

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

**HVAC Services – Tuba City District**

**BID NO: 22-09-2891LE**

**PROPOSAL DUE DATE: October 28, 2022**

**DESCRIPTION:** Navajo Head Start is seeking proposals from qualified firms and/or individuals to provide HVAC, air vents, duct services and repairs/maintenance.

**CONTACT PERSON:** Lavine J. Roan, Principal Contract Analyst  
[lavineroan@nndode.org](mailto:lavineroan@nndode.org)  
Phone: 928-871-7061

**~ RETURN PROPOSALS CLEARLY MARKED ~**

**RFP # 22-09-2891LE – Head Start HVAC Services – Tuba City District  
“DO NOT OPEN”**

**PLEASE INCLUDE YOUR COMPANY NAME AND ADDRESS ON THE PROPOSAL PACKAGE.**

**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  
SW of US Highway 264 & Indian Route 12, Suite #2A  
Window Rock, Arizona 86515  
ATTN: Lavine J. Roan, Principal Contract Analyst

**MAILING ADDRESS:** Navajo Head Start  
P.O. Box 3479  
Window Rock, Arizona 86515  
ATTN: Lavine J. Roan, Principal Contract Analyst

## SECTION I

### **RESPONDENT REQUIREMENTS:**

All respondents must have, at 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 is seeking proposals from qualified firms and/or individuals to provide HVAC units, air vents, duct services and repairs/maintenance.

Any upgrades need 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:**

The contractor shall provide personnel who are certified in all phases of HVAC, air vents and air duct systems operation, annual/preventative/routine maintenance, adjustment(s), and repair(s). Contractor's personnel should also have familiarity and experience with all types of components including controllers, electrical components, general preventative maintenance, repairs, and new installations of a variety of brands, models, and parts or equipment. The contractor and staff shall have expertise and experienced in HVAC management to include the following but not limited to:

Assessments and approvals needed for Head Start sites:

1. Complete an assessment on the condition of all HVAC units, air vents and ducts.
2. Upgrade and install HVAC units and the repair/replacement/cleaning of air vents and ducts that applies to all code and compliance standards, upon NHS approval.
3. Provide a scope of work and quote needed for all repairs.
4. Ensure a work order is provided by the Navajo Head Start before services are rendered.
5. All parts and supplies shall be properly disposed of in accordance with EPA regulations, upon approval of Navajo Head Start.
6. HVAC equipment units are property of NHS. Therefore, units cannot be removed from Navajo Nation NHS centers at any time. Contractor must consult with NHS Finance.

Work:

7. Provide routine preventative HVAC maintenance services including air vents and duct services.
8. Provide annual inspections on all NHS HVAC units.
9. Major and minor repairs on the HVAC, air vents and duct systems.
10. Provide services as required.
11. Provide new materials used on all HVAC, air vents and duct systems and shall be free of defects and pass Navajo Nation inspection.

12. Provide labor, supplies, parts, and equipment for the HVAC, air vents and duct services.
13. Provide a schedule and detail of each location within the district of what needs repairs and upgrades.
14. Provide a timeline of when work is complete longer than 24 hours, dependent upon the supplies needed for the work.
15. Provide start up and inspections before start of services and after services have been completed.
- 16. Provide a sticker for HVAC system to verify service date.**
17. Routine maintenance and repairs shall be done in accordance with federal and Navajo Nation regulations and codes.
18. Services to be performed and completed in accordance with industry acceptable standards.
19. Ensure work order is signed and returned to the Navajo Head Start Facility Support Service Coordinator.
20. Warranty Service: Extended warranty parts and labor (define maximum number of years available).
21. Dispose of all hazardous materials when repairs or changing any HVAC units.
22. Must comply with all Federal and Navajo Nation Regulations.
23. Annual HVAC Inspections.

Payments:

24. Provide labor, parts, and equipment for all Head Start facilities.
25. Invoice Navajo Head Start Central Office under this contract.
26. 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.
27. Ensure service cost such as labor, travel time, mileage, parts, and supplies are reasonable and are for the work completed for the applicable Navajo Head Start facilities.
28. Each scope of work shall include all applicable taxes associated with each project that include 6% taxes for the Navajo Nation and/or 7% as applicable to respective locations in the Tuba City Region.
29. Contract is subject to availability of funds.

<b>District V Tuba City</b>	
1	Cameron
2	Cowsprings
3	Dennehotso
4	Gap
5	Inscription House
6	Kayenta I
7	Kayenta II
8	Kayenta III
9	Leupp
10	Navajo Mountain
11	Oljato
12	Rock Point
13	Shonto
14	Tonalea
15	Tuba City

**RFP Submittal Deadline:**

All RFP's must be received/ mailed / or physically delivered by **October 28, 2022**, at 5:00 pm MST 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  
SW Corner of Route 12 &  
Highway 264, Suite #2A  
Window Rock, AZ 86515

**SECTION II**

**The following documents are mandatory and must be submitted with Proposal:**

1. Navajo Nation Certification Regarding Debarment & Suspension (Attached)
2. Federal Form Tax W-9
3. Licensed, bonded, and current General Liability Insurance.
4. EFT Direct Deposit Form

**A. Proposal Format:**

1. Respondent(s) must indicate 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 binder 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 sealed envelope.
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)**
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 contact for clarification:
  - e. Explicitly indicate acceptance of the conditions governing this procurement:
  - f. Be signed by the person responding to the RFP; and
  - g. Acknowledge receipt of any and 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 some detail, the quality, quantity, and substance of services provided.
  - d. The respondent must provide a Certificate of Liability Insurance.
7. Respondent must provide proposal on contract approach.
- a. Provide in detail how they 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.

**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 Principal Contract Analyst at any time up to the deadline for proposals.

**D. INQUIRIES:** Any inquiries regarding this RFP should be submitted in writing to Lavine J. Roan, Principal Contract. Only written responses to questions will be considered official. All questions will be directed to Lavine J. Roan at 928-871-7061 or email; [lavineroan@nndode.org](mailto:lavineroan@nndode.org). Questions regarding this procurement will be accepted until 5:00 p.m. MST on **October 26, 2022**.

- E. 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.
- F. PROPOSAL SUBMISSION:** Proposal must be received on or before 5:00 p.m. (MST) **October 28, 2022**. 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.**
- G. REJECTION OF PROPOSALS:** NHS reserves the right to reject any and 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.
- H. 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”.
- I. 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.
- J. 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.
- K. SUFFICIENT APPROPRIATION:**  
A contract awarded as a result of 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.
- L. 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	0-10
points Completeness	
Clarity of Presentation	
Organization of Presentation	
Understanding NHS Objectives	
b. Statement of Qualifications	0-20
points List of three (3) Client References	
c. Technical Requirements	0-20 points
Project description	
Projected accomplishments	
d. Project Management	0-20
points Project Management Experience	
Schedule/Project Plan	
Staffing	
Related Experience	
Education - Credentials	
e. Navajo Nation vendor, Priority 1 or 2 (not a requirement)	0-10 points
f. Cost of Service	0-20 points

**Total possible points = 100**



**M. 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.

1. Contractor shall comply with Federal Awards Guidelines:
  - a. §200.330-Reporting on real property.
  - b. §200.331-Subrecipient and contactor determinations.
  - c. §200.338-Restrictions on public access to records.

2. Contractor shall comply with the Navajo Nation COVID-19 Mandate.

**N. TAX:** All appropriate taxes should be included in 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 of 6% (24 N.N.C. Section 601 et. seq.) and/or 7% as applicable to each respective location in the Tuba City region.

**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.