

# REQUEST FOR PROPOSAL

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

### HVAC Maintenance Services – Shiprock Region Bid No.: 25-05-3681LE

#### **Overview**

The Navajo Nation Department of Child Care and Development (DCCD) requests a response to this “HVAC Maintenance Services – Shiprock Region” RFP to provide HVAC maintenance services at the DCCD Shiprock Region 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 HVAC maintenance 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 DCCD, to perform Heating Ventilation, and Air Conditioning (HVAC) Preventative Maintenance, HVAC Services, Walk-In Cooler/Freezer Preventative Maintenance, and Walk-In Cooler/Freezer Services for all buildings owned by the DCCD. Specifically, the building and child care centers in the DCCD Shiprock Region listed below:

#### **Site Locations**

1. Shiprock Child Care Center, Building No. 4244/4245 – 11,088 square feet (S.F.) - Shiprock, New Mexico – North side of the Shiprock Dine College campus – ten (10) side wall mount HVAC units and one (1) Walk-In Cooler/Freezer
2. Hogback Child Care Center, Building No. 4010 – 2,865 S.F. - Hogback, New Mexico – north side of the Flowing Water Navajo Casino, next to the Hogback Chapter House – four (4) side wall mount units
3. Shiprock Admin Building, Building No. 2867 – 4,000 S.F. – Shiprock, New Mexico - ½ mile west of the Ace Hardware Store in Shiprock, New Mexico – two (2) rooftop units
4. Two Grey Hills Child Care Center, Building No. T073152 – 16,492 S.F. – Two Grey Hills, New Mexico – ½ mile west of the Two Grey Hills NHA Housing – eight (8) rooftop units and one (1) kitchen makeup air unit

### **Site Visits**

The licensed contractor is encouraged, but not mandatory, to make a site visit prior to submitting a bid proposal to familiarize themselves with the project, HVAC unit conditions, and Walk-In Cooler/Freezer conditions. To schedule a site visit, contact the following individual:

Cyrus R. Davis  
Planner Estimator/Delegated Maintenance Supervisor  
Department of Child Care and Development  
Office Telephone: (928) 871-7761  
Work Cell Phone: (928) 206-7283  
Email: Cyrus.Davis@ndcfs.org

### **Codes and Standards**

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

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

The awarded vendor will be responsible for providing all equipment, labor, materials, supervision, transportation and perform high quality services for all buildings owned by the DCCD. The awarded vendor shall provide quality services, as follows:

1. Inspect and perform assessments of all HVAC units, for all buildings owned by the DCCD. If HVAC units need to be repaired and/or replaced, contractor shall provide description of deficiencies along with cost estimates, within five (5) business days from inspection to the DCCD.
2. Inspect and perform assessment of all Walk-In Cooler/Freezer at the Shiprock Child Care Center. If Walk-In Cooler/Freezer needs to be repaired and/or replaced, contractor shall provide description of deficiencies along with cost estimates, within five (5) business days from inspection to the DCCD.
3. The contractor shall develop a written preventative maintenance plan. The plan shall incorporate preparations for hot and cold seasons, to properly weatherize all HVAC units, which is cost and energy efficient for all buildings owned by the DCCD.
4. The written preventative maintenance plan shall include a bimonthly visit by the contractor to all DCCD Child Care Centers buildings listed (*see site locations list*), to maintain optimal functionality of all the HVAC units.
5. The written preventative maintenance plan will include a written bimonthly schedule, and the schedule will be submitted to the DCCD yearly.
6. The written preventative maintenance plan must include a bimonthly inspection and checklist, for Hot and Cold Seasons, as follows:
  - a. Hot Season (spring and summer)
    1. Inspect all fan motors, blowers, blades, ducts, vents, cabinet, refrigerant lines, and the perimeter of the unit for debris, mold and leaks, vents, ductwork, electrical components, and connections, and replace thermostat batteries as required. Replace as required, if necessary.
    2. Inspect and clean the condenser and evaporator or replace as required, if necessary.
    3. Inspect and clean lean filters or replace as required, if necessary.
    4. Inspect and clean drain lines and pans or replace as required, if necessary.

5. Inspect and check humidity levels, thermostat, and controls, to make sure they are properly calibrated and operating. Replace as required, if necessary.
6. Lubricate moving parts.
7. Inspect and replace worn-out belts and pulleys or replace as required, if necessary.
8. Check amperage on compressor and electrical components.
9. Pressure tests all systems.
- b. Cold Season (fall and winter)
  1. Inspect all heat exchangers, heating elements, heat pumps, burners, ignition systems, fan motors, blowers, vents, ductwork, electrical components, and connections, and replace thermostat batteries. Replace as required, if necessary.
  2. Inspect and replace the filters on heating equipment or replace as required, if necessary.
  3. Inspect and clean drain lines and pans or replace as required, if necessary.
  4. Inspect and check thermostat and controls, to make sure they are properly calibrated or replace as required, if necessary.
  5. Lubricate moving parts.
  6. Inspect and replace worn-out belts and pulleys or replace as required, if necessary.
  7. Inspect and check gas passageways for gas leaks.
  8. Check amperage on compressor and electrical components.
  9. Pressure tests all systems.
7. The written preventative maintenance plan must include a bimonthly inspection and checklist, for the Walk-In Cooler/Freezer at Shiprock Child Care Center, as follows:
  - a. Inspect and clean condenser coils or replace as required, if necessary.
  - b. Inspect and clean evaporator blades and coils or replace as required, if necessary.
  - c. Inspect door gaskets or replace as required, if necessary.
  - d. Inspect door hinges and latches, for proper alignment.
  - e. Inspect fans and fan grills or replace as required, if necessary.
  - f. Inspect and clean drain lines or replace as required, if necessary.
  - g. Inspect electrical wiring and components or replace as required, if necessary.
  - h. Inspect and check thermostat and controls, to make sure they are properly calibrated or replace as required, if necessary.
  - i. Check amperage on compressor and electrical components or replace as required, if necessary.
  - j. Pressure tests all systems.
8. If freon is replaced in HVAC units, vendor is responsible to dispose of freon at an approved Environment Protection Agency (EPA) landfill site off the Navajo reservation.
9. The contractor shall be responsible to provide all services during normal business hours or unless granted by DCCD, after hours such as a requested Emergency Service.
10. The contractor will be responsible to respond to all requested Emergency Services, within 24 hours upon notification.
11. The contractor shall thoroughly clean the air ducts once a year to improve quality air and to reduce allergens.

### **Special Requirements**

1. The licensed contractor shall provide a written workplan schedule yearly to the DCCD Planner Estimator.
2. The licensed contractor shall be responsible for the disposal of all damaged and replaced materials, to an approved EPA landfill, off the Navajo Reservation.

3. Payments shall be made in accordance with the provisions of the contract.
4. Smoking is not permitted anywhere on the child care site locations.
5. All non DCCD employees who enter the child care centers must sign-in at the front entrance and shall have an escort inside the buildings at all times.
6. The licensed contractor shall be liable for all damage to DCCD property.
7. The license contractor shall at all times adhere to and be in compliance with any and all applicable Federal, State, Navajo Nation, local regulations, statutes, and laws.

# REQUEST FOR PROPOSAL

## NAVAJO NATION DEPARTMENT OF CHILD CARE AND DEVELOPMENT HVAC Maintenance Services – Shiprock Region

### **BID NO. 25-05-3681LE**

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 HVAC Maintenance Services – Shiprock Region RFP), Bid number (25-05-3681LE) 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
<ul style="list-style-type: none"> <li>Equipment, expertise and Implementation plan &amp; schedule</li> </ul>	
<u>Project detailed</u>	0-30 Points
<ul style="list-style-type: none"> <li>Detailed information on approach to scope of work providing service and delivery, inspection with report</li> </ul>	
<u>Credentials and Past Performance</u>	0-25 Points
<ul style="list-style-type: none"> <li>Licensures of business</li> <li>Past Projects completed for Navajo Nation Government</li> </ul>	
<u>Staff and Qualifications:</u>	0-20 Points
<ul style="list-style-type: none"> <li>Staff Training, Education, and Experience</li> </ul>	

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 – HVAC Maintenance Services – Shiprock Region” 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