**DIVISION OF NATURAL RESOURCES**

NAVAJO NATION DIVISION OF NATURAL RESOURCES - ADMINISTRATION

**REQUEST FOR PROPOSAL**

**BID NO. 24-03-3273LE**

**PORTABLE RESTROOMS**

**INTRODUCTION**

The Navajo Nation Division of Natural Resources (NNDNR) is hereby established within the Executive Branch of the Navajo Nation Government. The Navajo Nation Fair Office, a department of the NNDNR hosts large-scale fair events throughout the year, with the most notable Navajo Nation Fair and the newly established “Home of the Navajo,” Professional Rodeo. Each of these celebrations consists of 100,000 attendees with multiple entertainment events and venues.

The NNDNR is seeking Portable Restroom Services for all aspects of professional event Portable Restroom services for the Home of the Navajo PRCA Rodeo, to be held May 31 – June 2, 2024. The selected vendor will be responsible for ensuring the availability and cleanliness of Portable Restroom adequate for all attendees, personnel, during the events. The primary areas of focus will include monitoring parking areas and ticket gates and providing 24-hour protection at the venues.

The qualified Portable Restroom Services vendor must have several years of experience in this business area and the qualifications and credibility to provide these services with dependable experience to subcontract small businesses and individuals for amenity servicing and provide additional assistance to facilities.

**The Portable Restroom Company must be a certified Navajo-owned, Priority One Certified Business within the Corporate Laws of the Navajo Nation.**

**PURPOSE/SCOPE/PROJECT DESCRIPTION**

NNDNR is soliciting bid proposals from qualified Portable Restroom companies/firms with expertise in all phases of providing Portable Restrooms for the Navajo Nation “Home of the Navajo” PRCA Rodeo to be held at the Navajo Nation Fairgrounds in Window Rock, Arizona.

The Scope of Work for this project includes all aspects of portable restroom services, including but not limited to the following:

1. Reservation of the required number of portable restrooms (standard ADA-compliant), handwashing stations, gray water tanks, and black water tanks as needed for the three-day event.
2. Provision of the required number of sanitation supplies/cleaning products for the allocated united, including toilet paper, soap, toilet seat covers and/or hand sanitizer, and paper towels.
3. Provision of expedient, continuous and overnight cleaning services as needed for the three-day event.
4. Delivery and removal of all units to the locations provided in advance of the scheduled event.
5. Consultation with the NNDNR regarding recommendations for each event if more/fewer units may be needed in relation to expected attendance. (See Attached, Event Agenda)

NNDNR intends to award the contract to the vendor that can establish a contractual relationship with a qualified vendor that can best provide NNDNR with quality services as further described in this RFP.

**SEQUENCE OF EVENTS:**

This section contains the procurement schedule, an explanation of procurement events, and the general requirements governing this procurement. This Request for Proposals (“RFP”) states the instructions for submitting bids, the procedure, and criteria by which a vendor may be selected and the contractual terms by which NNDNR intends to govern the relationship between it and the selected vendor.

All parties shall respond to the Time Schedule identified in the RFP Time Schedule:

1. RFP Issued March 18, 2024
2. Proposal Due Date (5:00 P.M.­ ­­– MDT) March 29, 2024
3. Bid Opening (1:15 P.M. – MDT) April 2, 2024
4. Proposal Evaluation and Selection April 3, 2024
5. Notice of Award to Vendor April 5, 2024

**RESPONDING TO THIS RFP:**

Each Bidder shall submit their bid proposal in the format supplied in this bid package with attached specifications. Each proposal shall be sealed in an envelope marked – “PROPOSAL FOR HOME OF THE NAVAJO PRCA RODEO: PORTABLE RESTROOMS – DO NOT OPEN.” In addition, Bidder must visibly mark “PRIORITY 1” or “PRIORITY 2” on the envelope, if applicable, under the Navajo Nation Business Opportunity Act.

1. **Statement of Qualifications**: Bidder’s Statement of Qualifications should clearly and accurately demonstrate the company’s capabilities to execute Portable Restroom services.
   1. **Certifications/Licenses**
   2. **Cover Letter**
   3. **Price Proposal:** In one sealed envelope: Two (2) complete copies of your fee proposal with “PORTABLE RESTROOM PRICE PROPOSAL – Bidder Name” marked on the outside of the envelope.
   4. **Experience and Resources:**
      1. Describe your company and its capabilities. Identify specific members of the project team who will be providing services to the Division of Natural Resources/Navajo Nation Fair Office.
      2. Include the company name, contact name, e-mail address, and telephone number of organizations or businesses for which similar work has been performed within the past five (5) years.
   5. **Past Projects:** Include a list of projects completed with similar size, scope, and complexity.

DEFINITION OF PARTIES: The Navajo Nation DIVISION OF NATURAL RESOURCES – ADMINISTRATION will hereinafter be referred to as the Division of Natural Resources. Respondents to the RFP shall be referred to as “Bidders.” The Bidder to whom the contract is awarded shall be referred to as the “Contractor.”

QUESTIONS AND CLARIFICATIONS: Between the time of issuance of the RFP, prospective Bidders are encouraged to call or e-mail the DEPUTY DIVISION DIRECTOR concerning any questions about the scope of the project or the RFP Time Schedule.

RFP AMENDMENTS: Should any amendments change or substantially clarify the RFP, they shall be forwarded by addenda to all recipients of the original RFP. If an amendment requires a time extension, the proposal submission date will be changed as part of the addenda. The DIVISION OF NATURAL RESOURCES – ADMINISTRATION will not be bound by oral responses to inquiries or written responses other than addenda.

COSTS OF PREPARATION: Bidder assumes all costs of preparation of the bid and any presentations necessary to the bidding process.

SUB-CONTRACTING: A person or entity that has been awarded by the General Contractor; the performance of part of the work or services of an existing contract entered between the general contractor and the (original) contracting party.

DEBARMENT: Submission of a signed bid in response to this solicitation is a certification that the Bidder (or any subcontractor) is not currently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Tribal, State, or Federal Department or Agency. Submission is also an agreement that the DIVISON OF NATURAL RESOURCES – ADMINISTRATION will be notified of any change in this status.

INSURANCE COVERAGES: A person or entity that has been awarded a contract shall obtain and maintain adequate insurance coverages as recommended and verified by the Navajo Nation Risk Management Program (“RMP”) for entire term of the Contract. The insurance coverages shall name the NATION as an additional insured as specified by the RMP: a) Commercia General Liability Coverages, ISO CG 0001 Form or equivalent with minimum limits of $1,000,000 per occurrence, $2,000,000 aggregate; b) Auto Liability minimum limit of $1,000,000 per accident and shall include non-owned autos; c) Workers’ Compensation coverage with statutory benefits and Employers Liability coverage with minimum limits of $1,000,000/$1,000,000/$1,000,000; and d) the Navajo Nation shall be named as additional insure for general and auto liability coverages only. All coverages shall include a waiver of subrogation. All coverages shall be primary and the Navajo Nation’s coverage non-contributory.

ERRORS: Bids may be withdrawn or amended by the Bidder at any time before the Bid Opening. After the Bid Opening, bids may not be amended. If an apparent low Bidder has made a significant mistake, the Bidder will be given the option of selling at the price given or withdrawing the bid. If an extension error has been made, the unit price will prevail.

NAVAJO NATION SALES TAX: All work performed within the NAVAJO NATION is subject to the 6% Navajo Sales Tax. On the invoice, Contractor shall identify the physical location of all work performed. The Navajo Nation shall withhold, from each payment to the Contractor, 6% of the TOTAL invoice amount associated with work performed on the Navajo Nation. This amount reflects the Sales Tax due on such invoice amount. This 6% shall be transferred to the Office of the Navajo Tax Commission (“ONTC”) for the account of the Contractor. The Contractor will then indicate on the quarterly tax return required under the Navajo Sales Tax that this amount has previously been paid to the ONTC. It is hereby acknowledged that withholding amount pursuant to this section in no way removes responsibility from the Contractor as a taxpayer for timely filing of tax returns and timely payments of any amounts, which may be owed for taxes. GSA products are not subject to the Navajo Sales Tax.

PROPOSAL EVALUATION: The Selection Committee will review each Bidder’s Statement of Qualifications proposal. During the evaluation process, the Department of Natural Resources reserves the right to request additional information or clarification from Bidders or to allow corrections of errors or omissions.

AWARD OF BID ­– REJECTION OF BID: DIVISION OF NATURAL RESOURCES – ADMINISTRATION reserves the right to accept bids all or in part. DIVISION OF NATURAL RESOURCES – ADMINISTRATION reserves the right to reject any or all bids or to accept any bid that, in its judgment, will be in the best interest of the Navajo Nation. It is the intention to award the contract to the lowest responsible Bidder, best meeting the requirements of the DIVISION OF NATURAL RESOURCES - ADMINISTRATION. Scholarships, donations, or gifts to the DIVISION OF NATURAL RESOURCES - ADMINISTRATION will not be considered in evaluating bids.

CRITERIA FOR SELECTION: Bidders are advised that only complete bids for all line items specified will be accepted. Partial or incomplete bids will void the proposal in its entirety. Each proposal will be reviewed, and a determination will be made based on the following factors:

EVALUATION CRITERIA ­– **30 POINTS MAXIMUM**

1. Ability to perform all functions necessary in executing a Portable Restroom service for the Home of the Navajo PRCA Rodeo and associated events. – **10 Points**
2. Demonstrated experience of the company in relation to the scope and quality of service provided to customers in the past. ­– **10 Points**
3. Cost ­– **10 Points**

**ALL PARTIES RESPONDING TO THIS BID NO.24-03-3273LE ARE INSTRUCTED TO SUBMIT A SEALED BID PACKAGE TO THE FOLLOWING ADDRESS:**

**ATTN: IMMANUEL H. CHARLEY, DEPUTY DIVISION DIRECTOR – HOME OF THE NAVAJO PRCA RODEO PORTABLE RESTROOM SERVICES**

Deliver to: **NAVAJO NATION DIVISION OF NATURAL RESOURCES - ADMINISTRATION**

**EXECUTIVE OFFICE, SOUTH 100 PARKWAY BUILDING #1-2636**

**WINDOW ROCK, ARIZONA 86515**

OR Mail to: **NAVAJO NATION DIVISION OF NATURAL RESOURCES -ADMINISTRATION**

**PO BOX 3330**

**WINDOW ROCK, ARIZONA 86515**

Contact Person:

**Immanuel H. Charley, Deputy Division Director**

**e-mail: harlan.charley@navajo-nsn.gov**

**phone: (928) 871-6593 or 6592**

Questions regarding this procurement will be accepted until March 29, 2024. Any attempt by a Bidder to contact a member of the DIVISION OF NATURAL RESOURCES - ADMINISTRATION staff outside the RFP Process to gain knowledge or an advantage may result in disqualification of Bidder.

The Navajo Nation reserves the right to waive any informalities or irregularities in this RFP or reject any or all proposals whenever such rejection is deemed in the best interest of the Navajo Nation.