

REQUEST FOR PROPOSAL  
Bid Number 24-05-3370LE Re-Bid

Date: July 16, 2024

Project Title: Navajo Nation Division of Behavioral and Mental Health Services – “Diesel Fuel Purchase and Delivery Project.” Shiprock, NM

Project Schedule

Advertisement of RFP	07/17/2024 – 07/26/2024
Onsite Pre-Bid Meeting	07/30/2024 10:00 am MST <i>Shiprock NRBHC Administration Building Call (505) 368-1001 for directions</i>
Requests for Information Due Date	08/01/2024 5:00 pm MST
Bid Due Date	08/08/2024 5:00 pm MST

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 Melvin Joe Sr., Facility Manager - DBMHS/NRBHC at email: [melvinjoesr@navajo-nsn.gov](mailto:melvinjoesr@navajo-nsn.gov)

All parties responding to this bid are instructed to submit or send four (4) proposals (one (1) original and three (3) copies) to the following address:

The Navajo Nation  
Division of Finance-Purchasing  
Attention: Lorita Etsitty, Buyer I  
Administration Building #1  
Window Rock Blvd  
Window Rock, AZ, 86515.

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 24-05-3370 LE Re-Bid NNDBMHS  
Navajo Regional Behavioral Health Center, Shiprock  
Diesel Fuel Purchase and Delivery Project  
DO NOT OPEN-BID PROPOSAL

NBOA Priority Status (Priority One; Priority Two or Non-Priority Status)

## GENERAL INFORMATION AND GUIDELINES FOR THIS RFP

### I. DESCRIPTION OF THE ORGANIZATION

The Navajo Nation Division of Behavioral and Mental Health Services 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. The worksite is in Shiprock, New Mexico at the Navajo Regional Behavioral Health Center.

### 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 5 years' experience and history with providing HVAC services on the Navajo Nation.
2. The Navajo Business Opportunity Act 5 NNC § 201, 205 will apply.
3. All workmanship and materials shall comply with applicable Safety Codes.
4. Detailed site drawings of all proposed work.

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

### V. REQUIREMENTS

The respondent will furnish all required information as specified in the RFP (Section VI. Proposal Content and required Information).

### VI. PROPOSAL CONTENT AND REQUIRED INFORMATION

Please utilize the outline described below with 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, include project site(s), and site contact information.
3. Scope of Work
4. Product Specifications including cut sheets.
5. Design (detailed plan depicting layout).
6. Schedule
7. Copies of licenses, certifications (**NBOH Priority Status**), insurance certificates, and other relevant documents.
8. Sub-contractor information, if applicable
  - a. Sub-contractor work should not exceed 40% of entire project
9. Costs to be submitted in a separate sealed envelope. (Detailed breakdown of costs: Material, Labor, and other applicable costs; 6% Navajo Nation Sales.

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, 5 years work experience and past project experience on the Navajo Nation. This includes the capabilities to provide all requested services. (20 points)
  - b. Quality of products, ability to install, and warranty services. (30 points)
  - c. Project Schedule. (20 points)
  - d. **Cost (separate sealed envelope)**. (30 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 reserves 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 may be scheduled to be presented in Shiprock, NM (if necessary). It is the 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 is Melvin Joe, Sr., Facility Manager for inquiries related to the project and other matters. Questions and answers will be shared with all respondents. Mr. Joe's email address is [melvinjoesr@navajo-nsn.gov](mailto:melvinjoesr@navajo-nsn.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 Professional Services Contract will provide all the legal and contractual obligations, terms, and requirements of this project.

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.

**IXX. OTHER**

**SCOPE OF WORK**

Navajo Nation Division of Behavioral and Mental Health Services  
 Navajo Regional Behavioral Health Center (NRBHC)  
 Shiprock, New Mexico  
 Diesel Fuel Purchase and Delivery

Division of Behavioral and Mental Health Services/Navajo Regional Behavioral Health Center in Shiprock, New Mexico, has two emergency backup generators that require Red Dye Diesel Fuel for operation. These generators provide emergency services for our residential and outpatient treatment centers. One main generator has an 850-gallon capacity, and the other fire pump generator has a 300-gallon capacity.

- 1) Cummins Model #DFEG-5957043; Serial #L070140164 Spec F (850 gallons)
- 2) Cummins Model #DSGAA-7573632, Serial #A090230070 Spec B (300 gallons)

The Division of Behavioral and Mental Health Services is requesting a vendor to provide the following red dye diesel fuel services on a quarterly or on a as needed basis.

First year of the projected: Estimated total cost for the first year

- Initial fill up of 850 gallons for tank 1
- Initial fill up of 300 gallons for tank 2
- 3 quarterly top offs of an estimated 300 gallons per quarter of usage.

Year 1

<b>Tank</b>	<b>Initial Fill up</b>	<b>Quarter 2</b>	<b>Quarter 3</b>	<b>Quarter 4</b>
#1 (850 gallons)	850 gallons	200 gallons	200 gallons	200 gallons
#2 (300 gallons)	300 gallons	100 gallons	100 gallons	100 gallons
Transport Costs (mileage, permits, labor, expenses, etc.)				
Applicable Taxes				
Total				

Next four years of the project: Estimated total cost for next four years with top-off only

- 16 top offs (Quarterly) with an estimated usage of 350 gallons per quarter.

Year 2 – 5

<b>Tank</b>	<b>Quarter 1</b>	<b>Quarter 2</b>	<b>Quarter 3</b>	<b>Quarter 4</b>
#1 (850 gallons)	250 gallons	250 gallons	250 gallons	250 gallons
#2 (300 gallons)	100 gallons	100 gallons	100 gallons	100 gallons
Contingency (Power Outrage/Emergency)	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00
Transport Costs (mileage, permits, labor, expenses, etc.)				
Applicable Taxes				
<b>Total</b>				

Calculate in a contingency amount of \$12,000.00 per year in the event of a power outage or emergency event for the next 4 years (for red dye diesel only).

Calculate any transport costs of fuel to include mileage, permits, labor, driver and equipment expenses from your fuel tanks to Shiprock, New Mexico (and return) per delivery.

Additional costs associated with safe fuel delivery to Navajo Regional Behavioral Health Center.

Include applicable Local, State and Navajo Nation Tax.

*Please provide estimated total costs for all 5 years of the project.*

- Note: as needed services will be requested in the event of a longer-running generator session.

*End Scope of Work*