

# REQUEST FOR PROPOSAL

## Navajo Nation Department of Child Care and Development Navajo Nation Division for Children and Family Services

### LIQUID PROPANE AND NATURAL GAS Bid No.: 25-05-3677LE

#### **Overview**

The Navajo Nation Department of Child Care and Development (DCCD) requests a response to this “Liquid Propane and Natural Gas” RFP to provide liquid propane and natural gas services at DCCD sites throughout the Navajo Nation.

#### **Background**

The Navajo Nation Department of Child Care and Development in Window Rock, Arizona supports low-income working families through child care financial assistance and promotes children’s learning by improving the quality of early care, education, and afterschool programs at child care centers located throughout the reservation.

The DCCD is seeking responses from qualified vendors to provide liquid propane and natural gas services and ensure compliance at all nineteen (19) DCCD tribal operated child care center facilities. Vendors must be capable of providing these services with excellent communication skills, customer service, and flexibility to the daily schedule of the child care centers for the safety of children and services provided on a daily basis.

#### **Scope of Work**

The purpose of the Scope of Work is to define and establish the scope of services necessary and contract shall be awarded based on the lowest responsible bid and responsive bid package which, meets the needs of the Navajo Nation Department of Child Care and Development, to conduct Annual Gas Leak Survey, Annual Pressure Test, and Additional Services Requested at: St. Michaels Child Care Center – Building No. 5166, Chinle Child Care Center – Building No. 2394, Leupp Child Care Center – Building No. 3150, Pinon Child Care Center – Building No. 4246, Rock Point Child Care Center – Building No. 5567, Rough Rock Child Care Center – Building No. 3951, and Two Grey Hills Child Care Center – Building No. T073152. Also, for Liquid Propane (LP) Delivery Services at Rock Point Child Care Center – Building No. 5567, Rough Rock Child Care Center – Building No. 3951, and Two Grey Hills Child Care Center – Building No. T073152.

#### **Site Locations**

1. St. Michaels Child Care Center – Building No. 5166  
St. Michaels, Arizona – coordinates 35.657284, -109.099047  
Natural Gas – Navajo Tribal Utility Authority System
2. Chinle Child Care Center – Building No. 2394  
Chinle, Arizona – coordinates 36.154245, -109.582843  
Natural Gas – Navajo Tribal Utility Authority System
3. Leupp Child Care Center – Building No. 3150  
Leupp, Arizona – coordinates 35.294400, -111.007523  
Natural Gas – Navajo Tribal Utility Authority System

4. Pinon Child Care Center – Building No. 4246  
Pinon, Arizona – coordinates 36.113120, -110.217842  
Liquid Propane – Pinon Unified School District Tank
5. Rock Point Child Care Center – Building No. 5567  
Rock Point, Arizona – coordinates 36.718415, -109.622249  
Liquid Propane – On Site 1,000 Gallon Tank
6. Rough Rock Child Care Center – Building No. 3951  
Rough Rock, Arizona – coordinates 36.413099, -109.861145  
Liquid Propane – On Site 12,000 Gallon Tank
7. Two Grey Hills Child Care Center – Building No. T073152  
Two Grey Hills, New Mexico – coordinates 36.281724, -108.817579  
Liquid Propane – On Site 12,000 Gallon Tank

### **Codes and Standards**

The licensed contractor shall comply with all applicable codes and standards listed below:

1. Navajo Nation Occupational Safety and Health Administration (NNOSHA)
2. National Fire Protection Association (NFPA)

### **Annual Gas Leak Survey and Annual Pressure Test**

1. The licensed vendor shall provide a workplan schedule to the DCCD Facilities Manager and/or Planner Estimator, to conduct an Annual Gas Leak Survey and Annual Pressure Test, at all seven (7) site locations listed above.
2. The licensed vendor shall conduct Annual Gas Leak Survey on all connections and components on the exterior of the buildings such as all above ground connections, inlets, outlets, piping, regulators, gauges, valves, risers, fittings, meter stations, side wall mounted Heating, Ventilation, and Air Conditioning (HVAC) unit connections and piping, “Warning” signs and stickers, liquid propane tank, tank station, secured tubing, and tank fencing, at all seven (7) site locations listed above.
3. The licensed vendor shall conduct Annual Gas Leak Survey on all connections and components on the interior of the buildings such as Kitchen Range, Water Heaters, and all other liquid propane and natural gas-powered appliances, at all seven (7) site locations listed above.
4. The licensed vendor shall conduct pressure testing for liquid propane and natural gas, at all seven (7) site locations listed above.
5. The licensed vendor shall provide an electronic copy and paper copy of findings and deficiencies, within seven (7) calendar days upon completion, for the Annual Gas Leak Survey and Annual Pressure Test, to the DCCD Facilities Manager and/or Planner Estimator, for all seven (7) site locations listed above.
6. The licensed vendor shall provide an electronic copy and paper copy of the Estimate, within seven (7) calendar days upon notification, to repair and/or replace all findings and deficiencies for the Annual Gas Leak Survey and Annual Pressure Test, to the DCCD Facilities Manager and/or Planner Estimator, for all seven (7) site locations listed above.
7. Upon completion of the Annual Gas Leak Survey, the licensed vendor shall be responsible for repair and/or replace all findings and deficiencies at a separate cost from the contract for the duration of the contract term, for all seven (7) site locations listed above.

8. Upon completion of the Annual Gas Leak Survey and Annual Pressure Test, the licensed vendor shall contact and coordinate with designated utility providers to correct all findings and deficiencies for all seven (7) site locations listed above.
9. The licensed vendor shall provide Emergency Services related to the liquid propane and natural gas services, upon notification from the DCCD Facilities Manager and/or Planner Estimator.

#### **Propane Delivery**

1. The licensed vendor shall provide Propane Delivery, within seven (7) calendar days, upon notification from the DCCD Facilities Manager and/or Planner Estimator.
2. The licensed vendor shall provide Propane Delivery to the following three (3) site locations below:
  - a. Rock Point Child Care Center – Building No. 5567  
Rock Point, Arizona – coordinates 36.718415, -109.622249  
Liquid Propane – On Site 1,000 Gallon Tank
  - b. Rough Rock Child Care Center – Building No. 3951  
Rough Rock, Arizona – coordinates 36.413099, -109.861145  
Liquid Propane – On Site 12,000 Gallon Tank
  - c. Two Grey Hills Child Care Center – Building No. T073152  
Two Grey Hills, New Mexico – coordinates 36.281724, -108.817579  
Liquid Propane – On Site 12,000 Gallon Tank
3. The licensed vendor shall evaluate tank and tank stations during propane delivery, abiding by the most stringent codes and standards, and report to the DCCD any corrective actions or findings immediately.
4. If the licensed vendor reports any needed corrective actions or findings during propane delivery, the licensed vendor shall be responsible to repair and/or replace all findings at a separate cost from the contract for the duration of the contract term, for the three (3) site locations listed above.
5. The licensed vendor shall provide Emergency Services related to the liquid propane and natural gas services, upon notification from the DCCD Facilities Manager and/or Planner Estimator.

#### **Additional Services Requested**

1. At the DCCD Facility Manager's and/or Planner Estimator's request, the licensed contractor shall install liquid propane and natural gas-powered appliances at a separate cost from the contract for the duration of the contract term, for all seven (7) site locations listed above.
2. The licensed vendor shall install liquid propane and natural gas-powered appliances, abiding by the most stringent codes and standards with professional workmanship.

#### **Special Requirements**

1. All licensed vendor employees who come onto DCCD property must sign-in at the front entrance and communicate with DCCD employees on the type of service being provided.
2. The license vendor shall at all times adhere to and be in compliance with any and all applicable Federal, State, Navajo Nation, local regulations, statutes, and laws.
3. The licensed vendor shall be liable for all damage to DCCD property.

# REQUEST FOR PROPOSAL

## NAVAJO NATION DEPARTMENT OF CHILD CARE AND DEVELOPMENT LIQUID PROPANE AND NATURAL GAS

### BID NO. 25-05-3677LE

Request for submittal deadline: All RFPs must be received by **May 30, 2025**  
5:00pm MDT

CONTACT PERSON: Cyrus Davis, Delegated Building Maintenance Supervisor  
Navajo Department of Child Care and Development  
Telephone: (928) 871-7761

COURIER SERVICE/DELIVERY TO: Navajo Department of Child Care and Development  
Attention: Yolanda Gene, Principal Accountant  
47552-J State Highway 264, Window Rock AZ 86515

MAIL TO: Navajo Department of Child Care and Development  
Attention: Yolanda Gene, Principal Accountant  
P.O. Box 2425  
Window Rock, Arizona 86515

## **INSTRUCTION TO BIDDERS**

- A. **ISSUING OFFICE:** This Request for Proposal (RFP) is issued for the Navajo Nation Department of Child Care and Development, P.O. Box 2425, Window Rock, Arizona 86515.
- B. **PURPOSE:** This RFP provides prospective proposals with sufficient information to enable them to prepare and submit for consideration.
- C. **SCOPE:** This RFP contains instructions governing the proposals to be submitted and the materials to be included therein; mandatory requirements which must be met to be eligible for consideration; and other requirements to be met. Please include the attachments with the proposal packet.

D. **SCHEDULE OF ACTIVITIES:**

**DEADLINE:**

- Prospective proposals inquiry deadline (no questions accepted after this date); inquiries and questions will be answered at any time prior, questions may be verbal or in writing.

**May 28, 2025**

- Due date for all proposals

**May 30, 2025**

- E. **INQUIRES:** Prospective proposals may make telephone or written inquiries concerning this RFP to obtain clarification of requirements. No inquiries will be accepted after the inquiry deadline listed in Section D. Mailed inquiries are to be addressed to:

Navajo Nation Department of Child Care and Development  
Post Office Box 2425  
Window Rock, Arizona 86515

- F. **ADDENDUM OF SUPPLEMENT TO THIS REQUEST FOR PROPOSALS:** In the event that it becomes necessary to revise any part of the RFP, an addendum will be issued.
- G. **PROPOSALS SUBMISSION:** Proposals must be received on or before May 30, 2025. Businesses who are mailing their proposals should allow sufficient time for mail delivery to ensure receipt by the time specified. If mailed, it is recommended that proposals be sent by certified mail to the address indicated on the cover sheet of the RFP. **NO LATE PROPOSALS WILL BE ACCEPTED.**

**FOUR (4) COPIES OF THE PROPOSAL ARE REQUIRED.** The original and three copies must be delivered in a sealed envelope. The outside of the envelope should be clearly marked with the **(DCCD Liquid Propane and Natural Gas RFP), Bid number (25-05-3677LE) DO NOT OPEN**, and the name and address of the firm submitting the proposal. ***Cost proposal to be sealed in a separate envelope.***

**LATE RECEIPT OF PROPOSALS:** Late proposals will NOT be accepted. It is the responsibility of the bidder to ensure that the proposal arrives in the Navajo Nation Department of Child Care and Development prior to the date and time specified.

- H. **REJECTION OF PROPOSALS:** The Navajo Nation Purchasing Services and Navajo Nation Department of Child Care and Development reserve the right to reject any or all proposals and to waive informalities and minor irregularities in proposals received.

- I. **PROPRIETARY INFORMATION:** Any restrictions on the use of data continued within any proposals must be clearly stated in the proposal itself. Proprietary information submitted in response to this RFP will be handled in accordance with applicable purchasing procedures. Each and every page of the proprietary material must be labeled or identified with the word "PROPRIETARY".
- J. **RESPONSE MATERIAL OWNERSHIP:** All material submitted regarding this RFP shall become property of the Navajo Nation and will not be returned to the business. Responses received will be retained by the Navajo Nation Purchasing Services Department and may be reviewed by any person after final selection has been made, subject to paragraph I above. The Navajo Nation Purchasing Services Department has the right to use any or all system ideas presented in reply to this RFP, subject to limitations in paragraph K below. Disqualification or non-selection of a proposal or bid does not eliminate this right.
- K. **INCURRING COSTS:** The Navajo Nation Purchasing Services Department and Navajo Nation Department of Child Care and Development are not liable for any cost incurred by the proposal prior to issuance of a contract.
- L. **ACCEPTANCE OF PROPOSAL CONTENT:** The contents of the proposal of the successful bidder will become contractual obligations if acquisition action ensues. Failure of the successful proposal to accept these obligations may result in cancellation of the award and such proposal may be removed from consideration for future solicitation. The Navajo Nation Purchasing Services Department and Navajo Nation Department of Child Care and Development reserve the right to pursue appropriate legal action in the above set of circumstances.
- M. **ACCEPTANCE TIME:** The Navajo Nation Department of Child Care and Development within the Navajo Nation Division for Children and Family Services, intends to make a vendor selection within ten (10) business days after the closing date for receipt of proposals, subject to change.
- N. **AWARD OF BID:** Upon selection, a contract document will be prepared to the contractor and the proposal submitted by the contractor will become part of the contract.
- O. **JOINT PROPOSALS:** Nothing in this RFP shall be construed to prohibit vendors from entering into a consortium for the purpose of affirming a proposal in response to this RFP. Parties to a consortium will not be permitted independent, individual proposals in response to this RFP.
- P. **EVALUATION PROCEDURES AND CRITERIA:**
1. A Review Committee will review and judge the proposals received in accordance with the general criteria used herein. The team may request oral presentation by the organization proposing. Proposals prepared to provide any additional information the team feels necessary for a fair evaluation of proposals.
  2. Failure 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 proposal to the execution of a contract.
  3. The sole objective of the review team will be to select the proposal that is most responsive to the needs of the Navajo Nation Department of Child Care and Development. The specifications in this RFP represent the minimum performance criteria necessary for a

response. On the basis of the evaluation criteria established in this RFP the Review Committee will select and recommend the proposal who best meets this objective.

4. Evaluation Criteria: The following criteria will be used by the Review Committee in the selection process for the contract award. The technical proposal factors will be rated on a scale of 1-100 with weight relations as stated below.

<u>Product and Services</u>	0-25 Points
• Equipment, expertise and Implementation plan & schedule	
<u>Project detailed</u>	0-30 Points
• Detailed information on approach to scope of work providing service and delivery, inspection with report	
<u>Credentials and Past Performance</u>	0-25 Points
• Licensures of business	
• Past Projects completed for Navajo Nation Government	
<u>Staff and Qualifications:</u>	0-20 Points
• Staff Training, Education, and Experience	

5. Cost/Price Factors:

- The importance of cost factors in the selection will depend upon the magnitude of the cost differentials identified, the credibility of such differential, the keenness of competition in the Technical Proposal, and the impact of other factors. The burden of proof as to cost credibility rests with the offeror. Proposed costs will be evaluated not only to determine if the estimate is reasonable, realistic and cost effective, but also to determine the offeror's understanding of the program and ability to organize and perform the contract. Cost/price factors will not be numerically weighed and scored.
- Proposed Cost **(to be sealed in a separate envelope)**: Show detailed cost for overall proposal with Navajo Nation Tax included.

Q. **STANDARD CONTRACT:** The Navajo Nation reserves the right to incorporate standard contract provisions into any contract negotiations as a result of a proposal submitted in response to this RFP. The Navajo Nation is a sovereign government and all contracts entered into as a result for the RFP shall comply with Navajo Nation law, rules and regulations, including the Navajo Preference in Employment Act, the Navajo Nation Business Opportunity Act, 5 N.N.C. § 201 et. Seq., Navajo Procurement Act, 12 N.N.C. § 301, and applicable federal law, rules and regulations, 45 CFR part 98.41 (C) (4)-(5) (Health & Safety Requirements) regarding Building and Physical premises safety. 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 construed as a waiver of the Navajo Nations Sovereign Immunity.

R. **RETURN OF PROPOSALS:** The Navajo Nation has no obligation to return any proposals received in response to this RFP.


- S. **SPECIAL CLAUSES:** Pursuant to Section 507 PL 106-113, Special Clauses: The grant agreement requires disclosure of (1) the percentage of the total costs of the program or project which will be financed with Federal money, (2) the dollar amount of Federal funds for the project or program, and (3) the percentage and dollar amount of total costs of the project or program that will be financed by nongovernmental sources.
- 100% of total cost of this RFP will be financed with ACF-HHS DCCD Grant Funds,
  - Upon award and acceptance, the total dollar amount will be made available, and
  - None of this RFP will be funded by outside sources.
- T. **TERMS:** The term of this contract will be for approximately four (4) years with an option for a negotiable contract or a Purchase Order that will require mutual agreements between both parties.
- U. **PROPOSAL REQUIREMENTS:** All proposals must have as a minimum, the capabilities listed herein and the bid proposal submitted must reflect in detail the inclusion of these services as well as the degree of expertise in utilizing these capabilities.
1. Licensed, bonded, and current **General Liability**.
  2. Prospective recipient shall sign a **Navajo Nation Debarment and Suspension** Waiver form, to be provided by DCCD.
  3. Must submit a listing and provide all Licenses, Certification, Awards, Degree with the proposal
  4. Prospective recipient shall sign a **Tax Form – W-9 (Rev. March 2024)**

**BILLING AND PAYMENT:**

1. Billing and payment shall conform to all Navajo Nation procurement procedures. In order to receive timely payment, vendor has an obligation and responsibility to present invoices that are timely and accurate. An original invoice is needed for payment. The invoice must also contain identical information as shown on the purchase order or contract.

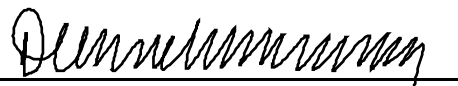
**Acknowledgment:**

I have read and reviewed information pertaining “Request for a Proposal – Liquid Propane and Natural Gas” for a service contract and approve to be advertised as is.

  
Cyrus Davis, Planner Estimator  
Delegated Maintenance Supervisor

05/12/2025

Date

  
Deannah Neswood-Gishey, Department Manager III

5.9.25  
Date