

**REQUEST FOR PROPOSALS
Bid Number: 22-08-2879LE**

Date: August 29, 2022

Project Title: **Navajo Nation Division of Behavioral and Mental Health Services Kyocera TASKalpha
6053ci Preventive Maintenance, Equipment and Supplies**

Project Schedule:

| | |
|-----------------------------------|--|
| Advertisement of RFP | September 6, 2022 – September 16, 2022 |
| Requests for Information Due Date | September 21, 2022 @ 5:00pm MDT |
| Bid Due Date | September 28, 2022 @ 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 Calvin Yazzie, Property Supervisor at calvinyazzie@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 #22-08-2879LE NNDBMHS
KYOCERA TASKALPHA 6053CI PREVENTIVE
MAINTENANCE, EQUIPMENT AND SUPPLIES
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 five (5) 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 30% of entire project
4. Scope of Work
5. Product Specifications including material safety data sheets
6. Design (detailed plan depicting layout of equipment).
7. Schedule
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 five (5) years' work experience. This includes the capabilities to provide all requested services. (20 points)
 - b. Quality of products, material safety data sheets, and warranty services. (30 points)
 - c. Project Schedule. (20 points)
 - d. Navajo Preference. (5 points)
 - e. 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 Calvin Yazzie, Property Supervisor for inquiries related to the project and other matters. Questions and responses will be shared with all respondents. Mr. Yazzie's email address is calvinyazzie@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 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
Kyocera TASKalpha 6053ci Preventive Maintenance, Equipment and Supplies**

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. 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 services for 25 Kyocera TASKalpha 6053ci (M6053ci) multifunction printers:

- Full Service Agreement will provide on-site service calls, travel and parts, labor and supplies needed to maintain all equipment in proper working conditions within the manufacturers operating guide. Provide preventive maintenance and repairs on a monthly basis
- Technician will call the point of contact within 60 minutes after service call is placed and will provide an ETA. Provide emergency repairs on an on-call basis
- Service Capabilities: only technicians that are manufacturer certified on the specific machines will service the machines with parts and labor for maintenance and repairs
- Provide equipment and supplies upon request this includes “toner concierge” when requested will deliver and install the consumables such as toner, drum and fuser for any device under this offering

Vendor shall provide described services for a period of two (2) years from the notice to proceed date. Quotations should reflect cost amounts for a 24 month/2-year time frame. One vendor can provide all services or a joint venture is acceptable by two organizations to provide all services requested. Using the procurement services shall be convenient, one-stop shopping, prompt & cost-effective shipping, provide transactional data, and uniform pricing.

End Scope of Work