



**NAVAJO NATION DIVISION OF
COMMUNITY DEVELOPMENT**

**REQUEST FOR PROPOSAL
NO. CPMD 2025-08-14 (Indian Wells Chapter)
BID REFERENCE #25-07-3798SB(RE-BID)
AUGUST 8, 2025**

**CONSTRUCTION SERVICES FOR
INDIAN WELLS CHAPTER HOUSE
KITCHEN RENOVATION**

INDIAN WELLS CHAPTER HOUSE KITCHEN RENOVATION

BID# 25-07-3798SB(RE-BID)

REQUEST FOR PROPOSALS

OVERVIEW ON REQUEST FOR PROPOSAL

The Navajo Nation Division of Community Development(DCD), Capital Projects Management Department (CPMD) on behalf of the Indian Wells Chapter House in Indian Wells, Arizona, invites qualified contractors to submit proposals for the renovation of its Chapter House Kitchen. This Request for Proposals (RFP) accounts for a preliminary evaluation of the offeror(s) qualifications, proposed scope of work, site knowledge, and project timeline. The Navajo Nation reserves the right not to award a contract under this RFP and may issue a new RFP for the same services at its discretion.

PROPOSAL DOCUMENTS

Proposal Documents include the Request for Proposals, the Proposal Form, other proposing and contract forms including any addenda issued prior to receipt of proposals. The Contract Documents proposed for the Work consists of the Owner-Contractor Agreement, the Conditions of the Contract (General Supplementary and other conditions), the Scope of Work and all Addenda issued prior to and all Modifications issued after execution of the Contract.

SECURING DOCUMENTS

Contract Documents will be sent out by CPMD/ Project Manager and sent by email. **No Mandatory Pre-Proposal Conference for this project.**

EXAMINATION MANDATORY

A MANDATORY site visit with the Indian Wells Chapter is A MUST for all General Contractors submitting a proposal. To schedule a visit, contact GEORGE JOHN, CSC, at (928) 654-3289. Participation in the site visit is a critical part of the proposal evaluation criteria. **Proposals will not be accepted without a signed Site Visit Acknowledgment Form.**

Before submitting a proposal, proposers shall carefully examine the scope of work documents, visit the site of the work, and fully inform themselves as to all existing conditions and limitations, and shall include in the proposal a sum to cover the cost of all items included in the Contract. The proposer, if awarded the Contract, shall not be allowed additional compensation because of lack of examination. Proposal submission will be considered conclusive evidence that proposer made such examination.

SCHEDULE OF RFP ACTIVITIES

- | | |
|--|-------------------|
| • Advertisement Date | August 13, 2025 |
| • Deadline to Submit Acknowledgement of Receipt Form | August 25, 2025 |
| • Deadline to Submit RFP Questions | August 25, 2025 |
| • Deadline for RFP Submittal | August 27, 2025 |
| • Proposal Opening Evaluations | August 28, 2025 |
| • Final Selection and Notice of Award | September 1, 2025 |

INDIAN WELLS CHAPTER HOUSE KITCHEN RENOVATION

BID# 25-07-3798SB(RE-BID)

This Request for Proposals (RFP) is issued by the Capital Projects Management Department (CPMD) on behalf of the Indian Wells Chapter, in accordance with Navajo Nation laws and regulations. CPMD is the sole entity authorized to reproduce or distribute this RFP. By participating, the Offeror agrees to maintain the confidentiality of all related materials and information, limiting access strictly to personnel on a need-to-know basis within its organization. No materials may be copied, shared, or disclosed to any external party without the prior written consent of the Owner, CPMD.

ACKNOWLEDGEMENT OF RECEIPT FORM

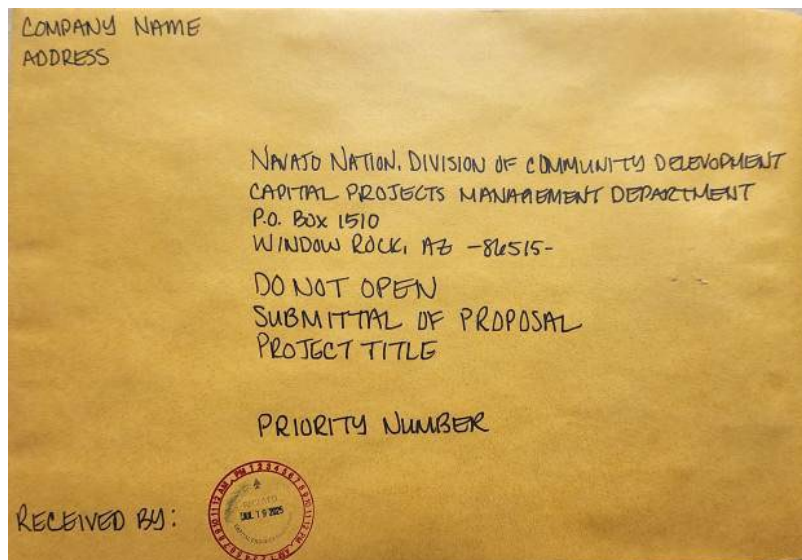
The Acknowledgement of Receipt Form must be signed and submitted via email to the Project Manager no later than **August 25, 2025**, in order to be included on the procurement distribution list. This list will be used to distribute written responses to inquiries and any applicable RFP addenda. The form must also include the email address of the designated individual authorized to receive such communications.

DEADLINE TO SUBMIT QUESTIONS

All questions regarding this RFP must be submitted in writing to the Project Manager no later than **5:00 PM (local time in Window Rock, AZ) on August 25, 2025**. Written responses to all submitted questions, along with any RFP amendments, will be issued in writing to all parties who have submitted a completed Acknowledgement of Receipt Form.

SUBMISSION OF PROPOSALS

All Offeror submittals must be received no later than **4:00 PM (MST) on August 27, 2025** for review and evaluation. Submittals received after this deadline will not be accepted or considered. Submittals must be addressed and delivered to the Navajo Nation Division of Community Development (DCD), Capital Projects Management Department (CPMD), P.O. Box 1510, Window Rock, AZ 86515 if USPS Mail, U.P.S., or FEDEX are preferred methods of delivery, if not hand delivered, to 2296 Window Rock Blvd, NN Admin Bldg. #2, 2nd Floor South, Window Rock, AZ 86515.



Proposal submittals must be **sealed** and clearly labeled on the outside of the package to indicate the Offeror's **Navajo Nation Priority status**, if applicable, along with the following statement: **"DO NOT OPEN – Submittal of Proposals, INDIAN WELLS CHAPTER HOUSE KITCHEN RENOVATION(RE-BID)"**

Submittals sent by facsimile or any other electronic method will

INDIAN WELLS CHAPTER HOUSE KITCHEN RENOVATION

BID# 25-07-3798SB(RE-BID)

not be accepted. If hand delivered, make sure the RFP Packet is time stamped before you depart.

OPENING OF PROPOSALS

All eligible Proposals shall be opened at the Navajo Nation CPMD Conference room on **August 28, 2025 at 2:00 pm**. All eligible proposals shall be opened in accordance with the proposal opening procedures of the Navajo Business Opportunity Act ("NBOA") at 5 N.N.C. §205 C, and a staff member of the Navajo Nation Business Regulatory Department and the Navajo Nation Office of Controller shall be in attendance at the opening of proposals.

SELECTION COMMITTEE & EVALUATION

A Selection Committee of at least three persons shall be established for this Procurement, with at least one person from CPMD, and one person from the Chapter. The Selection Committee shall perform the review, evaluation, and ranking of all eligible Proposals, and shall determine which Proposals are Responsive and which are Non-Responsive; a Responsive determination by the Selection Committee alone shall not guarantee a Contract Award, rather, the ultimate determination of eligibility for a Contract Award and ultimate selection of a Contractor for a Contract Award shall be in accordance with the Navajo Business Opportunity Act, and other applicable Navajo Nation laws. Negotiations with the most responsive Proposer.

STANDARD CONTRACT

The Navajo Nation reserves the right to include contract provisions based on applicable Navajo Nation, federal, state, and local laws and regulations in the final contract document.

AMENDED SUBMITTALS

An Offeror may submit an amended proposal prior to the proposal submission deadline. The amended proposal must fully replace any previous submission and be clearly identified as such in the transmittal letter. The Project Manager will not collate or assemble proposal documents on behalf of the Offeror.

OFFEROR'S RIGHT TO WITHDRAW PROPOSAL

To withdraw a proposal, the Offeror must submit a written request, signed by an authorized representative, prior to the proposal submission deadline. Offerors may withdraw their proposals at any time before the deadline.

PROJECT MANAGER CONTACT

Leonard Hardy, Senior Programs & Projects Specialist
Capital Projects Management Department
Navajo Nation Division of Community Development
P.O. Box 1510
Window Rock, AZ 86515
Email: leonard_hardy@nndcd.org

INDIAN WELLS CHAPTER HOUSE KITCHEN RENOVATION

BID# 25-07-3798SB(RE-BID)

Ricky Begay, Project Manager
Capital Projects Management Department
Navajo Nation Division of Community Development
P.O. Box 1510
Window Rock, AZ 86515
Email: rickyrbegay@nndcd.org

INQUIRIES, ADDENDA

Should a proposer find discrepancies in, or omissions from the scope of work-related documents, or should they be in doubt to their meaning, the offeror shall at once notify the Project Manager, Capital Project Management Department, Window Rock, Arizona, who will send a written addendum to all proposers. Neither Owner nor Project Manager will be responsible for oral instruction or information. Questions received less than 48 hours before the proposal date cannot be answered.

Any Addenda issued by the Project Manager during the time of proposing are to be included in the Proposal, and will become a part of the contract. Acknowledge Receipt of Addenda on the Proposal Form in space provided.

SUBSTITUTIONS OF MATERIALS:

Submit material submittals to the Project Manager for approval prior to installation. No substitutions will be considered after submittals have been approved.

COST INCURRED

The Procuring Party shall not be liable for any costs incurred by the Offeror in the preparation of a proposal or for any expenses incurred prior to the execution of a signed contract resulting from this RFP.

BID GUARANTEE

Bid Bond/ Bid Guarantee shall be required for all construction related contracts. Bid security shall be in an amount equal to at least ten percent (10%) of the proposal amount.

Navajo Nation Business Regulatory Source List- Latest Edition. Provide Navajo Nation Business Regulatory priority number assigned to the firm on OUTSIDE of the envelope.

Proposer agrees to commence work on this Project on or before the date specified in the Notice-to-Proceed and to show evidence he is able to complete the work fully within 365 consecutive calendar days thereafter.

All proposals shall remain firm for a period to approval of the Navajo Nation 164 contract approval process. Contractor shall be beginning construction within thirty (30) days after the contract NN164 approval.

Proposals may not be modified after submittal. Proposers may withdraw proposals at any time before the proposal opening, but may not resubmit them. No proposal may be modified or withdrawn after the proposal opening.

INDIAN WELLS CHAPTER HOUSE KITCHEN RENOVATION

BID# 25-07-3798SB(RE-BID)

All applicable permits, deposits, fees, federal, state, and tribal taxes shall be included in the proposal. The Owner reserves the right to reject any or all proposals or to waive any informalities in any proposals.

RANKING SHEET FOR GENERAL CONTRACTORS

For Contractor proposals, proper objective criteria for the determination of responsive proposals must be listed, and all contractors who submitted proposals must be ranked accordingly. Proposals shall be opened in accordance with the Navajo Nation Procurement Act and Regulations and the Navajo Business Opportunity Act (NBOA), 5 N.N.C. § 201 et seq. The contractor selected for the contract must be as least minimally qualified (i.e., a responsive proposal) and should be a Priority No. 1 or No. 2 certified firm. If no Priority 1 or Priority 2 firms have submitted a responsive proposal, then the non-Navajo firm selected must have the lowest price of all responsive proposals submitted by non-Navajo firms.

No.	Ranking items		Evaluation Criteria
1	Site Visit conducted and verified through a signed Site Visit Confirmation Document.		25
2	Response to Proposal Criteria		20
3	State License required in the State of Project Location.		5
4	List of Sub-Contractors		5
5	Current W-9 Form		5
6	Certification of Debarment and Suspension		5
7	For proposals exceeding \$50,000, a bid security equal to 10% of the proposal amount is required.		5
9	Cost Proposal		30
	Base Proposal	\$	
	Alternative Proposal	\$	
	Total Cost of Proposal	\$	
Total Score			100

The following point criteria will be used by the Proposal Committee in the selection process for the contract award. Proposals will be evaluated to determine the best contractor.

Notice of Award – The CPMD will notify the finalist in writing of the final selection.

WAIVER OR LIENS

The Contractor is responsible for the payment of all labor and material costs incurred by themselves and any subcontractors on this Project. The Contractor shall also provide the Owner with duplicate copies of Waivers of Lien from themselves and each subcontractor, if any. At the time of submission, the Contractor must certify that the waivers cover all applicable subcontractors

COMPLIANCE WITH LAWS AND REGULATIONS

Proposers are advised of applicable statutes and regulations concerning worker safety, hours of work, workers' compensation insurance, prevailing wage rates, labor preferences and prohibitions, anti-

INDIAN WELLS CHAPTER HOUSE KITCHEN RENOVATION

BID# 25-07-3798SB(RE-BID)

discrimination requirements, and other laws affecting the proposed work. Compliance with all relevant municipal regulations, rules, and ordinances is also required.

1. Preference: In performing the work, the Contractor shall comply with all applicable laws, rules, and regulations of the Navajo Nation, including without limitation, the Navajo Preference in Employment Law, 15 N.T.C., Section 601 et seq. (the "NPEA") and the Navajo Nation Business Preference Law, 5 N.T.C., Section 201, et seq. (the "NNBPL"). The terms and provisions of the NPEA and NNBPL are specially incorporated in, and become a part of, the contract and breach by the Contractor of any terms and provisions of such laws shall constitute a breach of this agreement and provide grounds for the suspension or termination of the Agreement of other appropriate remedy as specified in the NPEA and NNBPL.
2. Labor Standards: In accordance with the policy of the Navajo Nation to Pay Pre-Determined rates on Tribal Contract Construction, the determined wage scale of the contract work provides that all labor and mechanics employed by the project be paid wages at rates not less than those prevailing. A current wage is available from Navajo Nation Office of Labor.

CONTRACTOR'S LICENSE

If the services proposed are ones for which licensure by the State of Arizona or another agency is required, state license or membership number (e.g., Professional Architect, Professional Engineer, General Contractor) shall be provided. Contractor shall have and maintain a State Contractor's license throughout the project.

The Owner or their authorized representative, interprets the intent of this section to be for the regulation of the conduct of those engaged in the business of contractor so as to discourage certain bad practices which might be indulged into the detriment of the public and to protect the Navajo Nation against unscrupulous and unqualified persons purporting to have the capacity, knowledge, and qualifications of a Contractor.

ACCESS TO RECORDS

The Owner may, within 10 days written notice shall have access to all books, records, and papers of the Contractor and Subcontractors pertinent to their contract for a period of not less than three years after completion of the project.

RIGHT TO WAIVE MINOR IRREGULARITIES

The Selection Committee reserves the right to waive minor irregularities. The Selection Committee also reserves the right to waive mandatory requirements provided that all the otherwise responsive proposals fail to meet the same mandatory requirements and the failure to do so does not otherwise materially affect the procurement. The right is at the sole discretion of the Selection Committee.

TERMINATION

The Owner may, within 10 days written notice to the Contractor, terminate the contract documents for any of the following reasons:

1. The Contractor defaults in performance of any provisions under the contract.
2. The Contractor fails to carry out the construction in accordance with the provisions of the contract.

INDIAN WELLS CHAPTER HOUSE KITCHEN RENOVATION

BID# 25-07-3798SB(RE-BID)

In such event, the Owner may assume the responsibility of performing the terminated work, by contract or otherwise, and may take possession of and utilize in completing the work such material, appliances, plant and equipment that may be on the site of the work. Damages, if any, are to be determined in accordance with General Conditions and Supplementary Conditions. Final payment to the Contractor for unpaid work, if any, will be made on the basis of the submission of a final periodical estimate by the Contractor. The final payment due, if any, will be subject to the documentation of the claimed work.

The Contractor may on 30 days written notice to the Owner, terminate the contract with the Owner before the specified completion date when for a period of 30 days after a progress payment is due, through no fault of the Contractor, the Owner fails to make payment.

INSURANCE REQUIREMENTS

Insurance – The Offeror shall be required to procure and maintain, during the life of the Contract, adequate insurance coverage as recommended and verified by the Navajo Nation Risk Management Program (RMP). Such insurance shall be verified by a Certificate of Insurance prior to the execution of the Contract and shall name the Navajo Nation as an additional insured. The Offeror must include a provision for a two- day written notification to the CPMD Project Manager if a policy has been materially changed or canceled.

At the time of award, the selected Contractor or “offeror” shall furnish one copy each of Certificates of Insurance required for each copy of the Agreement, which shall specifically set forth evidence of all coverage required once determined by the RFP, naming the Navajo Nation as an Insured.

1. The Navajo Nation should require the following minimum insurance requirements:
 - a. Commercial General Liability coverage, 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 should 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.
 - d. **The Navajo Nation shall be named as additional insured for general and auto liability coverages only.**

Approval of insurance: Even though a “Notice to Proceed” may have been given by the CPMD, the “offeror” and subcontractors(s) shall not begin work under this Contract, or solicitation until the required insurance has been obtained and the proper Certificate of Insurance (or insurance policies) has been filed with CPMD. Neither approval nor failure to approve certificates, policies, or insurance by the CPMD shall relieve the Contractor or subcontractor(s) of full responsibility to maintain the required insurance in full force and effect.

PERFORMANCE AND LABOR BONDS

The submitting Party shall provide a Performance Bond to guarantee such Party’s full performance of all duties under the Contract for the Project. Generally, the Performance Bond must be in a dollar amount equal to one-hundred percent (100%) of the final Contract awarded to the Selected Contractor; however, a lesser Bond amount of fifty percent (50%) shall be allowed if the Selected Contractor (in addition to providing a 50% Performance Bond amount) either (1) provides an irrevocable Letter of Credit for fifty percent (50%) of the Contract amount, or (2) agrees to a retainage of fifty percent (50%) of the Contract amount. The Performance Bond must be provided by a state-licensed or state-registered surety or bonding company.

INDIAN WELLS CHAPTER HOUSE KITCHEN RENOVATION

BID# 25-07-3798SB(RE-BID)

The submitting Party shall also provide a Payment Bond to cover all of its obligations and liabilities to any and all subcontractors, suppliers, laborers, and other persons or entities that will be performing work on the Project or providing materials for the Project. The Payment Bond must be in a dollar amount sufficient to cover all such obligations and liabilities, and must be provided by a state-licensed or state-registered surety or bonding company.

Submitted proposals need not initially include the required Bonds; however, such Bonds must be provided prior to final Contract Award, and any Party not providing such Bonds in a timely manner may be Disqualified - at CPMD' or the Navajo Nation's sole discretion; for purposes of this provision, a "timely" submission of such Bonds (i.e., deadline for submission) shall be determined by CPMD.

SCOPE OF WORK IS ON THE NEXT PAGE

INDIAN WELLS CHAPTER HOUSE KITCHEN RENOVATION

BID# 25-07-3798SB(RE-BID)

SCOPE OF WORK

Indian Wells Chapter House Kitchen Renovation
By Leonard Hardy, Ricky Begay, and George John, CSC
Navajo Nation Capital Projects Management Department
Field-verify all equipment prior to ordering and installation.

PROJECT DETAILS:

1. Project Location: Indian Wells Chapter House in Indian Wells, Arizona.
2. Renovation: CPMD met with the Indian Wells CSC to plan the project, draft a Scope of Work, and identify necessary equipment for this project.
3. Scope of Services Requested: Chapter House Kitchen Renovation and Equipment Purchase, Delivery, Assembly, and Installation.
4. Delivery: Indian Wells Chapter House PO Box 3049 Indian Wells, AZ 86031
 - Physical Address: 1 mile West of NR 15 & NR 6 Junction, Indian Wells, AZ
 - Geographic coordinates are 35° 24' 03.96" N, 110° 05' 01.02" W
5. Shipping and Delivery costs are considered the responsibility of the bidder and shall be included in the Bid Cost.
6. Include an estimated delivery timeframe.
7. All kitchen equipment must be Commercial Grade.

This project involves renovating the existing kitchen facility to support expanded food storage and kitchen equipment. The renovation includes:

1. The construction and installation of a new outdoor 6' x 6' walk-in freezer with a remote condenser attached to the kitchen. The system will be integrated into the existing facility, with all necessary structural, electrical, and plumbing connections,
2. A permanent roof covering above the freezer tied into the existing structure, and
3. The purchase and installation of three new pieces of commercial kitchen equipment: a gas range, a dishwasher, 6' x 6' outdoor walk-in freezer, and a refrigerator/freezer combo unit.

All work shall be performed in compliance with local building, health, and safety codes.

A. Outdoor Walk-In Freezer Addition

1. Site Preparation
 - Survey and mark freezer location adjacent to the kitchen.
 - Excavate and prepare the ground for the freezer foundation.
 - Verify site measurements and layout to ensure proper fit for the freezer enclosure and remote condenser location.
 - Remove or modify any existing structures, utilities, or surfaces that interfere with installation.
 - Ensure wall, ceiling, and floor areas meet thermal and moisture barrier requirements.

INDIAN WELLS CHAPTER HOUSE KITCHEN RENOVATION

BID# 25-07-3798SB(RE-BID)

2. Concrete Foundation

- Prepare concrete pad to meet manufacturer specifications for weight and load distribution.
- Pour a reinforced concrete pad with integrated footings per freezer manufacturer specs.
- Include floor insulation and moisture/vapor barrier.
- Ensure slope and drainage requirements are met.

3. Freezer Installation

- Furnish and install a 6' x 6' outdoor walk-in freezer with:
 - Insulated wall, floor, and ceiling panels
 - Heated and gasketed entry door with safety release
 - Interior lighting and digital thermometer
- Install remote refrigeration system:
 - Indoor evaporator unit
 - Outdoor-rated condenser (mounted on ground pad or adjacent wall)
- Run and connect refrigerant lines, power conduit, and controls.

4. Remote Condenser Installation

- Mount the condenser unit on an exterior concrete pad, roof top, or other acceptable location.
- Provide weatherproof housing and vibration isolation as required.
- Install refrigerant line set (suction and liquid lines) between the freezer evaporator and remote condenser unit, including proper insulation and weatherproofing.
- Install condensate drain line with proper slope, insulation, and termination per code.

5. Electrical and Controls

- Provide dedicated electrical circuits from panel to freezer and condenser locations per NEC requirements.
- Connect evaporator fan motors, door heaters, lighting, defrost heaters, and temperature controls.
- Install and configure temperature control system, digital thermostat, and defrost timer per manufacturer specifications.
- Test all electrical connections for proper operation and safety.

6. Roof Covering Structure

- Construct a permanent roof over the walk-in freezer, secure into the kitchen's exterior.
- Roof system to include:
 - Structural framing (metal or pressure-treated lumber)
 - Roof decking, waterproof membrane, and roofing finish to match existing (e.g., metal panel, asphalt shingle)
 - Flashing, fascia, and sealant at all transition points
 - Gutter and downspout system, if required
- Roof must allow adequate clearance, ventilation, and protection from weather.

7. Building Tie-In and Access

- Cut or modify existing kitchen wall to allow interior access to the freezer.

INDIAN WELLS CHAPTER HOUSE KITCHEN RENOVATION

BID# 25-07-3798SB(RE-BID)

- Install weather-sealed and insulated door or pass-through from kitchen to freezer.
- Seal all penetrations and joints to ensure thermal integrity and prevent water intrusion.

8. Commissioning and Testing

- Evacuate and charge refrigeration system with the correct refrigerant type and amount.
- Test for refrigerant leaks, electrical faults, and proper system performance.
- Verify the freezer reaches and maintains required temperature under normal operating conditions.
- Train facility staff on proper operation, maintenance, and emergency procedures.

B. Commercial Kitchen Equipment Procurement and Installation

The equipment shown in images is for reference only; equivalent models from other manufacturers are acceptable with the Chapter's approval.

EQUIPMENT SPECIFICATIONS

1. SIX BURNER GAS RANGE WITH GRIDDLE AND TWO STANDARD OVENS

- Connect to existing or extended gas line with shut-off valve and proper ventilation
- Secure appliance to floor/wall per manufacturer and code



- a. Removable, lift-off burner heads
- b. Manual griddle
- c. 2 ovens with thermostatic controls
- d. Adjustable temperature range: 250-500 degrees F
- e. Stainless steel exterior
- f. Porcelain door liner and oven bottom
- g. 2 adjustable wire shelves
- h. External grease trough
- i. 6 in stainless steel adjustable legs
- j. 258,000 total BTU
- k. Back riser

2. 6-FOOT BY 6-FOOT INDOOR WALK-IN FREEZER WITH REMOTE COMPRESSOR



- a. Dimensions: 6-foot wide by 6-foot length by 7-foot 7-inches height
- b. Foam: 4-inch thick
- c. Acrylic: 26 gauge stucco embossed corrosion resistant acrylic coated Acrylume on all interior and exterior surfaces
- d. NSF aluminum floor
- e. Doors: Flush self-closing doors
- f. Thermometer: Digital LED thermometer with pilot light switch
- g. Condenser: Remote

INDIAN WELLS CHAPTER HOUSE KITCHEN RENOVATION

BID# 25-07-3798SB(RE-BID)

h. Outside unit

3. TWO-SECTION REACH-IN REFRIGERATOR WITH SOLID LEFT- AND RIGHT-HINGED DOORS

- Reach-in, two-section commercial refrigerator/freezer with solid doors (left/right hinge)
- Plug-in or hardwired electrical connection
- Allow for adequate airflow and clearances per manufacturer specifications



- a. Temperature Range: Maintains temperatures of 33 to 38 degrees Fahrenheit
- b. Advanced Fan Motors: Move air more consistently and efficiently
- c. LED Interior Lighting: Maximizes product visibility
- d. Self-Closing Doors: Maintain interior temperatures but stay open past 120 degrees to facilitate cleaning and stocking
- e. Rugged Construction: Withstands heavy use in busy establishments
- f. Stainless steel exterior doors and front
- g. Aluminum exterior sides
- h. Interior side walls and back are aluminum
- i. Interior ceiling and floor are stainless steel
- j. Cold air is retained by polyurethane insulation

4. LOW-TEMPERATURE DOUBLE RACK CORNER DISHWASHER, LEFT-SIDE LOADING

- Low-temperature corner dishwasher with left-side loading
- Connect to hot and cold water, electrical supply, and drainage
- Install appropriate backflow preventer and booster heater if required



- a. 40 Racks / 160 covers per hour
- b. Economical to operate. Uses only 1.01 gallons of water per cycle
- c. All stainless steel construction assures long life and years of trouble free operation
- d. Unique spray arm system features upper and lower stainless steel wash arms with reinforced end caps
- e. Top mounted controls include built-in chemical pumps and deliming system for dealing with scale
- f. Auto start/stop makes operation safe and easy
- g. New integrated scrap tray prevents food soil from entering drain system
- h. Airgap fill system

INDIAN WELLS CHAPTER HOUSE KITCHEN RENOVATION

BID# 25-07-3798SB(RE-BID)

C. Electrical, Mechanical & Utility Work

- Provide all electrical circuits, breakers, and conduit necessary to power the new equipment and walk-in freezer system.
- Connect water and drain lines for dishwasher installation.
- Coordinate with utility providers as needed for load capacity and compliance.
- Install all equipment according to manufacturer instructions and meet NSF, UL, and local codes.

D. Testing, Commissioning & Final Inspection

- Test each equipment item for performance and safety.
- Check walk-in freezer for temperature control, door seal, lighting, and alarms.
- Confirm gas range ignition, ventilation, and flame stability.
- Run dishwasher through full cleaning and draining cycles.
- Obtain final inspection sign-offs.

WARRANTY

Provide the manufacturer's warranty with each appliance

DELIVERABLES

1. Fully functional outdoor walk-in freezer with roof and access to the kitchen.
2. New gas range, dishwasher, and refrigerator/freezer combo unit installed and operational.
3. All utility work completed and code-compliant.
4. Final inspection approvals and warranty documentation for all equipment.

QUALITY ASSURANCE

Ensure that all work meets local building codes and regulations. Regular inspections will be conducted to ensure the quality and safety of the installation.

CONCLUSION

The successful completion of this renovation project will provide Indian Wells Chapter with a fully functional Kitchen for meetings and events. Clear communication and adherence to the defined scope of work will ensure the project is completed on time and within budget.

INDIAN WELLS CHAPTER HOUSE KITCHEN RENOVATION

BID# 25-07-3798SB(RE-BID)

SUBMITTAL REQUIREMENTS/EVALUATION

1. GUIDELINES

The following guidelines shall be adhered to by offerors for consideration in the selection process of offeror to perform the services for the project described. Proposals, which do not include all of the listed information may be considered incomplete and non-responsive and may not be considered by the selection committee.

2. MANDATORY SUBMITTAL REQUIREMENTS

- a. Site Visit Acknowledgement Form signed and dated by the Contractor and Chapter
- b. Required Submitt
- c. Business Priority Number
- d. Proof of General Contract Licensing
- e. List of Sub-Contractors
- f. Navajo Nation Certificate of Debarment and Suspension
- g. Current IRS W-9, completed and executed
- h. For proposals exceeding \$50,000, a Bid Security equal to 10% of the total proposal amount is required.
- i. Addendum – where required
- j. Cost Proposal in a separate Sealed Envelope labeled: INDIAN WELLS CHAPTER HOUSE KITCHEN RENOVATION RE-BID COST PROPOSAL

ATTACHMENT SUMMARY

- ATTACHMENT A - Site Visit Acknowledge Form
- ATTACHMENT B - Proposal Form
- ATTACHMENT C - Acknowledgement of Receipt Form
- ATTACHMENT D - Navajo Nation Debarment and Suspension
- ATTACHMENT E - W-9 Form
- ATTACHMENT F - Navajo Nation Affidavit of Responsibility for Sub-Contractors

INDIAN WELLS CHAPTER HOUSE KITCHEN RENOVATION

BID# 25-07-3798SB(RE-BID)

ATTACHEMENT A

Indian Wells Chapter House Kitchen Renovation (RE-BID) Site Visit Acknowledgement Form

Project Title: Indian Wells Chapter House Renovation

Project Location: Indian Wells, NM

Chapter/Community: Indian Wells

This letter serves as formal documentation confirming that a site visit was conducted at the above-referenced project location on the date indicated. The purpose of the site visit was to:

- Visually assess the existing conditions of the facility and surrounding area.
- Identify potential challenges, hazards, and access limitations.
- Collect technical information relevant to the planning and execution of the renovation project.
- Collaborate with project stakeholders and site representatives to initiate and define the preliminary Scope of Work (SOW).

Following this site visit, a preliminary Contractor's Scope of Work was developed and documented. This scope outlines the anticipated work items, renovation requirements, and site-specific considerations.

Organization: _____

Date: _____ / _____ / _____

Signature: _____

Chapter's Signature: _____

INDIAN WELLS CHAPTER HOUSE KITCHEN RENOVATION

BID# 25-07-3798SB(RE-BID)

ATTACHEMENT B

PROPOSAL FORM

TO : THE NAVAJO NATION
Herein after called "OWNER"

The undersigned, having examined the proposed Contractor Documents titled:

**INDIAN WELLS CHAPTER HOUSE KITCHEN RENOVATION (RE-BID)
NAVAJO COUNTY, ARIZONA
BID NUMBER: 0-07-3798SB**

Having visited the site and examined the conditions affecting the Work, hereby proposes and agrees to furnish all labor, materials, equipment and appliances, and to perform operations necessary to complete the Renovation Work. The aforementioned Work will be identified as "Base Proposal", for the stipulated sum in both words and figures. **(In case of discrepancy, the amount in words will govern.)**

BASE PROPOSAL: _____
_____ (\$_____).

Where additional funds are available, the listing from the scopes of work as alternate proposals shall be added and presented here.

Alternate Proposal: _____
_____ (\$_____).

Number of Calendar days; 365 from issue of a Notice to Proceed.

Proposers acknowledge receipt of the following Addendum(s):

Addendum No. _____ Dated _____
Addendum No. _____ Dated _____

I understand the Owner reserves the right to reject this proposal, but that this proposal shall remain open and not be withdrawn.

If written acceptance of this proposal is mailed or delivered to the undersigned after the date for opening of this proposal, the undersign will accept and return the Letter of Acceptance to the Owner in accordance with this proposal as accepted and will also agree and deliver to the Owner proof of Insurance coverage proposal delivery in the mail of the notification of acceptance of this proposal.

Notice of acceptance, or request for additional information, may be addressed to the undersigned at the address set forth below.

IMPORTANT NOTICE: If proposer or other interested person is a corporation, give legal name of corporation, state where incorporated, and names of president and secretary; of a partnership, give name

INDIAN WELLS CHAPTER HOUSE KITCHEN RENOVATION

BID# 25-07-3798SB(RE-BID)

of firm and names of all individuals, co-partner composing of firms; if proposer or other interested person is an individual, give first and last names in full.

Licensed in accordance with an act for the registration of contractors and with License Number _____, in the State of Arizona.

SIGN HERE:

SIGNATURE OF PROPOSER: _____

NOTE: If proposer is a corporation, set forth the legal name(s) of the corporation together with the signature of the officers authorized to sign contracts on behalf of the corporation. If proposer is a partnership, set forth the name(s) of the partnership.

BUSINESS ADDRESS:

TELEPHONE NUMBER:

DATE OF PROPOSAL:

INDIAN WELLS CHAPTER HOUSE KITCHEN RENOVATION

BID# 25-07-3798SB(RE-BID)

ATTACHEMENT C

EXHIBIT A-ACKNOWLEDGEMENT OF RECEIPT FORM

CAPITAL PROJECT MANAGEMENT DEPARTMENT OF COMMUNITY DEVELOPMENT

In acknowledgment of receipt of this Request For Proposals (RFP), the undersigned agrees that he/she has received a complete copy.

The acknowledgment of receipt should be signed and returned to the project manager, prior to submitting a RFP proposal. Only potential offerors who elect to return this form completed with the indicated intention of submitting a proposal will receive copies of all offeror's written questions and the Agency's written responses to those questions, as well as, RFP amendments, if any are issued. The following name and address will be used for all correspondence related to the RFP.

Firm WILL or WILL NOT (circle one) submit a proposal.

FIRM: _____

REPRESENTED BY _____

TITLE: _____

PHONE NO.: _____

E-MAIL: _____

FAX NO.: _____

ADDRESS: _____

CITY: _____ STATE: _____

ZIP CODE: _____

SIGNATURE: _____

DATE: _____

Return Form To:

Leonard Hardy, Senior Programs & Project Specialist (Email:

leonard_hardy@nndcd.org)

Ricky Begay, Project Manager (Email: rickyrbegay@nndcd.org)

Capital Project Management, Department of Community Development

INDIAN WELLS CHAPTER HOUSE KITCHEN RENOVATION

BID# 25-07-3798SB(RE-BID)

ATTACHEMENT D

NAVAJO NATION CERTIFICATION Regarding Debarment, Suspension, and Contracting Eligibility

1. Applicant entity acknowledges that to the best of its knowledge that the Applicant entity, either in its present form or in any identifiable capacity, has not, in accordance with 12 N.N.C. § 361:
 - A. Been convicted of the commission of criminal offenses incident to obtaining or attempting to obtain a public or private contract or subcontract, or in the performance of any such contract or subcontract;
 - B. Been convicted of embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or other offenses indicating a lack of business integrity or honesty, which currently, seriously, and directly affect responsibility as a Navajo Nation contractor;
 - C. Been convicted under antitrust statutes arising out of the submission of bids or proposals;
 - D. Violated contract provisions, including:
 - i. Deliberate failure, without good cause, to perform in accordance with the contract specifications or within the time limit provided in the contract,
 - ii. A recent record of failure to perform or of unsatisfactory performance with the terms of any contract, or
 - iii. Any other cause so serious and compelling as to affect responsibility as a Navajo Nation contractor, including debarment by another governmental entity.
2. Applicant acknowledges that if the Navajo Nation determines that the executed Certification provided herein is untrue or not wholly accurate, it shall be grounds for the Navajo Nation to terminate the contract and pursue other legal remedies, at the Navajo Nation's discretion.
3. Applicant certifies to the best of its knowledge that it is eligible to do business with the

INDIAN WELLS CHAPTER HOUSE KITCHEN RENOVATION

BID# 25-07-3798SB(RE-BID)

Navajo Nation, in its present form or in any other identifiable capacity, pursuant to 12 N.N.C. § 1501 and 5 N.N.C. § 301. Applicant also acknowledges that per 12 N.N.C. § 1505, it will not be eligible to contract with the Navajo Nation if deemed ineligible by the appropriate department or entity of the Navajo Nation which receives the Applicant's request for consideration for a business opportunity.

Applicant Name

Name of individual signing on Applicant's behalf (print)

Applicant Address

Title of individual signing on Applicant's behalf

Applicant Address

Signature of individual signing on Applicant's behalf

Applicant Address

Date

INDIAN WELLS CHAPTER HOUSE KITCHEN RENOVATION
BID# 25-07-3798SB(RE-BID)
ATTACHEMENT E

Form W-9 (Rev. March 2024) Department of the Treasury Internal Revenue Service	Request for Taxpayer Identification Number and Certification <small>Go to www.irs.gov/FormW9 for instructions and the latest information.</small>	Give form to the requester. Do not send to the IRS.																																																		
Before you begin. For guidance related to the purpose of Form W-9, see <i>Purpose of Form</i> , below.																																																				
Print or type. See Specific Instructions on page 3.	1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)																																																			
	2 Business name/disregarded entity name, if different from above.																																																			
	3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C corporation <input type="checkbox"/> S corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) _____ Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions)	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____ (Applies to accounts maintained outside the United States.)																																																		
	3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions. <input type="checkbox"/>																																																			
	5 Address (number, street, and apt. or suite no.). See instructions.	Requester's name and address (optional)																																																		
	6 City, state, and ZIP code																																																			
	7 List account number(s) here (optional)																																																			
Part I Taxpayer Identification Number (TIN) Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> , later. Note: If the account is in more than one name, see the instructions for line 1. See also <i>What Name and Number To Give the Requester</i> for guidelines on whose number to enter.																																																				
<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td colspan="10" style="text-align: center;">Social security number</td></tr><tr><td style="width: 25%;"> </td><td style="width: 25%;"> </td><td style="width: 25%;"> </td><td style="width: 25%;"> </td><td style="width: 25%;"> </td><td style="width: 25%;"> </td><td style="width: 25%;"> </td><td style="width: 25%;"> </td><td style="width: 25%;"> </td><td style="width: 25%;"> </td></tr><tr><td colspan="10" style="text-align: center;">or</td></tr><tr><td colspan="10" style="text-align: center;">Employer identification number</td></tr><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table>			Social security number																				or										Employer identification number																			
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Employer identification number																																																				
Part II Certification Under penalties of perjury, I certify that: 1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and 2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and 3. I am a U.S. citizen or other U.S. person (defined below); and 4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct. Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.																																																				
<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="width: 60%;">Sign Here</td><td style="width: 40%;">Date</td></tr><tr><td>Signature of U.S. person</td><td></td></tr></table>			Sign Here	Date	Signature of U.S. person																																															
Sign Here	Date																																																			
Signature of U.S. person																																																				
General Instructions Section references are to the Internal Revenue Code unless otherwise noted. Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9 . What's New Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification. Purpose of Form An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they																																																				

Cat. No. 10231X

Form **W-9** (Rev. 3-2024)

INDIAN WELLS CHAPTER HOUSE KITCHEN RENOVATION

BID# 25-07-3798SB(RE-BID)

ATTACHEMENT F

AFFIDAVIT OF RESPONSIBILITY FOR SUBCONTRACTORS

for Indefinite Delivery / Indefinite Quantity On-Call Professional Planning, Architectural, Engineering, and Project Management Services for the Navajo Nation Division of Community Development located in Window Rock, Arizona of the Navajo Nation.

State of _____) ss.
County of _____)

Affiant: _____, being first duly sworn hereby deposes and says:

1. that he/she is the _____ of _____, the Business Entity that has
owner, partner, officer, representative, agent. company, firm, partnership, etc.
submitted to the Navajo Nation a Proposal, Statement of Qualifications (SOQ) or Bid for the above-named Project;
2. that he/she is authorized to represent said Business Entity for purposes of the declarations set forth herein and that all such declarations are made on behalf of said Entity and all of its owners, partners, officers, members, employees, officials, agents, or parties-in-interest;
3. that, if said Entity is selected for a Contract Award from the Navajo Nation, said Entity shall serve as the Prime Contractor under such Contract, and as of the date of signature below said Entity intends to use the subcontractors listed on "Exhibit A" attached hereto, in its performance under such Contract for the above-named Project;
4. that none of the subcontractors so listed are debarred, suspended, or otherwise ineligible to receive a contract from the Federal Government, any State Government, the Navajo Nation, or from any other Tribal Government in the U.S.;
5. that none of the subcontractors listed are the subject of any imminent debarment or suspension, or any other imminent determination of ineligibility from the Federal, any State, Navajo Nation, or other Tribal Government;
6. no such subcontractors are currently, or have been within the past ten (10) years, under any criminal indictment or under any civil complaint or charge by the Federal, any State, Navajo Nation, or other Tribal Government, for fraudulent activities, forgery, falsification, theft, bribery, destruction of records, obstruction of justice, receiving stolen property, or other offense related to the receipt or administration of a government contract;
7. no subcontractors have had a contract with such Government terminated, either for cause or convenience
8. that the Entity named in Line 1 herein shall assume all legal responsibility for the work of all such subcontractors on the Project, and shall perform all subcontractors' duties as necessary, or shall replace any subcontractor as necessary, in order to guarantee successful completion of all Contract duties for the Project;
9. that all statements set forth herein, and in said Proposal/SOQ/Bid submitted to the Navajo Nation, are true.

Affiant acknowledges and agrees that, if any statement herein is determined to be false or misleading, such will be grounds for immediate termination of the subject Contract or Agreement with the Navajo Nation, and that the Navajo Nation may pursue appropriate legal remedies related to such termination and any false or misleading statements.

signature of Affiant: _____

printed name of Affiant: _____

title of Affiant: _____

name of Business Entity: _____

type of Entity (LLC, Partnership, etc.): _____

address of Business Entity: _____

Business Entity's EIN: _____

NOTARY:

Subscribed and sworn to before me this _____

day of _____, 20____.

Notary Signature _____

My commission expires _____, 20____.