

REQUEST FOR PROPOSAL

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

GREASE TRAP AND SEPTIC SERVICES

Bid No.: 25-06-3724LE

Overview:

The Navajo Nation Department of Child Care and Development (DCCD) requests a response to this “Grease Trap and Septic Services” RFP to provide grease trap cleaning and septic tank pumping 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 Navajo Nation Department of Child Care Development (DCCD) is seeking responses from qualified vendors to provide weed control 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 Navajo Nation Department of Child Care and Development (DCCD) solicits a licensed vendor for the following 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 provide Commercial Grease Trap Cleaning and Septic Tank Pumping Services availability as need for ; Cottonwood Child Care Center – Building No. 4019, Ft. Defiance Child Care Center – Building No. 4008/4009, Ft. Defiance Facility Maintenance – Building No. 4006, Greasewood Child Care Center – Building No. 4007, Hogback Child Care Center – Building No. 4010, Leupp Early Learning Center – Building No. 3150, Many Farms Child Care Center – Building No. 4021, Pinon Child Care Center – Building No. 4246, Rock Point Child Care Center – Building No. 5567, Rough Rock Child Care Center – Building No. 3951, Shiprock Child Care Center – Building No. 4244/4245, Shonto Child Care Center – Building No. 4016, St. Michaels Child Care Center – Building No. 5166, Tsaile Child Care Center – Building No. 4013, Tuba City Child Care Center - Building No. 4017/4020, and Two Grey Hills Child Care Center – Building No. T073152.

Site Locations:

1. Cottonwood Child Care Center – Building No. 4019
Cottonwood, Arizona – coordinates 36.069795, -109.889464
Grease Trap on site
2. Ft. Defiance Child Care Center – Building No. 4008/4009
Fort Defiance, Arizona – coordinates 35.734976, -109.061187

Two (2) Grease Traps on site

3. Ft. Defiance Facility Maintenance – Building No. 4006
Ft. Defiance, Arizona – coordinates 35.741716, -109.072924
Grease Trap on site
4. Greasewood Child Care Center – Building No. 4007
Lower Greasewood, Arizona – coordinates 35.529032, -109.852245
Grease Trap on site
5. Hogback Child Care Center – Building No. 4010
Hogback, New Mexico – coordinates 36.776416, -108.608733
Grease Trap on site
Septic Tank on site
6. Leupp Child Care Center – Building No. 3150
Leupp, Arizona – coordinates 35.294034, -111.006978
Grease Trap on site
Septic Tank on site
7. Many Farms Child Care Center – Building No. 4021
Many Farms, Arizona – coordinates 36.353410, -109.621518
Grease Trap on site
8. Pinon Child Care Center – Building No. 4246
Pinon, Arizona – coordinates 36.113204, -110.217649
Grease Trap on site
9. Rock Point Child Care Center – Building No. 5567
Rock Point, Arizona – coordinates 36.718616, -109.621599
Grease Trap on site
10. Rough Rock Child Care Center – Building No. 3951
Rough Rock, Arizona – coordinates 36.412681, -109.861136
Grease Trap on site
Three (3) Septic Tanks on site
11. Shiprock Child Care Center – Building No. 4244/4245
Shiprock, New Mexico – coordinates 36.775901, -108.704132
Two (2) Grease Traps on site
12. Shonto Child Care Center – Building No. 4016
Shonto, Arizona – coordinates 36.584023, -110.658294
Grease Trap on site
Septic Tank on site
13. St. Michaels Child Care Center – Building No. 5166

St. Michaels, Arizona – coordinates 35.657284, -109.099047
Grease Trap on site

14. Tsale Child Care Center – Building No. 4013
Tsale, Arizona – coordinates 36.293801, -109.216693
Grease Trap on site

15. Tuba City Child Care Center - Building No. 4017/4020
Tuba City, Arizona – coordinates 36.12247, -111.24432
Two (2) Grease Traps on site

16. Two Grey Hills Child Care Center – Building No. T073152
Two Grey Hills, New Mexico – coordinates 36.281149, -108.817539
Grease Trap on site

Site Visits:

The licensed vendor is encouraged, but not mandatory, to make a site visit prior to submitting a bid proposal to familiarize themselves with the project and site conditions.

Before making a site visit, please contact the following individual, and provide a written schedule with date and time of site visit:

Department of Child Care and Development
Planner Estimator, Delegated Maintenance Supervisor
Cyrus R. Davis
Office Telephone: (928) 729-4387
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;

1. Navajo Nation Occupational Safety and Health Administration (NNOSHA)
2. American Society for Testing and Materials (ASTM)
3. Environmental Protection Agency (EPA)

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 provide Commercial Grease Trap Cleaning and Septic Tank Pumping Services availability as needed for ; Cottonwood Child Care Center – Building No. 4019, Ft. Defiance Child Care Center – Building No. 4008/4009, Ft. Defiance Facility Maintenance – Building No. 4006, Greasewood Child Care Center – Building No. 4007, Hogback Child Care Center – Building No. 4010, Leupp Early Learning Center – Building No. 3150, Many Farms Child Care Center – Building No. 4021, Pinon Child Care Center

– Building No. 4246, Rock Point Child Care Center – Building No. 5567, Rough Rock Child Care Center – Building No. 3951, Shiprock Child Care Center – Building No. 4244/4245, Shonto Child Care Center – Building No. 4016, St. Michaels Child Care Center – Building No. 5166, Tsale Child Care Center – Building No. 4013, Tuba City Child Care Center - Building No. 4017/4020, and Two Grey Hills Child Care Center – Building No. T073152.

The awarded vendor will be responsible for providing all equipment, labor, materials, supervision, transportation and perform high quality services for all site locations listed above. The licensed vendor shall provide Commercial Grease Trap Cleaning and Septic Tank Pumping Services availability as needed, as follows:

Commercial Grease Trap Cleaning Service:

The DCCD Facility Manager and/or DCCD Planner Estimator will coordinate with the awarded vendor to schedule commercial grease trap cleaning services, due to not all child care centers not operating and currently, grease traps are being scheduled to be replaced or newly installed.

1. Vendor performing service shall provide and wear own Personal Protective Equipment (PPE).
2. Vendor shall carefully remove lid and be cautious not to damage seals. Vendor will replace seals if damaged, at the expense of the vendor.
3. Vendor shall remove all grease and remove food solids, placing waste in a proper container for proper disposal.
4. Vendor shall clean grease trap with proper tools and degreasers thoroughly.
5. Vendor shall inspect all connections and repair and/or replace if required.
6. Vendor shall run water through the system to check for proper flow and if any leaks, repair and/or replace if required.
7. Vendor shall dispose of all waste properly, following disposal requirements.
8. Vendor shall provide paper copy of receipt or electronic copy to the DCCD Facility Manager and/or DCCD Planner Estimator.

Septic Tank Pumping Service:

The DCCD Facility Manager and/or DCCD Planner Estimator will coordinate with the awarded vendor to schedule septic tank pumping services, due to not all four (4) child care centers (Hogback, Leupp, Rough Rock, Shonto) currently not in operation.

1. Vendor performing service shall provide and wear own Personal Protective Equipment (PPE).
2. Vendor shall visually inspect for cracks, leaks, or signs of overflow. Report all visual findings that need to be addressed.
3. Vendor shall pump out all waste for complete removal.
4. Vendor shall clean septic tank for complete removal of all solids.
5. Vendor shall inspect septic tank for damages and report all visual findings that need to be addressed.
6. Securely replace the lid, to prevent surface water infiltration.
7. Vendor shall dispose of all waste properly, following disposal requirements.
8. Vendor shall provide paper copy of receipt or electronic copy to the DCCD Facility Manager and/or DCCD Planner Estimator.

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 what type of service is being provided.
2. Vendor shall dispose of all waste properly, following the most stringent codes and standards for disposal requirements.
3. The licensed vendor shall submit invoices for each individual site location listed above to the DCCD Facility Maintenance and/or Planner Estimator.

4. The licensed vendor will be responsible to respond to all requested Emergency Services, within 24 hours upon notification.
5. 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.
6. The licensed vendor shall be liable for all damage to DCCD property.

End of Statement of Work

REQUEST FOR PROPOSAL

DEPARTMENT OF CHILD CARE & DEVELOPMENT GREASE TRAP AND SEPTIC SERVICES

BID NO. 25-06-3724LE

Request for submittal deadline: All RFPs must be received by **June 20, 2025**
By 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.

June 20, 2025

- Due date for all proposals

June 17, 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 June 20, 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 Grease Trap and Septic Services RFP), Bid number: 25-06-3724LE) 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 Division for Children and Family Services – Navajo Nation Department of Child Care and Development, 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.

Product and Services 0-25 Points

- Equipment, expertise and Implementation plan & schedule

Project detailed 0-30 Points

- Detailed information on approach to scope of work providing service and delivery, inspection with report

Credentials and Past Performance 0-25 Points

- Licensures of business
- Past Projects completed for Navajo Nation Government

Staff and Qualifications: 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 the overall proposal with Navajo Nation Tax (6%) 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 (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 – Grease Trap and Septic Services” for a service contract and approve to be advertised as is.


Cyrus Davis, Planner/Estimator
Delegated Maintenance Supervisor

06/09/2025
Date


Deannah Neswood-Gishey, Department Manager III

6-06-2025
Date