

NAVAJO SPECIAL DIABETES PROGRAM  
INVITATION TO BID (ITB)  
“HVAC SYSTEM UNIT EMERGENCY REPAIR SERVICES”  
**BID #: 24-07-3404SB**  
DUE DATE: JULY 12, 2024

Navajo Special Diabetes Program (NSDP) is soliciting bids for HVAC System emergency repairs services on seven (7) NSDP Service Area Offices/Wellness Center’s HVAC System Units on the Navajo Nation. The purpose of the ITB is to solicit bids to establish a contract for the provision of emergency HVAC services and repairs.

Each proposer shall make its own examination, investigation and research regarding the proper method of doing the work, all conditions affecting the work to be done, the labor, the equipment and materials, and the quantity of the work to be performed. By execution of the contract the successful proposer will expressly represent that it has satisfied itself by its own investigation and research regarding all of such conditions, and that the successful proposer’s decision to enter into the contract is based upon such investigation and research, and that proposer is not relying on any representations made or information provided by the NSDP. By submission of a proposal each proposer represents that it shall make no claim against the NSDP because of any estimates, statements or interpretations made by any officer or agent of the NSDP which may prove to be erroneous in any respect.

The successful proposers will be responsible for providing labor, supervision, materials, equipment, transportation, service, and the shop facilities necessary to perform high quality work. The NSDP intends to award a service contract to the proposer that is able to establish a contractual relationship with a qualified proposer that can best provide the NSDP with quality solid waste disposal services as further described in this ITB.

The proposal format shall include: (1) a narrative outlining the project approach, qualifications, and current workload and capability; (2) a list of past projects completed on the Navajo Nation; (3) a list of three references and phone numbers from recent clients; and (4) copy of Business License and Certificate of Liability Insurance.

The contract will be awarded to the proposer who submits the best proposal in terms of: (1) services; (2) experience; (3) credentials; and (4) project budget.

Four copies of the proposal shall be submitted in a ***sealed envelope*** labeled “**HVAC SYSTEM UNIT EMERGENCY REPAIR SERVICES**”- DO NOT OPEN,” to: Attn: Sharon Belone, Buyer, Navajo Nation Purchasing Service, Administration Building # 1, Window Rock Blvd., Window Rock, Arizona, or mailed to P.O. Box 3150, Window Rock, Arizona 86515. Bid documents and supplemental information regarding the project will be available online @ [www.nnooc.org](http://www.nnooc.org) link: Purchasing. If any questions regarding this ITB call 928-871-6532 or email: [rcomb@navajo-nsn.gov](mailto:rcomb@navajo-nsn.gov)

The Navajo Nation reserves the right to reject any and all proposals not within projected budget and may elect to award the contract not solely on the bid amount but the bidders’ qualification. The due date for proposal July 12, 2024, 5:00 p.m.

INVITITION TO BID  
"HVAC System Unit Emergency Repair Services"  
\*Bid #: 24-07-3404SB\*

SCOPE OF CONTRACT. The purpose of the ITB is to solicit bids to establish a contract for the provision of emergency HVAC System Unit services and repairs.

General Requirements

The "work" of this ITB is titled: Emergency HVAC System Unit Service and Repair for the NSDP. The intent of this contract is to engage a "licensed" prime heating, ventilation, and air conditioning contractor to perform emergency HVAC service and repairs to the NSDP's various buildings throughout the Navajo Reservation.

This scope of work consists of HVAC maintenance and repair services. The consultant will provide labor, supervision, materials, equipment, transportation, service, and the shop facilities necessary to perform high quality work.

NSDP has the following facilities in need of HVAC repair and maintenance services to be fully functional and operational. Due to unknown factors, the consultant will be responsible for assessing the conditions of the building's HVAC System and to develop and implement emergency maintenance & repair services. The consultant will establish plans necessary to maintain, preserve, and keep the premises in good repair and condition.

A. Summary of Scope of Services:

- Consultant shall perform a comprehensive assessment of the project locations and provide labor, supervision, materials, equipment, transportation, service, and the shop facilities necessary to perform high quality work.
- Consultant shall furnish all materials, labor, equipment, supplies, tools, scaffolding, transportation, coordination, insurance as applicable, taxes, permits, and all other services, facilities and items necessary for the performance of the project. The work includes all materials, labor and equipment necessary or appropriate for the consultant to complete the project.
- Consultant shall report any inconsistencies, variances, obstructions, and/or interferences to the NSDP Project Manager prior to proceeding with repairs. The construction schedule and staging shall be coordinated with the owner to minimize interference with scheduled events.
- Consultant shall comply with codes, ordinances, rules, regulations, orders, and other legal requirements of Local Public Authority, which bear on the performance of the work.
- Consultant shall at times protect all finishes against damage resulting from the work performed. Any damage caused to the existing building elements shall be repaired or replaced to the satisfaction of the Owner at the Contractor's expense.
- Consultant shall comply with all security procedures and shall provide Proof of Insurance prior to the start of work.
- Consultant shall be required to keep legible and detailed documentation on all work performed under this contract.
- Consultant shall be responsible for providing written documentation to the NSDP on any work that will affect the NSDP's warranties or existing equipment. Written documentation must be provided prior to commencement of work.
- Consultant shall be responsible for the removal of all debris and trash before leaving the work area. Clean-up of the work shall be at no additional cost to the NSDP but can be included in proposal.

B. PROPOSED WORKSITE LOCATIONS AND HVAC SYSTEM LISTINGS & DESCRIPTIONS:

Locations:	HVAC System Unit Description:	Model #:	Serial #:
Chinle NSDP Office	BARDS Gas/Electric Wall-Mount Unit	W60GI	324C102691265-1
Chinle NSDP Office	BARDS Gas/Electric Wall-Mount Unit	W60GI	324C102691267-1
Crownpoint Wellness Center	Carrier Roof Top Unit	LGH074U4EH2G	5619G05737
Crownpoint Wellness Center	Carrier Roof Top Unit	LGH152U4E41G	5619G10591
Crownpoint Wellness Center	Carrier Roof Top Unit	LGH09U4MM1G	5619G06088
Crownpoint Wellness Center	Carrier Roof Top Unit	LGH074U4EH1G	5619G05850
Crownpoint Wellness Center	Carrier Roof Top Unit	LGH036H4EB4G	5619G05339

Crownpoint Wellness Center	Carrier Roof Top Unit	LGH048H4EM4G	5619G05341
Crownpoint Wellness Center	Carrier Roof Top Unit	LGH060H4EH4G	5619G05205
Crownpoint Wellness Center	Carrier Roof Top Unit	LGH04844EM4G	5619G05340
Dilkon Wellness Center	GOODMAN COPELAND SCROLL	GSX130481BA	1002536232
Dilkon Wellness Center	GOODMAN COPELAND SCROLL	GSX130601AB	0912020536
Dilkon Wellness Center	GOODMAN COPELAND SCROLL	GSX130601AB	0912059212
Dilkon Wellness Center	GOODMAN COPELAND SCROLL	GSX130481BA	1001744963
Kayenta NSDP Office	BARDS Gas/Electric Wall-Mount Unit	W60GI-ANCXX4XXX	324C102691266-1
Kayenta NSDP Office	BARDS Gas/Electric Wall-Mount Unit	W60GI-ANCXX4XXX	324C102691264-1
Tecnospos Wellness Center	DAIKIN COMPANY	DCC06XXX3BXXXAA	1502530130
Tecnospos Wellness Center	DAIKIN COMPANY	DCC06XXX3BXXXAB	1504351494
Tecnospos Wellness Center	DAIKIN COMPANY	DCC036XXX3BXXXAA	150439595
Tecnospos Wellness Center	DAIKIN COMPANY	DCC06XXX3BXXXAB	1504351495
Tecnospos Wellness Center	DAIKIN COMPANY	DCC06XXX3BXXXAB	150435146
Tecnospos Wellness Center	DAIKIN COMPANY	DCC06XXX3BXXXAB	1505149001
Tuba City Wellness Center	BARDS Gas/Electric 5 ton	WG421-ANBVX4XXX	126H011641583-1
Tuba City Wellness Center	BARDS Gas/Electric 5 ton	WG421-ANBVX4XXX	126H011641582-1
Tuba City Wellness Center	BARDS Gas/Electric 5 ton	WAG40D-A54X	126J991367200-1
Tuba City Wellness Center	BARDS Gas/Electric 5 ton	WAG40D-A54XX	126B991318795-1
Tuba City Wellness Center	BARDS Gas/Electric 5 ton	WAG40D-A54XX	126J991367202-1
Tuba City Wellness Center	BARDS Gas/Electric 5 ton	WAG40D-A54XX	126B991318792-1
Tuba City Wellness Center	BARDS Gas/Electric 5 ton	WG421-ANBVX4XXX	126H011641583-1
Window Rock Wellness Center	Goodman	GPG13600903A	0602581907
Window Rock Wellness Center	Goodman	GPG13600903A	06022560251
Window Rock Wellness Center	Goodman	GPG13600903A	06022581909
Window Rock Wellness Center	Goodman	GPG13600903A	0602560222
Window Rock Wellness Center	Goodman	GPG13600903A	0602560217
Window Rock Wellness Center	Goodman	GPG13600903A	0602581897
Window Rock Wellness Center	Goodman	GPG13600903A	0602560223
Window Rock Wellness Center	Goodman	GPG13600903A	0602581916
Window Rock Wellness Center	Goodman	GPG13600903A	0602560247
Window Rock Wellness Center	Goodman	GPG13600903A	0602581887

#### QUESTIONS

Questions should be directed to:  
 Randall Comb, Delegated Facility Coordinator  
 Navajo Special Diabetes Program  
 P O Box 3748  
 Window Rock, Arizona 86515  
 Email: rcomb@navajo-nsn.gov  
 Telephone: 928-871-6532  
 Fax: 928-871-6543

#### Navajo Special Diabetes Program Service Area Office Locations and Contact Listing:

Office Locations:	Contact Person:	Telephone #:
Chinle NSDP Office	Judith Jake	928-674-2422
Crownpoint NSDP Office	Sylvia Billie	505-786-2372
Dilkon Wellness Center	Garrett Tsosie	928-657-8119
Kayenta NSDP Office	Joan Gray	928-697-5670
Tecnospos Wellness Center	Charlene Begay	505-612-9127
Tuba City Wellness Center	Joan Gray	928-707-0742
Window Rock Wellness Center	Evelyn Mahkee	928-871-7870

## NONDISCRIMINATORY PRACTICES

In accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d-4, the NSDP hereby notifies all bidders that it will affirmatively insure that in regard to any contract entered into pursuant to this advertisement, minority business enterprises will be offered full opportunity to submit bids in response to this invitation and will not be discriminated against on the basis of race, color, sex, or national origin for an award.

## LIABILITY

NSDP assumes no responsibility or liability for cost incurred by the contractor prior to the signing of an agreement. Total liability of NSDP is limited to the terms and conditions of any contract resulting from this ITB.

## INDEMNIFICATION

The contractor shall indemnify and hold harmless the NSDP and its agents and employees, from and against all claims, damages, losses, and expenses, including attorney fees arising out of or resulting from the performance of the work, which includes all labor, materials and equipment required to produce the services required by the contract, provided that any such claim, damage, loss or expense: 1) is injury to or destruction of tangible property (*other than the work itself*), including the loss of use resulting there from; and 2) is caused in whole or in part by any negligent act or omission of the contractor, any subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, regardless of whether or not it is caused in part by a party indemnified hereunder. The contractor assumes full responsibility and liability for compliance with any and all local, state, federal laws and regulations applicable to the contractor and its employees, including, but not limited to, compliance with the Occupational Safety and Health Act of 1970.

## PREVAILING WAGES

Each worker performing Work under this Contract shall be paid at a rate not less than the prevailing wage as defined in the Labor Code. Contractor shall post a copy of the applicable prevailing rates at the Worksite. This Project is subject to the prevailing wage requirements applicable to the locality in which the Work is to be performed for each craft, classification or type of worker needed to perform the Work, including employer payments for health and welfare, pension, vacation, apprenticeship and similar purposes. Each Contractor and Subcontractor must pay no less than the specified rates to all workers employed to work on the Project. The schedule of per diem wages is based upon a working day of eight hours. The rate for holiday and overtime work must be at least time and one-half. The Contract will be subject to compliance monitoring and enforcement by the Navajo Nation Office of Navajo Labor Relations. A certified copy of an employee's payroll record shall be made available for inspection or furnished to the employee or his or her authorized representative on request.

## GENERAL PROPOSAL REQUIREMENTS

The proposals shall include the following:

Name of firm or company, business address, name of contact person, telephone number, fax number and email address (*if applicable*).

Price of service per facility and aggregate.

Reference s, especially government organizations, preferably governmental entities in Arizona or New Mexico;

Description of your firm, personnel and services provided.

Reason(s) why you believe your firm should provide these services to NSDP.

Copies of all applicable licenses and insurance certificate (*i.e., worker's compensation, general liability, unemployment compensation, etc.*).

Any other pertinent information that you believe will assist NSDP in understanding your company and assurances if awarded the contract, i.e., most recent financial statement, bonding certificate.

Changes made to the RFP as the result of a response by NSDP, to questions or concerns raised through correspondence with prospective bidders, will be in writing and provided to each bidder.

All information contained in a proposal is subject to disclosure.

## SELECTION CRITERIA

Responses to this ITB will be evaluated based upon the following factors as presented to the bid proposals:



B. HVAC SYSTEM ISSUES/PROBLEMS LISTINGS & DESCRIPTIONS:

Locations:	HVAC System Unit Description & Number of Units:	Problems/Issues:
1. Chinle NSDP Office	BARDS Gas/Electric Wall-Mount Unit – 2 units	Thermostat Wiring
2.		
3. Crownpoint Wellness Center	Carrier Roof Top Units – 8 Units	Compressor & Auto control
4. Dilkon Wellness Center	GOODMAN COPELAND SCROLL – 6 Split Units	Compressor and Contactors
5. Kayenta NSDP Office	BARDS Gas/Electric Wall-Mount Unit – 2 Units	Preventative Services
6. Tecnospos Wellness Center	DAIKIN COMPANY – Electric – 6 units	Motor, Wiring
7. Tuba City Wellness Center	BARDS Gas/Electric Wall-Mount Unit – 7 Unit parts (fan), tripping breakers	Compressors, motors, missing
8. Window Rock Wellness Center	Goodman – 11 Roof Top Units board, capacitors, tripping breakers,	Compressor, contactors, circuit