

**REQUEST FOR PROPOSAL**  
**Bid Number: 25-01-3560LE Re-Bid**

Date: March 12, 2025

Project Title: Navajo Nation Division of Behavioral and Mental Health Services – Navajo Regional Behavioral Health Center – Emergency Generators (Diesel) Inspections and Service Project, Shiprock, New Mexico.

Project Schedule:

Advertisement of RFP	3/17-3/28/25
Onsite Pre-Bed Meeting	4/2/25 Time 10 am

Location: Navajo Regional Behavioral Health Center, Shiprock, New Mexico

*Please call (505) 368-1438 for directions (if needed)*

Requests for Information Due Date	4/11/25
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Bid Due Date	4/17/25
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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 Melvin Joe, Facility Manager (on site) – NRBHC/DBMHS at [melvinjoesr@navajo-nsn.gov](mailto:melvinjoesr@navajo-nsn.gov) or Michael Salabiye, Planner – DBMHS/DOH at [msalabiye@navajo-nsn.gov](mailto:msalabiye@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: (Please note that the US Postal Service does not deliver to physical addresses, please use Fed Ex or UPS.)

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 (including Fed Ex or UPS); the following:**

BID# 25-01-3560LE Re-Bid NNDBMHS NRBHC  
Emergency Generators Inspections/Service Project  
Shiprock, NM  
DO NOT OPEN-BID PROPOSAL

**NBOA Priority Status (Priority One; Priority Two or Non-Priority Status)**

## 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.

### 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. **The vendor must be a qualified Diesel Emergency Generator Service Company.**
2. The Navajo Business Opportunity Act 5 NNC § 201, 205 will apply.
3. Federal requirements, if applicable.
4. All workmanship and materials shall comply with applicable Safety Codes.

### 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.
5. Design (detailed plan depicting layout). Not applicable
6. Schedule
7. Copies of licenses, certifications (**Navajo Business Opportunity Act-NBOA**), 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: Material, Labor, and other applicable costs; State Tax and 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. **Cost (separate sealed envelope)**. (30 points)
2. Applicable Federal Requirements (25 CFR 900, OMB Circulars A-87, GSA qualified vendor).
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. Melvin Joe, Facility Manager (on site) email address is [melvinjoesr@navajo-nsn.gov](mailto:melvinjoesr@navajo-nsn.gov) NRBHC/DBMHS, or Mr. Salabiye's email address is [msalabiye@navajo-nsn.gov](mailto: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

##### **Emergency Generators Inspection & Service Scope of Work**

The Navajo Nation Division of Behavioral and Mental Health Services (DBMHS) is requesting for inspection and preventive maintenance services for:

1) Main Emergency Generator

2) Small Fire Pump Emergency Generator

The equipment is located at the Navajo Regional Behavioral Health Center (NRBHC) located in Shiprock, New Mexico. The prospective bidder shall provide all labor, materials and equipment to design and complete the desired services at the identified intervals, provide reports, recommendations and costs for repairs (if applicable). Onsite training on the equipment use for maintenance staff is desired. Warranty and preventive maintenance is requested for a multi-year duration and emergency repair costs shall be included in the proposal.

##### Semi-Annual Inspections:

All components of the generator onsite in Shiprock, NM identified as a Cummins Model #DFEG-5957043; Serial #L070140164 Spec F; and Cummins Model #DSGAA-7573632, Serial #A090230070.

Battery and battery charging system

Fuel System

Engine Cooling System

Engine Lubrication System

Intake and Exhaust System

Generator Controls and Power Connector

Generator Operations

Automatic Transfer Switch

List components or systems not listed and not checked

Provide an inspection report, including proposed costs for material, equipment, supplies, labor and tax.

##### Annual Preventive Maintenance Full Service

2 hour load bank test

All Inspection Items (listed above)

Operational and Functional Review of Generator Critical Components

Lubrication Oil and Filtration Service

##### Emergency Repairs

\$7,500.00 allowance/ year for 5 years for repairs (include in your bid cost submittal).

*End Scope of Work*