

**REQUEST FOR PROPOSAL
NAVAJO POLICE DEPARTMENT
POLICE DISTRICTS AND SUPPORT BUILDINGS
NAVAJO NATION WIDE**

Navajo Police Department HVAC Services

RFP RE-BID NO: 23-12-3186LE

PROPOSAL DUE DATE: 19 January 2024

BID OPENING DATE: 23 January 2024

DESCRIPTION: Navajo Nation Kayenta Police Department is seeking proposals from qualified firms and/or individuals to provide HVAC, air vents and duct services.

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

~ RETURN PROPOSALS CLEARLY MARKED ~

“DO NOT OPEN: RFP RE-BID #23-12-3186LE – Navajo Police Department HVAC 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 # 23-12-3186LE – Navajo Police Department HVAC 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 # 23-12-3186LE – Navajo Police Department HVAC 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 (NPD) is seeking proposals from qualified firms and/or individuals to provide HVAC units, air vents and duct 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 HVAC, air vents and duct systems operation, maintenance, adjustment, and repair. Contractor's personnel should also have familiarity with all types of components including controllers, electrical components, general preventative maintenance, repairs, and new installations of a variety of brands and models. The contractor and staff shall have expertise and experience in HVAC management to include the following but not limited to:

Assessments and approvals needed for Navajo Police Departments and Programs sites:

1. Complete an assessment on the condition of all HVAC units, air vents and ducts consistent with applicable industry code and compliance standards.
2. Upgrade and install HVAC units and the repair/replacement/cleaning of air vents and ducts in accordance with applicable industry code and compliance standards, upon NPD approval.
3. Provide a scope of work and quote needed for all repairs.
4. Ensure a work order is provided by the Navajo Police Department before services are started.
5. All waste, parts and supplies should be properly disposed in accordance with EPA regulations, upon approval of Navajo Police Department.

Work:

6. Provide routine preventative HVAC maintenance services including air vents and duct services for 35 units at six Police buildings (Tuba City, Kayenta, Chinle, Dilkon, Window Rock and Shiprock) . See attached listing of 35 units
7. Major and minor repairs on the HVAC, air vents and duct systems.
8. Replace 3 complete HVAC units at Tuba City facility.
9. Provide services when needed. Emergency or planned.
10. Provide new materials used on all HVAC, air vents and duct systems and shall be free of defects and pass inspection.
11. Provide labor, supplies, parts, and equipment for the HVAC, air vents and duct services.
12. Provide a schedule and detail of each location within the district of what needs repairs and upgrades.

13. Provide a timeline of when work is complete longer than 24 hours, dependent upon the supplies needed for the work.
14. Provide start up and inspections before start of services and after services have been completed.
15. Provide a sticker for HVAC system to verify service date.
16. Routine maintenance and repairs shall be done in accordance with federal and Navajo Nation regulations and codes.
17. Services to be performed and completed in accordance with industry acceptable standards.
18. Ensure work order is signed and returned to the Navajo Police Department
19. Warranty Service: Extended warranty parts and labor (define maximum number of years available).
20. Dispose of all hazardous materials and waste when repairing or changing any HVAC units in accordance with Environmental Protection Agency (EPA) regulations.
21. Must comply with all Federal and Navajo Nation Regulations.

Payments

22. Provide labor and parts for all Navajo Police Department facilities.
23. Invoice Navajo Police Department under contract.
24. Understands that additional Navajo Police Department facilities may become operational or closed within the contract period. Contract can be amended to address additional or decrease Navajo Police Department as necessary.
25. 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 facilities.
26. 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 Tuba City.
27. 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 a current listing of all 35 HVAC units installed at the Police Departments in Tuba City, Kayenta, Chinle, Dilkon, Window Rock and Shiprock. **

RFP Submittal Deadline:

All RFP's must be received/ mailed / or physically delivered by 19 January 2024 at 5:00 pm MDT and must be mailed or physically delivered to:

RFP RE-BID # 23-12-3186LE– Navajo Police Department HVAC 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 # 23-12-3186LE – Navajo Police Department HVAC 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 each Employee who will work on-site at NPD sites.

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.

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 NPD Administrative Assistant 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 17 January 2024.

- 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) 19 January 2024. 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:** NPD 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 NPD 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 NPD and may be reviewed by any person after final selection has been made. NPD 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. NPD 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 NPD. 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, NPD, 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 NPD 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.

Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	<p>1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.</p> <p>2 Business name/disregarded entity name, if different from above</p> <p>3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.</p> <p><input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate</p> <p><input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____</p> <p>Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</p> <p><input type="checkbox"/> Other (see instructions) ▶ _____</p>	<p>4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from FATCA reporting code (if any) _____</p> <p><small>(Applies to accounts maintained outside the U.S.)</small></p>
	<p>5 Address (number, street, and apt. or suite no.) See instructions.</p> <p>6 City, state, and ZIP code</p> <p>7 List account number(s) here (optional)</p>	<p>Requester's name and address (optional)</p>

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number					
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 5%; border: 1px solid black; text-align: center;">-</td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 5%; border: 1px solid black; text-align: center;">-</td> <td style="width: 40%; border: 1px solid black; height: 20px;"></td> </tr> </table>		-		-	
	-		-		
or					
Employer identification number					
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; border: 1px solid black; height: 20px;"></td> <td style="width: 5%; border: 1px solid black; text-align: center;">-</td> <td style="width: 85%; border: 1px solid black; height: 20px;"></td> </tr> </table>		-			
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Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
 - Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
 - Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
 - Form 1099-S (proceeds from real estate transactions)
 - Form 1099-K (merchant card and third party network transactions)
 - Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
 - Form 1099-C (canceled debt)
 - Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

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

NPD HVAC Unit Numbers

RTU	LE CKT #	Volts	Brand	Model #	S#
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Kayenta

1	1	460	Carrier	48HCDA04A2M6A0A3A0	2213C85356
2	2	460	Carrier	48HCED08A2M6A0A3A0	2113G40184
3	3	460	Carrier	48HCED08A2M6A0A3A0	2113G40185
4	4	460	Carrier	48HCED09A2M6A0A3A0	2113G40203
5	5	460	Carrier	48HCED09A2M6A0A3A0	2113G40204
6	6	460	Carrier	48HCDA06A2M6A0A3A0	2113C85482
Condensor Unit	1	208/230	mitsubishi		

Chinle

101	1	480	TRANE	YHC060FARHA0AD001000600060000C0000000000	152412271L
102	2	480	TRANE	YHC060FARHA0AD001000600060000C0000000000	152412255L
103	7	480	TRANE	YHC060FARHA0AD001000600060000C0000000000	15412357L
104	8	480	TRANE	YHC060FARHA0AD001000600060000C0000000000	152412287L
105	13	480	TRANE	YHC060FARHA0AD001000600060000C0000000000	152412460L
106	14	480	TRANE	YHC060FARHA0AD001000600060000C0000000000	152412303L
107	2	480	TRANE	Tag Faded	Tag Faded
108	9	480	TRANE	YHC060FARHA0AD001000600060000C0000000000	1524121319L
109	8	480	TRANE	YHC060FARHA0AD001000600060000C0000000000	152412335L
Condensor Unit #101		208/230	mitsubishi	MUY-D36NA	5000756 T
Condensor Unit #102		208/230	mitsubishi	MUY-D36NA	5000756 T
Condensor Unit #103		208/230	mitsubishi	MUY-D36NA	5000756 T

Tuba City

101		460	Johnson Controls	JA5ZJN07B4AZZ50004A	N1A2537629
102		460	Johnson Controls	JA5ZJN07B4AZZ50004A	N1A2537631
103		460	Johnson Controls	JA5ZJN07B4AZZ50004A	N1A2537635

104		460	Johnson Controls	JA5ZJN07B4AZZ50004A	N1A2537632
105		460	Johnson Controls	JA5ZJN07B4AZZ50004A	N1A2537630
106		460	Johnson Controls	JA5ZJN07B4AZZ50004A	N1A2537628
107	off	460	Johnson Controls	JA5ZJN07B4AZZ50004A	N1A2537634
108		460	Johnson Controls	JA5ZJN07B4AZZ50004A	N1A2537627
109		460	Johnson Controls	JA5ZJN07B4AZZ50004A	N1A2537633
Condenser Unit #101		230/208	Panasonic	CU-KS36NKUA	00151 21
CU #102		230/209	Panasonic	CU-KS36NKUA	
CU #103		230/210	Panasonic	CU-KS36NKUA	
CU #101		208/230	Mitsubishi	MUY-GE24NA	300571 T

Chinle Training Academy

Central Air Ground unit		208/230	Goodman	GSC130481AF	712099981
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Window Rock

	1	230	TRANE	RAUCC25FER1300D000020	C98J00135
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Shiprock

Condensing Unit (DZ)	1	208/230	Mitsubishi	PUY-A12NHA3	91UO1321B
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