

**REQUEST FOR PROPOSAL
Bid Number: 21-08-2555LE**

Date: September 9, 2021

Project Title: Navajo Regional Behavioral Health Center Hot Water Heaters Inspection, Repair, & Preventive Maintenance Project in Shiprock, New Mexico

Project Schedule:

Advertisement of RFP	09/15/2021 – 09/29/2021
On site pre-bid meeting	10/06/2021 @ 10 am (MST)
Location: Navajo Regional Behavioral Health Center – Shiprock, NM	
<i>For directions please call (505) 368-1438</i>	
Requests for Information Due Date	10/08/2021 @ 5:00 pm MST
Bid Due Date	10/15/2021 @ 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 via email Michael Salabiye, Planner – DBMHS/DOH at msalabiye@navajo-nsn.gov. Site information contact Melvin Joe, Facility Manager at melvinjoesr@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 Etsitty, Buyer
Administration Building #1
Window Rock Blvd
Window Rock, Arizona

All 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 #21-08-2555LE NNDBMHS
NAVAJO REGIONAL BEHAVIORAL HEALTH CENTER
HOT WATER HEATERS INSPECTION, REPAIR, & PM PROJECT
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. Navajo Regional Behavioral Health Center is an approximate 50,000 sq. ft. facility located in Shiprock, New Mexico operating residential and outpatient services.

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. Scope of Work
4. Product Specifications including cut sheets (if any).
5. Design (detailed plan depicting layout).
6. Schedule
7. Copies of licenses, certifications, insurance certificates, and other relevant documents.
8. Sub-contractor Information, if applicable
 - a. Subcontractor work should not exceed certain percentage of entire project
9. **Costs to be submitted in a separate sealed envelope. Detailed breakdown of costs: Materials, Labor, and other applicable costs; 6% 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, ability to install, 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 Shiprock, NM (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 Michael Salabiye, Planner for inquiries related to the project and other matters. Questions and responses will be shared with all respondents. Mr. Salabiye's email address is msalabiye@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 Division of Behavioral and Mental Health Services
Navajo Regional Behavioral Health Center
Hot Water Heaters Inspection, Repair and Preventive Maintenance Project 21-08-2555LE
Shiprock, New Mexico

The Navajo Division of Behavioral and Mental Health Services Navajo Regional Behavioral Health Center is seeking a qualified vendor (preferably A. O. Smith certified) to thoroughly inspect nine (9) hot water heaters. Inspection includes individual components (tank, magnesium anode rod, drain valve, gas burners, ignition, regulators, diaphragm, controls, gauges, relief valves, drain valves, draft regulators, expansion tanks, fittings, connections, water pressure, water quality etc.) for total operability. The Navajo Nation NRBHC hot water heaters consist of nine (9) water heaters of various capacities throughout an approximate 50,000 sq. ft. facility.

Problem description: The water heaters are leaking water and are beginning to experience build up due to inconsistent use of facility. Three identified water heaters will be a priority, however all other water heaters and their components will be inspected and repaired.

The program is interested in converting the entire system from “hot water heaters” to “tankless water heaters” at each location needing hot water. Hot water needed for showers, hand-washing sinks, washing machines, janitor sink. Technical assistance from the vendor on this proposal will be required. The vendor will serve as a subject area expert on next steps for the full operation of these systems and make recommendations to program preferably prior to bid due date. DBMHS recommends all interested vendors complete an on-site meeting to pre-evaluate the system and provide estimates based on pre-evaluation.

Thereafter, vendor will complete all repairs/replacements depending on next course of action. Vendor will develop a preventative maintenance plan for system. Vendor and site personnel will implement this PM Plan. Product information via the “As-Built” drawing P601 for Water Heater (WH) detailed information (equal or better) available upon written request to Mr. Salabiye.

1. *(Priority)* – Repair or replace Water Heater #3, 200-gallon capacity serving Zone 4 in the facility
2. *(Priority)* – Repair or replace Water Heater #4, 150-gallon capacity serving Zone 1 in the facility
3. *(Priority)* – Repair or replace Water Heater #5, 300-gallon capacity serving the kitchen in the facility
4. Inspect Water Heater #1, 200-gallon capacity Serving Zone 3 in the facility.
5. Inspect Water Heater #2, 150-gallon capacity Serving Zone 2 in the facility.
6. Inspect Water Heater #6, 75 gallon capacity Serving Zone 1 (Women’s traditional healing grounds).
7. Inspect Water Heater #7, 75-gallon capacity Serving Zone 2 (Men’s traditional healing grounds).

8. Inspect Water Heater #8, 40-gallon capacity Serving Zone 5 in the facility.
9. Inspect Water Heater #9, 100-gallon capacity Serving Zone 5 & 6 in the facility.
10. Inspect all piping, connections and components.
11. Inspect/test water quality to facility; recommend water softeners and/or other treatments for improved quality and prolonged operation of water tanks. Include in implementation plan and maintenance plan.

Cost breakdown should include equipment, materials, supplies, labor rates, skilled trades' rates, installation (2 large water heaters are in a penthouse accessible by the roof), travel, other associated costs and Navajo Nation Sales Tax of 6% since services will be on the Navajo Nation.

- Cost breakdown should include preventive maintenance on quarterly and annual basis of systems for a period of three (3) years.

REQUIREMENT: Commercial quality equal to or better than the existing water heaters, if replacement warranted. Replacement, if required, should include all components necessary for full operation.

- Warranty information for materials and workmanship to be provided to site
- Maintenance information should be provided to site upon completion of the project
- Copy of "cut sheets" should be provided to site upon completion of project
- Vendor will be responsible for disposal of replaced fixtures and debris at the location.

VENDORS WILL BE RESPONSIBLE TO VERIFY SYSTEM COMPONENTS AND ALL OTHER NECESSARY INFORMATION ON SITE. Contact site (Melvin Joe, Sr., Facility Manager) to schedule appointments for follow up walk through inspections (if needed)

End Scope of Work