

**REQUEST FOR PROPOSAL
NAVAJO POLICE DEPARTMENT-
KAYENTA DISTRICT
KAYENTA, NAVAJO NATION, ARIZONA**

Navajo Police Department Landscaping Turf Services

RFP RE-BID NO: 23-11-3171LE

PROPOSAL DUE DATE: 28 December 2023

BID OPENING DATE: 02 January 2024

DESCRIPTION: Navajo Police Department-Kayenta District is seeking proposals from qualified firms and/or individuals to provide landscaping turf installation services.

CONTACT PERSON: Martin Page, Police Commander, martinpage@navajo-nsn.gov Phone 928-697-5613 and Vanessa Benally, Administrative Assistant, vhbenally@navajo-nsn.gov Phone: 928-697-5608

~ RETURN PROPOSALS CLEARLY MARKED ~

“DO NOT OPEN: RFP RE-BID # 23-11-3171LE – Navajo Police Department Landscaping Turf Services ”

PROPOSAL & BID SUBMITTAL DEADLINE AND RELEVANT INFORMATION:

All proposals and bids delivery using UPS, Federal Express or Hand Delivery must be physically submitted to:

RFP RE-BID # 23-11-3171LE – Navajo Police Department Landscaping Turf Services “DO NOT OPEN”

PHYSICAL ADDRESS: Lorita Etsitty, Buyer
Purchasing Service Department
Admin Building One
Window Rock Boulevard
Window Rock, Arizona 86515

RFP RE-BID #23-11-3171LE – Navajo Police Department Landscaping Turf Services “DO NOT OPEN”

MAILING ADDRESS: Lorita Etsitty, Buyer
Purchasing Service Department
Post Office Box 3150
Window Rock, Arizona 86515

**Note this delivery and address surname is limited only to the proposal delivery and mailing. **

SECTION I

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 in this RFP.

Navajo Police Department-Kayenta District is seeking proposals from qualified firms and/or individuals to provide Landscaping Turf services.

Any upgrades need to comply with 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 be able to provide personnel who have been fully trained in all phases of Landscaping Turf service operation, maintenance, adjustment, and repair. Contractor's personnel should also have familiarity with all types of components needed for, general preventative maintenance, repairs, and new installations of a variety of brands of turf. The contractor and staff shall have expertise and experience in landscaping turf management to include the following but not limited to:

Assessments and approvals needed for Navajo Police Department-Kayenta District:

1. Complete an assessment and provide a scope of work and quote needed for all work to install turf in accordance with applicable industry code and compliance standards.
2. Ensure a work order is approved by Navajo Police Department-Kayenta District before services are started.
3. All waste, parts and supplies should be properly disposed in accordance with EPA regulations, upon approval of Navajo Police Department-Kayenta District.

Work:

4. Provide information for routine preventative maintenance services and care of landscaping turf.
5. Provide services when needed.
6. Provide new turf and materials and all shall be free of defects and pass inspection.
7. Provide labor, supplies, parts, and equipment for the landscaping turf install.
8. Provide a schedule and details of each location within the detailed plans for installation of the landscaping turf. To include; Site Walk, Site Prep, Material Staging, Base preparation-dig, scrape, add, remove, level, grade, Compaction-jumping jack, plate compactor, roller, Mag spec A/B where needed, Base compaction, ¼ minus Madison Gold, Base compaction & preparation, Grass installation, Silica Sand infill and Grass preparation.

9. Provide a timeline of when work is to be completed, dependent upon the supplies needed for the work and services are to be performed and completed in accordance with industry acceptable standards.
10. Provide start up and inspections before start of services and after services have been completed.
11. Provide a certificate for date of install to verify service date.
12. Ensure work order is signed and returned to the Navajo Police Department-Kayenta District Administrative Assistant or designee.
13. Warranty Service: Extended warranty parts and labor (define maximum number of years available).
14. Dispose of all hazardous materials and waste in accordance with Environmental Protection Agency (EPA) regulations.
15. Must comply with all Federal and Navajo Nation Regulations.

Payments:

16. Provide labor and parts for all landscaping turf installation.
17. Invoice Navajo Police Department-Kayenta District under this contract.
18. Understands that additional areas may become operational or closed within the contract period. Contract can be amended to address additional or decrease of sections of turf installation as necessary.
19. Ensure service cost such as labor, travel time, mileage, parts, and supplies are reasonable and are for the work completed for the applicable Navajo Police Department-Kayenta District.
20. Each scope of work shall include all applicable taxes associated with each project that include 6% taxes for the Navajo Nation and 7% taxes for Kayenta Township.
21. Contract is subject to availability of funds.

All services shall be coordinated with Navajo Police Department-Kayenta District Vanessa Benally, Administrative Assistant, vhbenally@navajo-nsn.gov Phone: 928-697-5608.

** Attached is current picture and diagram of the proposed area around the Navajo Police Department in Kayenta, Navajo Nation, Arizona. Areas 1 thru 11, approximately 10,000 sq. ft. Measurements are approximate and not to scale. **

RFP Submittal Deadline:

All RFP's must be received/ mailed / or physically delivered 28 December 2023 at 5:00 pm MDT and must be mailed or physically delivered to:

RFP RE-BID#23-11-3171LE – Navajo Police Department Landscaping Turf Services “DO NOT OPEN”

PHYSICAL ADDRESS: Lorita Etsitty, Buyer
Purchasing Service Department
Admin Building One
Window Rock Boulevard
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RFP RE-BID#23-11-3171LE – Navajo Police Department Landscaping Turf Services “DO NOT OPEN”

MAILING ADDRESS: Lorita Etsitty, Buyer
Purchasing Service Department
Post Office Box 3150
Window Rock, Arizona 86515

SECTION II

The following documents are required and must be submitted:

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

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 a list of employees who will be working on the project.

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 Navajo Nation official government website at any time up to the Deadline for Proposals.

D. INQUIRIES: Any inquiries regarding this RFP should be submitted in writing to Martin Page, Police Commander, martinpage@navajo-nsn.gov Phone 928-697-5613 and / or Vanessa Benally, Administrative Assistant, vhbenally@navajo-nsn.gov Phone: 928-697-5608. Only written responses to questions will be considered official.

E. All questions will be directed to Martin Page, Police Commander, martinpage@navajo-nsn.gov Phone 928-697-5613 and / or Vanessa Benally, Administrative Assistant,

vhbenally@navajo-nsn.gov Phone: 928-697-5608. Questions regarding this procurement will be accepted until 5:00 p.m. MDT on **22 December 2023**

- F. **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.
- G. **PROPOSAL SUBMISSION:** Proposal must be received on or before 5:00 p.m. (MDT) **28 December 2023**. 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.**
- H. **REJECTION OF PROPOSALS:** Navajo Police Department 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 Navajo Police Department determines it is in the best interest of the Navajo Nation.
- I. **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”.
- J. **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 Navajo Police Department and may be reviewed by any person after final selection has been made. Navajo Police Department 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.
- K. **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.
- L. **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 Navajo Police Department’s decision to terminate or reduce the scope due to insufficient appropriations shall be accepted as final by the Vendor.
- M. **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.

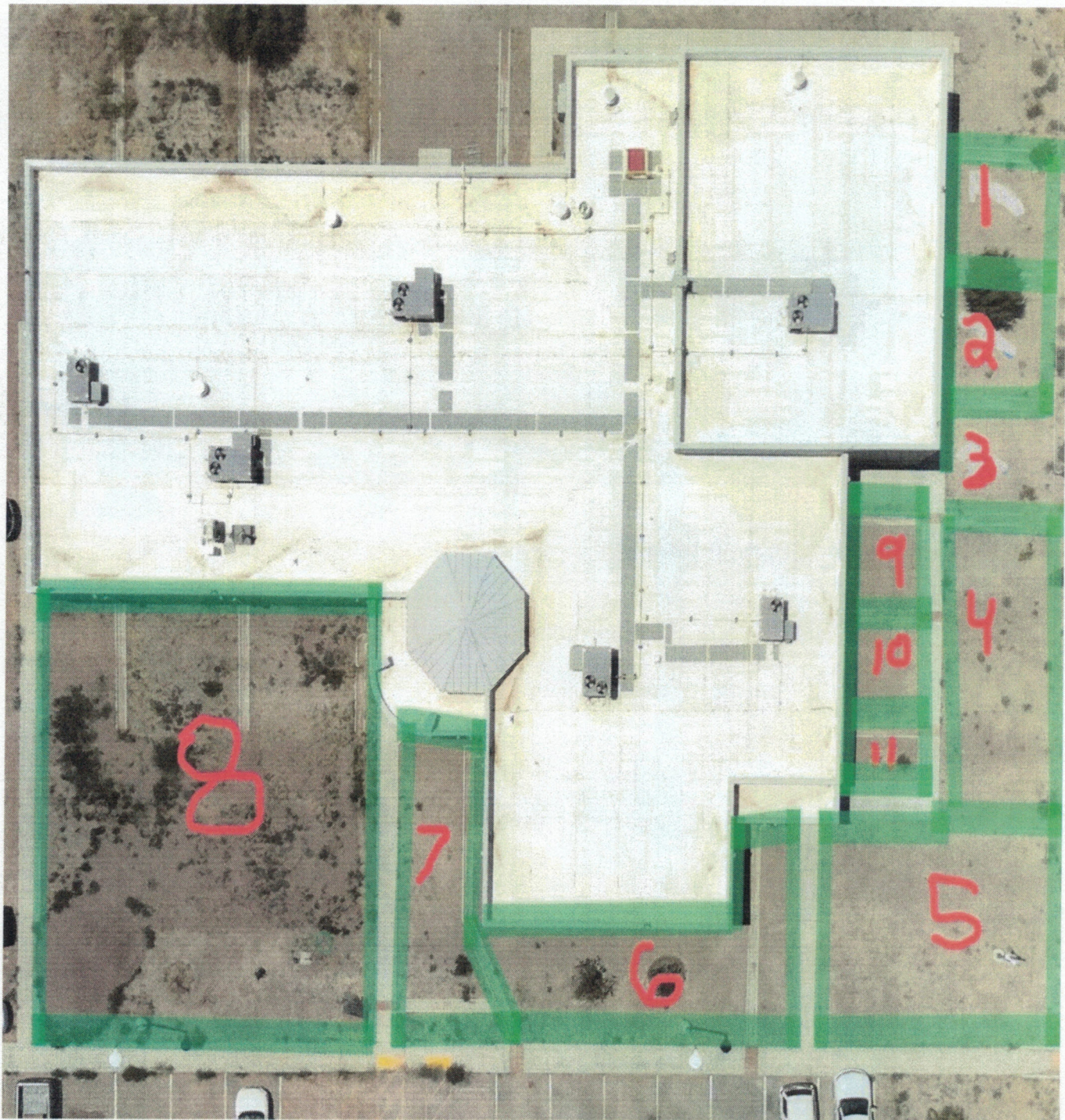
2. Failure of a respondent to provide any information requested in the RFP may result in disqualification of the proposal. All proposals must be endorsed with the signature of a responsible official having the authority to bind the respondent to the execution of a contract.
3. The sole objective of the review team will be to select the respondent who is most responsive to the needs of the Navajo Police Department. 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 Navajo Police Department 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 Completeness Clarity of Presentation Organization of Presentation Understanding Navajo Police Department Objectives | 1-10 points |
| b. | Statement of Qualifications List of three (3) Client References | 1-20 points |
| c. | Technical Requirements Project description Projected accomplishments | 1-20 points |
| d. | Project Management Project Management Experience Schedule/Project Plan Staffing Related Experience Education – Credentials | 1-20 points |
| e. | Navajo Nation Vendor Priority 1 or 2 (not a requirement) | 1-10 points |
| f. | Cost of Service | 1-20 points |

TOTAL POSSIBLE POINTS = 100 POINTS

- N. **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.
- O. **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.)
- P. **SOVEREIGNTY:** The Navajo Nation will not relinquish any of its sovereignty rights.







Additional area, on seperate cost in case not needed.

1620 sq ft

690 sqft

112 sqft

256 sqft

208 sqft

255 sqft

255 sqft

255 sqft

All in red is a for sure.

Kayenta Police Department

966 sq ft

920 sq ft

4270 sq ft

NAVAJO NATION CERTIFICATION
Regarding Debarment, Suspension, and
Contracting Eligibility

1. Applicant entity acknowledges that to the best of its knowledge that the Applicant entity, either in its present form or in any identifiable capacity, has not, in accordance with 12 N.N.C. § 361:
 - A. Been convicted of the commission of criminal offenses incident to obtaining or attempting to obtain a public or private contract or subcontract, or in the performance of any such contract or subcontract;
 - B. Been convicted of embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or other offenses indicating a lack of business integrity or honesty, which currently, seriously, and directly affect responsibility as a Navajo Nation contractor;
 - C. Been convicted under antitrust statutes arising out of the submission of bids or proposals;
 - D. Violated contract provisions, including:
 - i. Deliberate failure, without good cause, to perform in accordance with the contract specifications or within the time limit provided in the contract,
 - ii. A recent record of failure to perform or of unsatisfactory performance with the terms of any contract, or
 - iii. Any other cause so serious and compelling as to affect responsibility as a Navajo Nation contractor, including debarment by another governmental entity.
2. Applicant acknowledges that if the Navajo Nation determines that the executed Certification provided herein is untrue or not wholly accurate, it shall be grounds for the Navajo Nation to terminate the contract and pursue other legal remedies, at the Navajo Nation's discretion.
3. Applicant certifies to the best of its knowledge that it is eligible to do business with the

Navajo Nation, in its present form or in any other identifiable capacity, pursuant to 12 N.N.C. § 1501 and 5 N.N.C. § 301. Applicant also acknowledges that per 12 N.N.C. § 1505, it will not be eligible to contract with the Navajo Nation if deemed ineligible by the appropriate department or entity of the Navajo Nation which receives the Applicant's request for consideration for a business opportunity.

Applicant Name

Name of individual signing on Applicant's behalf (print)

Applicant Address

Title of individual signing on Applicant's behalf

Applicant Address

Signature of individual signing on Applicant's behalf

Applicant Address

Date