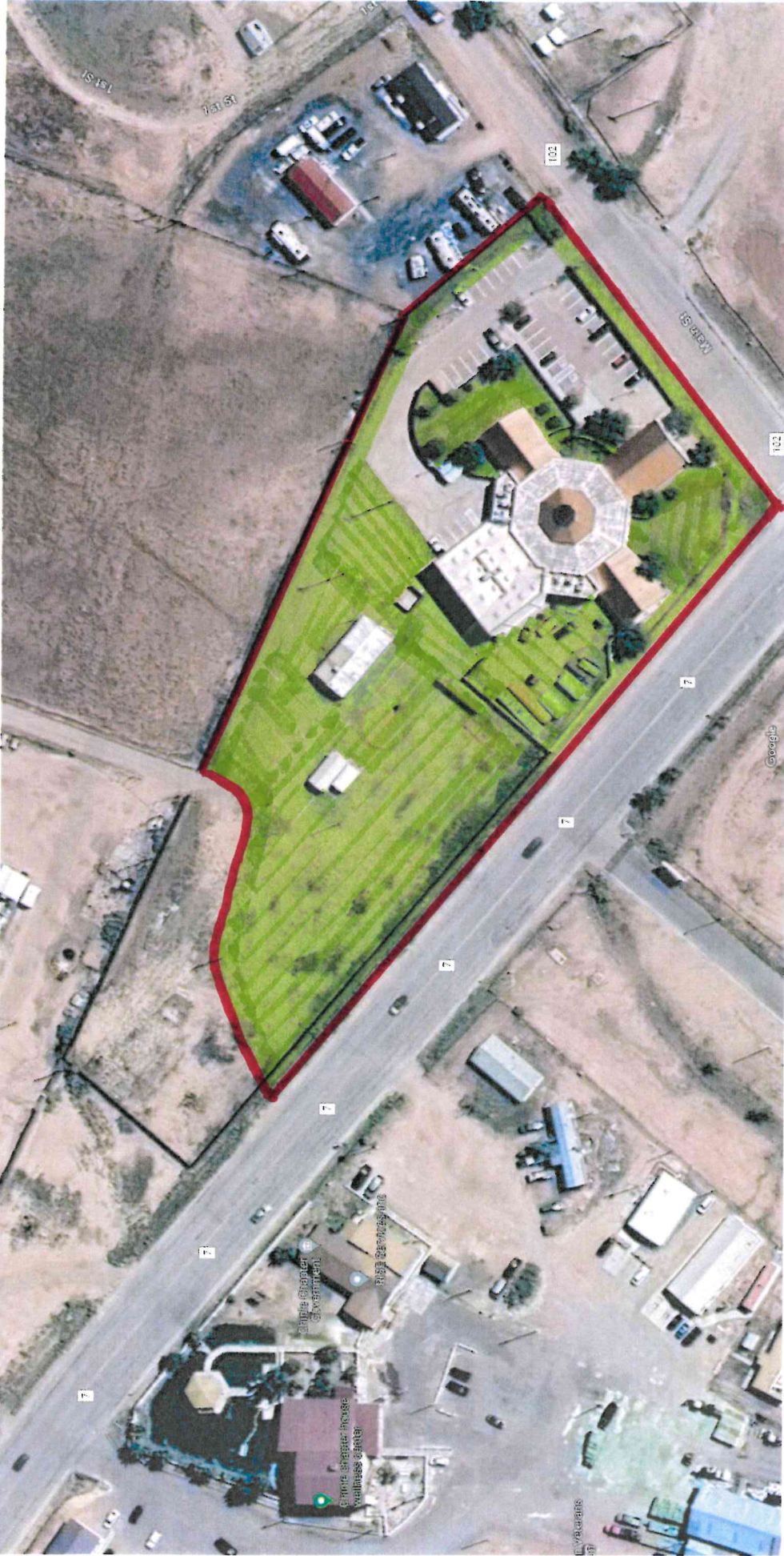
NOTE: Site visits to verify conditions and size is recommended. Contact Mike Salabiye, Planner at msalabiye@navajo-nsn.gov for site contact information (scheduling).

End Scope of Work

1

Chinle main building site

Google Maps



Chimle modular building site



Crownpoint OTC



4

Google Maps

Dilkon OTC



Map data © 2024 All rights reserved. Imagery © 2024

FORT DEFIANCE OTC



KAIBETO OTC



Kayenta OTC



Newlands OTC (Sanders, AZ)



Newlands Traditional Healing Grounds



Shiprock NRBHC



Tuba City OTC



Window Rock DBMHS Admin
Quality Inn Bldg # 1

