

REQUEST FOR PROPOSAL
Bid Number: 25-08-3853JB

Date: August 28, 2025

Project Title: Navajo Nation Division of Behavioral and Mental Health Services – Navajo Regional Behavioral Health Center – Commercial Cleaning Rodent Droppings, Shiprock, New Mexico.

Project Schedule:

Advertisement of RFP	9/2-12/25
Onsite Pre-Bid Meeting	9/16/25 Time 10 am

Location: Navajo Regional Behavioral Health Center, Shiprock, New Mexico

Please call (505) 368-1438 for directions (if needed)

Requests for Information Due Date	9/25/25
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Bid Due Date	10/2/25
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Proposal:

All interested parties are invited to review and respond to this Request for Proposal at their discretion. All questions pertaining to the contents of this RFP as a respondent can contact via email Melvin Joe, Facility Manager (on site) – NRBHC/DBMHS at melvinjoesr@navajo-nsn.gov or Michael Salabiye, Planner – DBMHS/DOH at msalabiye@navajo-nsn.gov

All parties responding to this bid are instructed to submit or send four (4) proposals (1 original and 3 copy) to the following address: (Please note that the US Postal Service does not deliver to physical addresses, please use Fed Ex or UPS.)

The Navajo Nation
Division of Finance – Purchasing
Attention: James Bennett Jr., Buyer
Administration Building #1
Window Rock Blvd
Window Rock, Arizona

All responses to this bid shall be sent in a sealed envelope, including a return address, and clearly marked on the outside of the envelope (including Fed Ex or UPS); the following:

BID# 25-08-3853JB NNDBMHS NRBHC
Commercial Cleaning Rodent Droppings
Shiprock, NM
DO NOT OPEN-BID PROPOSAL

State your companies NBOA Priority Status (Priority One; Priority Two or Non-Priority Status)

GENERAL INFORMATION AND GUIDELINES FOR THIS RFP

I. DESCRIPTION OF THE ORGANIZATION

The Navajo Nation Division of Behavioral and Mental Health Services (DBMHS) is a federally funded program operating outpatient and inpatient counseling services throughout the Navajo Nation.

II. SCOPE OF THE CONTRACT

The Navajo Nation intends to enter into a professional services contract with one (1) responsible, qualified, and independent Contractor to complete all work as described in the attached scope of work.

III. RESPONDENT REQUIREMENTS

All respondents must have the capabilities listed herein, including sufficient detailed information with regard to experience and expertise in meeting the following requirements:

1. A legitimate and credible vendor with a minimum of five (5) years' experience and history with providing the described services.
2. The Navajo Business Opportunity Act 5 NNC § 201, 205 will apply.
3. Federal requirements, if applicable.
4. All workmanship and materials shall comply with applicable Safety Codes.

IV. SCOPE OF WORK (See Attached)

V. REQUIREMENTS

The respondent will furnish all requested information as specified in the RFP.

VI. PROPOSAL CONTENT AND REQUIRED INFORMATION

Please utilize the outline described below with four (4) copies.

1. Organizational letter expressing your interest and a brief description of your proposed services. Do not reveal or make reference to the cost in this letter.
2. Organization qualifications and project experience. Include references.
3. Scope of Work
4. Product Specifications.
5. Design (detailed plan depicting layout). Not applicable
6. Schedule
7. Copies of licenses, certifications (Navajo Business Opportunity Act-NBOA), insurance certificates, and other relevant documents.
8. Sub-contractor Information, if applicable
 - a. Subcontractor work should not exceed certain percentage of entire project
9. **Costs to be submitted in a separate sealed envelope. Detailed breakdown of costs: Material, Labor, and other applicable costs; State Tax and 6% Navajo Nation Sales Tax.**
10. Compliance: Any proposal that does not adhere to this format and does not address each specification, requirement, or scope of work as outlined, may be deemed non-responsive and rejected on that basis.

VII. EVALUATION PROCESS (pre-qualifying process)

1. Evaluation Criteria

- a. Qualifications, credentials, and minimum five (5) years' work experience. This includes the capabilities to provide all requested services. (20 points)
 - b. Quality of products, ability to install, and warranty services. (30 points)
 - c. Project Schedule. (20 points)
 - d. **Cost (separate sealed envelope)**. (30 points)
2. Applicable Federal Requirements (25 CFR 900, OMB Circulars A-87, GSA qualified vendor).
3. The Navajo Nation Division of Behavioral and Mental Health Services reserve the right to interview respondents if deemed necessary due to tied scores or other legitimate matters.
 - a. This may entail a presentation from the respondent for clarification and/or details on products or other requirements. The presentation will be scheduled to be presented in Shiprock, NM (if necessary). It is DBMHS's intention to award one (1) vendor to provide all services as specified.

VIII. TYPE OF CONTRACT

The Navajo Nation will utilize a standard Professional Services Contract for the procurement of goods and services for this project.

IX. PERIOD OF PERFORMANCE

The period of performance will be determined and negotiated based on the schedule proposed by the respondent and the contract implementation date.

X. TECHNICAL DIRECTION

The Navajo Nation DBMHS point of contact: Mr. Melvin Joe, Facility Manager (on site) email address is melvinjoesr@navajo-nsn.gov NRBHC/DBMHS

XI. PAYMENT AND SUBMISSION OF INVOICES

The Navajo Nation Professional Services Contract will describe this section.

XII. RIGHTS

The Navajo Nation reserves the right to reject any and all proposals, in whole or in part based on the requirements set forth in this RFP.

XIII. AGREEMENT TERMS AND CONDITIONS

The Navajo Nation is not bound to enter a contract under the RFP and may issue a subsequent RFP for the same services, and

The Navajo Nation is a sovereign government and all contracts entered into as a result for the RFP shall comply with the Navajo Nation law, rules and regulations, including the Navajo Preference in Employment Act, and applicable federal law, rules, and regulations. 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 constructed as a waiver of the Navajo Nation's sovereign immunity. In addition, the Navajo Nation Business Opportunity Act will apply to the RFP.

The Navajo Nation Professional Services Contract will provide all other legal and contractual obligations, terms, and requirements of this project.

XIV. OTHER

NRBHC commercial cleaning rodent droppings scope of work

Facility Description: The Navajo Division of Behavioral and Mental Health Services- Navajo Regional Behavioral Health Center (NRBHC) is in Shiprock, NM. The first (or bottom) floor needs thorough cleaning and sanitizing. There have been reports of rodent droppings. The approximate size to be cleaned and sanitized is 16,800 square feet and includes a mechanical room, offices, a commercial kitchen, greeting area, conference room, restrooms, a staff lounge/kitchenette, an elevator, a stairwell, Storage, a mailroom and hallways/ corridors.

Scope of work:

Commercial kitchen, a mail room and staff break room: Mop and sanitize all floor areas including floor drains. Clean and sanitize all kitchen equipment, fixtures and appliances. Clean and sanitize all walls, baseboards (report any holes, penetrations and especially any traces of rodents, insects or reptiles. Clean all vents (diffusers) and return air grills. Clean and sanitize all doors, door hardware (handles), thresholds and windows. Dust and wipe all light fixtures. Report any damaged or soiled ceiling tiles.

Offices, a storage room, greeting area and conference room: Deep clean by shampoo and sanitize all carpeted floor areas. Clean and sanitize all furniture, equipment and fixtures. Clean and sanitize all walls, baseboards (report any holes, penetrations and especially any traces of rodents, insects or reptiles. Clean all vents (diffusers) and return air grills. Clean and sanitize all doors, door hardware (handles), thresholds and windows. Dust and wipe all light fixtures. Report any damaged or soiled ceiling tiles.

Restrooms: Mop and sanitize all floor areas including floor drains. Clean and sanitize all restroom equipment, fixtures and appliances. Clean and sanitize all walls, baseboards (report any holes, penetrations and especially any traces of rodents, insects or reptiles. Clean all vents (diffusers) and return air grills. Clean and sanitize all doors, door hardware (handles), thresholds and windows. Dust and wipe all light fixtures. Report any damaged or soiled ceiling tiles.

General: Must provide own cleaning supplies and equipment. Must wear personal protective equipment (PPE's). You will be responsible for moving furniture to thoroughly clean the area and put furniture back. Must have the ability to provide material safety data sheets (MSDS) information for any cleaning agents and/or chemicals being utilized. The Navajo Nation Procurement Policies and Procedures, including Navajo Preference shall be applied.

End Scope of Work