

**THE NAVAJO NATION
FACILITIES MAINTENANCE DEPARTMENT
REQUEST FOR PROPOSALS (RFP)
RFP # 22-12-2921KS
HVAC INSTALLATION
NAVAJO NATION BUILDINGS
DUE: FRIDAY – January 13, 2023 4:00 P.M.**

The Navajo Nation Facilities Maintenance Department (here after referred to as FMD) invites interested qualified contractors to bid on five (5) HVAC installations on the Navajo Nation. This contract shall begin February 13, 2023 and end December 30, 2023.

The intent of this request for proposal is to replace aged heating and cooling systems with HVAC systems that are more conducive and cost efficient for use and operation by the Navajo Nation facility occupants.

PRE-BID MEETING FOR ALL PROSPECTIVE ENTITIES WILL TAKE PLACE ON JANURAY 12, 2022 AT 11:00 A.M. THE DESIGNATED MEETING PLACE IS AT THE NAVAJO NATION FACILITIES MAINTENANCE DEPARTMENT, 2431 NORTH ROUTE 12, FORT DEFIANCE, ARIZONA 86504.

**REQUEST FOR PROPOSALS
DUE: JANUARY 13, 2023 4:00 P.M.**

The FMD is accepting proposals from qualified heating and cooling companies to provide the installation of HVAC units throughout the Navajo Nation. The award of the contract shall be determined by the FMD and the Navajo Nation Procurement and Business Development Departments in accordance with the Navajo Nation Preference Laws.

Responses to this RFP shall be submitted to the Navajo Nation Facilities Maintenance Department at 2431 North Route 12, Fort Defiance, Arizona at the date and time noted above. All proposals must be clearly marked **RFP – FMD-HVAC INSTALLATION**. No oral, telephonic, emailed, addresses not specifically stated above or faxed corrections, deletions, or additions to any response shall be accepted. The FMD reserves the right to reject any or all responses, and to waive any or all formalities in connection with this request. Any responses received after the above scheduled due date and time shall not be accepted or considered.

1. AVAILABILITY OF FUNDS

Any subsequent contract award associated with this RFP is contingent upon the availability of funds to the FMD for this project. If funds are not available, any agreement resulting from this RFP shall become void and of no force and effect. FMD reserves the right to negotiate the overall contract price based on the availability of funds. FMD may award all or portion of the listed locations.

2. AGREEMENT

The FMD, 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 FMD reserves the right, subject to mutual agreement with the successful responder/consultant, to extend the terms of this agreement, at the proposed rate, for a mutually agreed upon period of time.

3. CANCELLATION OF AGREEMENT

The FMD reserves the right to cancel any contract/agreement, at any time, with sixty (30) days prior written notice to the consultant, should any of the following conditions exist:

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

4. INSURANCE REQUIREMENTS

The selected entity, upon receiving authorization to proceed, shall be required to deliver an insurance certificate in amounts, companies, and terms acceptable to the FMD.

The entity selected shall provide evidence of insurance coverage from a company or companies with an A.M. Best rating of A- (VII) or better. Such insurance will protect and indemnify the FMD from claims which may arise out of or result from any obligation under this agreement, whether such obligations are the Contractor's or those of a subcontractor or any person or entity directly or indirectly employed by said Contractor. Minimum coverage is as follows:

- a) Workers Compensation: Consultant shall provide workers compensation and employer's liability insurance that complies with the regulations of the Navajo Nation with limits no less than \$100,000 each accident by bodily injury; \$100,000 each accident by disease and a policy limit of \$500,000.
- b) Commercial General Liability Insurance: Consultant shall provide commercial general liability insurance policy that includes products, operations and completed operations (with no exclusion for sexual abuse or molestation). Limits should be at least: Bodily injury & property damage with an occurrence limit of \$1,000,000: Personal & advertising injury limit of \$1,000,000 per occurrence: General aggregate limit of \$2,000,000 (other than products and completed operations):

Products and completed operations aggregate limit of \$2,000,000. The policy shall name the Navajo Nation as an additional insured. Such coverage will be provided on an occurrence basis and will be primary and shall not contribute in any way to any insurance or self-insured retention carried by the Navajo Nation. Such coverage shall contain a broad form contractual liability endorsement or similar wording within the policy form.

c) Commercial Automobile Insurance: Consultant shall provide commercial automobile insurance for any owned autos (symbol 1 or equivalent) in the amount of \$1,000,000 each accident covering bodily injury and property damage on a combined single limit basis. Such coverage shall also include hired and non-owned automobile coverage.

d) Include a statement that no conflicts of interest exist in the provision of the services. Umbrella Liability Insurance: Consultant shall provide an umbrella liability policy in excess (without restriction or limitation) of those limits described in items (A) through (C). Such policy shall contain limits of liability in the amount of \$1,000,000 each occurrence and \$1,000,000 in the aggregate which may be amended during the term of the contract if deemed reasonable and customary by the Navajo Nation at the sole cost and expense of the Contractor. As to the insurance required, the insurer(s) and/or their authorized agents shall provide the FMD with certificates of insurance prior to execution of the agreement by the FMD, describing the coverage.

5. AWARDING THE SERVICES

The services shall be awarded to the consultant whose qualifications are deemed to best provide the services desired, considering the requirements, terms and conditions contained in the request for proposals and the criteria for evaluating proposals.

6. SUBMISSION OF QUESTIONS

Questions relating to this request for proposals must be submitted in writing to the following (faxed or emailed questions are acceptable):

Navajo Nation Facilities Maintenance Department
Post Office Box 528
Fort Defiance, Arizona 86504
Attn.: Marcus C. Tulley
Fax: 928-729-4258
Email: marcustulley@navajo-nsn.gov

To ensure consistent interpretation of certain items, answers to questions the FMD deems to be in the interest of all will be made available to all other respondents.

7. PROPOSAL SUBMISSION – AMENDED

Two (2) complete sets of the proposals along with a sample of your work are to be submitted to the FMD no later than January 13, 2023 at 4:00 P.M. clearly labeled as follows: **RFP - FMD HVAC INSTALLATION** and shall be addressed and mailed or hand delivered to:

PHYSICAL ADDRESS:	MAILING ADDRESS:
NN Facilities Maintenance Department 2431 North Route 12 Fort Defiance, Arizona 86504 Attn.: Marcus C. Tulley	NN Facilities Maintenance Department Post Office Box 528 Fort Defiance, Arizona 86504 Attn.: Marcus C. Tulley

8. ATTACHMENTS

Appendix A provides a list of facilities selected for HVAC replacements.

9. SCOPE OF SERVICES

Scope of Work: The Navajo Nation is requesting proposals from qualified contractors to install HVAC units on selected Navajo Nation office buildings. The contractor will provide labor and materials install HVAC at locations determined by FMD in accordance with applicable specifications and codes.

Site Work: The contractor will furnish all equipment, materials and labor to complete the site work relating to this project and as outlined under Appendix “A”.

Demolition: The contractor will demolish and dispose of all materials relating to the deconstruction of the existing fixtures required to complete improvements. Materials will be used, recycled or disposed of as applicable.

Installation: The contractor will furnish all labor and materials necessary to complete the installation of HVAC units and/or radiant heating systems on select buildings.

Proprietary Product & Equipment: All unit installation and equipment shall not be proprietary as all information relating to the equipment and installation upon completion shall become property of the Navajo Nation to include any software or codes used for maintenance or repair of each system.

Training: Thorough training shall be furnished to the Navajo Nation Facilities Maintenance Department by the contractor on all installed equipment and materials upon completion of each HVAC system installation with follow up training as requested by the department.

Electrical: The contractor will furnish all labor and materials necessary to complete the electrical work relating to this project, as shown on place and outlined under Appendix “A”. This will include: installation of new wiring for all HVAC units, installation and fabrication of all stands, installation of cement pads for outside condensers or other recommendations to comply with applicable codes and requirements.

Plumbing/Balancing: The contractor will furnish all labor and provide applicable local Utility Company requirements and certification. Further, contractor is responsible for ensure that new installation have a balanced air flow to each room.

Complaints and service requirements, including recall work required between scheduled services visits, must be handled within 24 hours after notification and will be at no additional cost to the Navajo Nation.

Clean Up: The contractor will be responsible for all construction related clean up and debris disposal. Contractor will also isolate work areas to minimize impact to non-work-related spaces; however, some dust and debris should be expected.

Miscellaneous: Contractor will supply all nails, screws, adhesive, caulking, roofing curb, gas regulators, cement, vents, deflectors, fabrication of new ducts, tape and cement to seal all joints and penetration, roof caps, electrical wires, thermostats, thermostat cords and categorical part required to complete this project. All leaks that occur after initial installation will be the responsibility of the installer for a period of five years. All building penetrations must be sealed tight to avoid leaks and air infiltrations.

10. QUALIFICATION REQUIREMENTS AND FORMAT

The following material is to be included in all responses and received by the date and time noted above in order for any entity to be considered:

- a. Title Page showing that the proposal submitted is for RFP – FMD HVAC INSTALLATION.
- b. The entity name, contact person information and date of response.
- c. Table of Contents
- d. Information described in the following:

Technical Proposal Section

Section I: Company Profile

This section should state the size of the entity, the type of entity, the entity's background, and the location and/or office from which the work on this project shall be performed.

Section II: Experience

The response should include details of experience with facility commercial HVAC installation for educational and government facilities. In addition, interested entities must have at least ten years minimum experience performing commercial HVAC services.

Section III: References

Include a list of references and contact information in the response. This list should include past and present clients as outlined in Experience above, including names and telephone numbers of contact people. Further, Certificates of Good Standing from applicable state Business Bureau.

Section IV: Specific Approach, Sample Reports and Management Plan

Provide details regarding your approach to completing all HVAC installation and services for all listed facilities in this RFP. Include a management plan with qualifications of the staff you propose for this project along with resumes of the key personnel who would be assigned to this project as well as any consultants, engineers, etc. to be used.

Section V: Budget & Cost Breakdown Information

Include a detailed cost proposal as follows broken down by each project with a grand overall total for each of the following areas:

Price per square footage

Cost of Materials

Navajo Nation Tax 6% (list separately Kayenta Township and Tube City regions)

Total Cost

Section VI: Additional Information

Include in this section any additional information you wish to provide to the FMD relevant to the analysis.

Please be advised that the person(s) signing a formal response must be authorized by your organization to contractually bind the entity with regard to prices and related contractual obligations for the delivery terms.

Company Name

Authorized Signature

Title

Printed Name

Phone, Fax, Email, Website Address

Section VII: Required Documents

1. Employee Certification and Degrees
2. Comprehensive Scope of Work
3. Certificate of Non-Debarment (Navajo Nation Form)

4. Certification of Non-Collusion (Navajo Nation form)
5. Certificate of Insurance (must meet the criteria stated in section 4. INSURANCE REQUIREMENTS).
6. Federal IRS W-9 Form (signed)
7. SDS Information for all Chemical Intending to Use
8. Copy of Organization Safety Plan and Navajo Nation COVID guidelines.
9. Navajo Nation Tax Breakdowns
(See Section V. Budget & Cost Breakdown Information)

11. INTERVIEW AND SELECTION PROCESS

The FMD shall select the successful respondent to provide the requested services. Respondents submitting the most responsive proposals may be invited to an interview with the FMD. During that process those entities shall be requested to present all costs and rates associated with their proposed consulting services.

Should the FMD elect to purchase the consultant services detailed in this request it will then enter into a contract/agreement with the most responsible respondent whose proposal is determined to be in the best interest of the FMD. Responses to this RFP will be reviewed against the criteria contained herein, and award of the contract/agreement shall be made in accordance with standard Navajo Nation purchasing procedures.

The FMD reserves the right to reject any or all responses or parts thereof for any reason, to negotiate changes to proposed terms and to waive minor inconsistencies with the RFP. The FMD further reserves the right to select on the basis of an interview process, qualifications, experience in providing similar services elsewhere, overall responsiveness to the requirements of this RFP; and to negotiate a contract/agreement with the Consultant.

12. ANTICIPATED TIME-LINE

December 12, 2022	Issue RFP
January 12, 2022	11:00 A.M. Pre-bid Meeting
January 13, 2022	4:00 P.M. Proposals due
January 17, 2022	9:00 A.M. Bid opening

	Location	Program	Bldg. #.
1	Window Rock, AZ	Butler Building 1 – Vital Records	2353
		Remove and Replace Existing HVAC System 1. Install (2) 5-ton Heat pump units, 10 KW Heat strip, 208/230 voltage drain. 2. Install thermostat with lock cover. 3. Reconnect ducts, power to new units and stat wiring. 4. Test units per specifications. 5. Warranty for workmanship and unit operation 2 years. Discard old units	
2	Window Rock, AZ	Butler Building 2 – Public Defender	2353
		Remove and Replace Existing HVAC System 1. Install (2) 5-ton Heat pump units, 10 KW Heat strip, 208/230 voltage drain on existing pad 2. Install thermostat with lock cover. 3. Reconnect ducts, power to new units and stat wiring. 4. Test units per specifications. 5. Warranty for workmanship and unit operation 2 years. Discard old units	
3	Window Rock, AZ	Historic Preservation Building	W247
		Remove and Replace Existing HVAC System 1. Install one (1) each 3-ton split heat pump system and air handler with heat electric kit. 2. Fabricate and install new duct system 3. Install new disconnect electrical circuits, 23V, 60-amp 2 pole circuit breakers and new thermostat Honeywell programmable. 4. Test and ensure operational. Charge refrigerant. 5. Reconnect electrical lines, ensure proper operation. Discard old unit	
4	Window Rock, AZ	Legislative Building 3	2390
		Remove and Replace Existing HVAC System 1. Install one (1) each 4-ton roof top split heat pump system with electric kit. 2. Fabricate and install new duct system as needed 3. Install new thermostat Honeywell 4. Solder in existing line set, flush with RX11, test leaks, charge new refrigerant. 5. Reconnect electrical lines and ensure proper operation. Discard old unit	
5	Window Rock, AZ	Legislative Building 2	2527
		Remove and Replace Existing HVAC System 1. Install two (2) each 3.5-ton heat pump on ground on existing pad. 2. Fabricate and install new duct system as needed. 3. Install new Honeywell thermostat.	

		<ol style="list-style-type: none">4. Reconnect electrical and gas lines. Start up for proper operation.5. Remove excess dirt and gravel around concrete pad.	