

NAVAJO DEPARTMENT OF WORKFORCE DEVELOPMENT
REQUEST FOR PROPOSAL (RFP)
BID NO. 22-10-2902LE

Rodent and Pest Control Services
Due: November 23, 2022, 4:00 MST

The Navajo Department of Workforce Development (NDWD) invites qualified vendors to submit proposals to establish a one-year contract for Pest and Rodent Control Services. This service shall entail pest and rodent control elimination and prevention for the NDWD buildings listed in Appendix A and includes all interior and exterior areas listed in section II. This contract shall begin on January 1, 2023 through December 31, 2023. The intent of this RFP is to prevent rodent and pest infestation of NDWD facilities.

All submitted proposals must be submitted in a sealed envelope and clearly marked:

Hand Delivered to: Navajo Department of Workforce Development
ATTN: Vickie Begay, Contract Analyst
Tribal Hill Drive Building #FA-2754
Window Rock, Arizona 86515
Do Not Open: BID NO. 22-10-2902LE

Or

Certified Mailed to: Navajo Department of Workforce Development
ATTN: Vickie Begay, Contract Analyst
P.O. Box 1889
Window Rock, Arizona 86515
Do Not Open: BID NO. 22-10-2902LE

One (1) Original and two (2) copies of the Proposals must be in a sealed envelope, clearly marked: Do Not Open: BID NO. 22-10-2902LE. Cost proposals must be in a separate envelope and will not be opened until bidder has met the minimum requirements. Bid opening will be held in accordance to Navajo Nation Procurement Procedures. No emailed or faxed responses shall be considered. The NDWD reserves the right to reject any or all responses, and to waive any or all formalities in connection with this request. Any responses after the above due date and time will not be accepted or considered.

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I. RFP DUE DATE

The deadline for request for proposals is **November 23, 2022, at 4:00 p.m. MST**. Any proposals received after this deadline will not be considered. In the event that it becomes necessary to revise any part of the RFP, an addendum will be issued.

II. SCOPE OF SERVICES

The scope of pest and rodent control services shall include:

- A. Inspections and pest monitoring of all facilities (occupied or unoccupied) listed in Appendix A on a monthly basis.
- B. Recommendations to prevent future pest and rodent infestations.
- C. Pest and rodent elimination services of all interior office rooms, lobbies, restrooms, storage areas, open ceiling areas, kitchen areas, crawl spaces, baseboards, and common areas.
- D. Pest and rodent elimination services of all exterior areas including building access points, under buildings, storage areas, walkways, and along buildings.
- E. Rodent control products shall be installed in areas that will not be noticeable and will not affect the safety, health, and welfare of the public and employees.
- F. The contractor shall provide an environment free from, but limited to the following general pests:
 - i. Crawling insects including: ants (all species), earwigs, slow bugs, centipedes, beetles, cockroaches, and spiders, crickets and grasshoppers
 - ii. Biting insect including: fleas, ticks, and bed bugs
 - iii. Flying insects including: bees, wasps, hornets, and scorpions, moths, and flies.
 - iv. Rodents including: mice, rats, and squirrels

III. SCHEDULE OF ACTIVITIES

Issue RFP to prospective bidders	October 20, 2022
Last day for questions from bidders	November 11, 2022
Responses to questions	November 18, 2022
RFP Submission deadline	November 23, 4p.m. MST
RFP Opening	Week of November 28 , 2022
Selection of winning bid	TBD

IV. QUESTIONS AND INQUIRIES

Questions or requests regarding this RFP should be submitted in writing (emailed questions are acceptable) to the following:

Navajo Department of Workforce Development
ATTN: Vickie Begay, Contract Analyst
P.O. Box 1889, Window Rock, Arizona 86515
Email: vbegay@ndwd.org

V. INSURANCE REQUIREMENTS

The Navajo Nation will require the selected vendor, at its sole expense, to procure and maintain adequate and sufficient insurance for all potential liability, such as, professional liability, automobile liability, worker’s compensation, errors, and omissions liability, etc. as outlined by the Navajo Nation Risk Management Department prior to any final award of a contract.

VI. RESPONDENT REQUIREMENTS:

The following shall include in all responses and received by the date and time noted above in order to be considered:

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- A. Letter of Transmittal must include:
- i. Provide Statements of Qualifications.
 - ii. Identify the name of the person responding to the RFP.
 - iii. Identify the name, title, and telephone numbers of person authorized to negotiate on behalf of the organization.
 - iv. Identify the names, and telephone numbers of person to be contacted for clarification.
- B. Company Profile:
This section must state the size and type of the entity, background and location from which the work on this project shall we performed.
- C. Experience:
This section must include details of experience with facility pest and rodent control. Interested entities must have at least five years minimum experience performing pest and rodent control/elimination services.
- D. References:
Include a list of reference and contact information in the response. This list should include past and present clients, including names and contact information.
- E. Management Plan:
This section must include details and sample reports regarding the approach to completing a monthly pest and rodent control services for all facilities listed in Appendix A.
- F. Cost and Budget Breakdown:
Cost proposals must be in a separate envelope and will not be opened until bidder has met the minimum requirements This section must include a detailed cost proposal with a grand overall total for each of the following areas:
- i. Price of products and service fees
 - ii. All appropriate taxes should be included in the 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.).
 - iii. Total Cost
- G. Required Documents:
- i. Comprehensive Scope of Work
 - ii. Employee Certification and Degree
 - a. Field Related Degree and/or Certification
 - b. State Pest Management Licensure or Certification
 - c. Safety Certification
 - iii. Respondent(s) must indicate if they are a priority one or two vendor with the Navajo Nation. Navajo Preference vendors must provide Certificate of Eligibility issued by the Navajo Business Regulatory Department.
 - iv. Navajo Nation Certification Regarding Debarment and Suspension Form
 - v. Federal IRS W-9 Form
 - vi. Certificate of Insurance
 - vii. SDS Information for all pesticide or Insecticide Spray Intending Use

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VII. EVALUATION PROCEDURES AND CRITERIA

- A. An evaluation team will review the proposals received in accordance with the general criteria described herein. Respondent should be prepared to provide any additional information the evaluation team feels necessary for the fair evaluation of proposals.

- B. The sole objective of the review team will be to select the respondent who is most responsive to the needs of NDWD. The specifications in this RFP represent the minimum performance necessary for a response. On the basis of 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 NDWD Department Manager may elect to evaluate RFP solely.

- C. The following evaluation criteria will be used by the review panel in the selection process and the award of the bid. The factors will be rated on a scale of 0-100 points as cited below:
 - i. Priority One (1) or Two (2) vendor 0-10 points
 - a. Priority One vendor (10 points)
 - b. Priority Two vendor (5 points)
 - c. Non-Priority vendor (0 points)

 - ii. Bid Organization: 0-20 points
 - a. One Original proposal and three (3) copies
 - b. Cost proposal in a separate envelope.
 - c. Clarity of Proposal
 - d. Completeness
 - e. Understanding NDWD Objectives

 - iii. Letter of Transmittal 0-20 points
 - a. Provide Statements of Qualifications
 - b. Identify individual(s) as specified

 - iv. Technical Requirements 0-30 points
 - a. Company Profile
 - b. Experience
 - c. References
 - d. Management Plan

 - v. Proposed Cost 0-20 points
 - a. Meets budget(s) allocated

VIII. ADDITIONAL INFORMATION

- A. Availability of Funds
Any subsequent contract award associated with the RFP is contingent upon the availability of funds to the Navajo Department of Workforce Development. If funds are not available, any agreement resulting from this RFP shall become void and of no force or effect. NDWD reserves the right to negotiate the overall contract price based on availability of funds.

- B. Agreement
The NDWD, upon mutually agreed to and acceptable terms and conditions with the successful responder/consultant, shall enter into a formal agreement for a mutually agreed to fee and period of time. The NDWD reserves the right, subject to mutual agreement with the successful

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responder/consultant, to extend the terms of this agreement, at the proposed rate, for a mutually agreed upon period of time.

C. Cancellation of Agreement

The NDWD reserves the right to cancel any contract/agreement, any time, with thirty days prior written notice to consultant, should any of the following conditions exist:

- i. Funds are not appropriated by the NDWD for continuance of this agreement
- ii. The NDWD, through changes in its requirement, method of operation, or program operation no longer has a need for the service.

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APPENDIX A

NAVAJO DEPARTMENT OF WORKFORCE DEVELOPMENT

Facility Listing

	LOCATION	OFFICE	BUILDING #	SQ. FT.
1	Chinle, AZ	Chinle Workforce Center (CHWFC)	FA3938	6,840
2	Chinle, AZ	CHWFC Learning Center	FA3938	
3	Crownpoint, NM	Crownpoint Workforce Center (CPWFC)	C023-063	1,680
4	Crownpoint, NM	CPWFC Learning Center	FA2571	1,680
5	Fort Defiance, AZ	Fort Defiance Workforce Center (FDWFC)	FA3937	5,340
6	Kayenta, AZ	TCWFC Sub-Office	FA3940	2,356
7	Leupp, AZ	TCWFC Sub-Office	FA3942	2,356
8	Shiprock, NM	Shiprock Workforce Center (SRWFC)	FA3936	5,340
9	Shiprock, NM	SRWFC Learning Center	FA2569	1,680
10	Shiprock, NM	SRWFC Building 2	S009-082	1,680
11	Tohatchi, NM	Fort Defiance WFC Sub-Office	FA3943	2,356
12	Tuba City, AZ	Tuba City Workforce Center (TCWFC)	FA2562- FA2563	3,360
13	Tuba City, AZ	TCWFC Learning Center	FA3941	2,356
14	Window Rock, AZ	NDWD Administration Building	FA2754	5,936
15	Window Rock, AZ	NDWD Administration Building 2	FA2409	1,680
16	Window Rock, AZ	Storage		384