



RFP# 25-10-3908SB

GENERAL INFORMATION AND GUIDELINES FOR THIS RFP
NAVAJO NATION DEPARTMENT OF CORRECTION - CHINLE ADULT CORRECTIONS,
CHINLE, ARIZONA (EMERGENCY REPAIR ON SECURITY SYSTEM)

DESCRIPTION OF THE ORGANIZATION

The Navajo Nation Department of Corrections - Chinle District is a Detention facility for adult offenders. The facility's security system needs major repair.

SCOPE OF THE CONTRACT

The Navajo Nation Department of Corrections - Chinle Adult Corrections, Chinle District, intends to enter a professional service contract with the (1) one responsible, qualified and independent Contractor to provide work as described at Chinle, Arizona.

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 5 years' experience and a history with providing work detailed out in the Scope of Work.
2. The Navajo Business Opportunity Act 5 NNC § 201, 205 will apply.
3. All workmanship and materials shall comply with applicable Safety Codes.
4. A detailed scope of work and drawings of all work.

SCOPE OF WORK

The Navajo Nation Department of Corrections – Chinle Adult Corrections, is seeking a Contractor that can provide and conduct all of the following services:

1. Provide comprehensive troubleshooting and repair on security system at Chinle Adult Corrections. The contractor will identify and repair/ replace all affected parts of the security system malfunctioned or nonfunctioning (Cameras, intercoms, door locks, network switches, wires, etc.)
 - A. Intercoms (Total 110)
 1. Field Devices
 - i. Replace (110) Harding Intercom devices
 - ii. Replace (110) intercom cables
 - iii. Replace (2) QBC- 120-1 Quick Connect Board
 - iv. Replace (1) Harding DCE
 - v. Replace all UPS (all areas)
 - B. CCTV (Total 98 Cameras)
 1. Field Devices
 - i. Replace all cameras (all areas)
 - ii. Replace Video Data Lines (all areas)
 - iii. Replace Operator PC's

- iv. Repair or replace south gate cameras
- v. Replace monitors/ TV screens in command
- vi. install audio cameras (booking & pods)

C. Network Switches (Total Door Switches 108)

- Replace Network Switches
- Program Network Switches

D. Programming

- Add existing cameras system
- Verify existing intercom system after replacement of filed devices

2. Provide warranty service on all applicable products, software, and services.
3. Meet a stringent schedule to meet the needs of Chinle Adult Corrections, Chinle, Arizona.
4. Site Work: The contractor will furnish all equipment, materials and labor that is needed to complete the site work relating to the project.
5. Demolition: The Contractor will demolish and dispose of all materials relating to the deconstruction/replacement of the existing fixtures required to complete repairs. Materials will be reused, recycled or disposed of as applicable.
6. Installation: The Contractor will furnish all labor and materials necessary to complete the repair of the security system.
7. Clean up: The contractor will be responsible for all related clean up and debris disposal. The Contractor will also isolate work areas to minimize impact to non-work-related spaces: however, some dust and debris propagation should be expected.
8. Training: The Contractor will provide training to staff on preventive maintenance of security systems.

REQUIREMENTS

The respondent will furnish all requested (required) information as specified in the RFP (Proposal Content and required information)

PROPOSAL CONTENT AND REQUIRED INFORMATION

1. Identify the name and title of the person authorized to negotiate the contract.
2. Organization letter expressing your interest and a brief description of your proposed services.
3. Organization qualifications and project experience on the Navajo Nation. Include project site(s), and site contact information.
4. Provide a description of how the contractor meets the qualifications to perform the Scope of Work.
5. Identify the Product Specifications your firm will be replacing in the facility
6. Provide and Specify detailed plans on the replacement of the components.
7. Provide a project schedule.
8. Provide copies of business licenses, professional certifications, insurance certifications, a recent revised W-9 form (March 2024), Navajo Nation Debarment & Suspension Form, Navajo Nation Regarding Non-Collusion, Navajo Nation Responsibility for Contractors.

EVALUATION PROCESS (Pre-qualifying process)

1. A project review team will evaluate the proposals received in accordance with the general criteria used herein.
2. The Navajo Nation Department of Corrections reserves the right to reject any or all proposals or to disqualify proposals if the bidder fails to provide any information requested in the RFP.
3. The sole objective of the review team will be to select the bidder who is most qualified and meets the needs of the Department of Corrections Chinle District. 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 team will select and recommend the bidder who best meets this objective.
4. Evaluation Criteria
Proposals should discuss the following criteria, which will assist the Department of Corrections Chinle District in assessing the qualifications of the bidder in the following areas:
 1. Qualifications - The proposal should specifically address the degree of knowledge, experience, qualifications, and expertise. This includes the capabilities to provide all requested services. (20 points)
 2. Recommended Solution (10 points)
 3. Ability to fulfill the identified Scope of Work (15 points)
 4. Quality of products (10 points)
 5. Warranty services (10 points)
 6. Project Schedule - Ability to satisfactorily meet project timelines. (20 points)
 7. Cost (will be submitted in a separate sealed envelope). (15 points)

Applicable Federal Requirements (25 CFR 900, OMB Circular A-87, GSA qualified vendor, etc.)

INTERVIEW: The Navajo Nation Department of Corrections-Chinle District reserves the right to interview respondents if deemed necessary. NDOC may schedule interviews with one or more Respondents after evaluation of the proposals 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 Chinle, Arizona (if necessary). Interviewees will be notified by the Corrections Lieutenant.

SELECTION: The Department of Corrections Chinle District will select one individual or firm to award a contract to perform the work set forth in the Scope of Work after review of the proposals and completion of interviews (if any). It is the CLDOC intention to award one (1) contract to provide all services as specified. Selected vendor will be notified by the Corrections Lieutenant.

TYPE OF CONTRACT

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

TAX

All appropriate taxes should be included in cost of services including the Navajo Sales Tax. All work performed in Chinle, Arizona within the territorial jurisdiction of the Navajo Nation is subject to the 6% sales tax.

TERM

The Navajo Nation will not relinquish any of its sovereignty rights.

COMPLIANCE WITH LAWS AND REGULATIONS

The successful Vendor shall comply with all Federal, Tribal, State and Local Laws, regulations and Navajo Nation rules and policies pertaining to work under the specified scope of work.

PERIOD OF PERFORMANCE

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

TECHNICAL DIRECTION

The Navajo Nation CLDOC point of contact is Kristen Pahe, Corrections Lieutenant for the Chinle District - Department of Corrections for inquiries related to specifications for the repairs, and other matters, etc. Corrections Lieutenant Kristen T Pahe, email address: kpahe@navajo-nsn.gov

PAYMENT AND SUBMISSION OF INVOICES

The Navajo Nation Professional Service Contract will describe this section.

RIGHTS

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

AGREEMENTS TERMS AND CONDITIONS

Respondent will be expected to agree to the Navajo Nation Professional Service Contract standard terms and conditions. The Navajo Nation Department of Corrections reserves the right to terminate negotiations with any individual or firm that will not agree to its standard terms and conditions. The Navajo Nation Professional Services Contract will provide all the legal and contractual obligations, terms, and requirements of this project.

OTHER

Exhibit A - IRS Form W9 (March 2024)

Form **W-9**
(Rev. March 2024)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer
Identification Number and Certification

Go to www.irs.gov/FormW9 for instructions and the latest information.

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 *Purpose of Form*, below.

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.

☐ Individual/sole proprietor

☐ C corporation

☐ S corporation

☐ Partnership

☐ Trust/estate

☐ 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.

☐ 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 ☐

5 Address (number, street, and apt. or suite no.). See instructions.

6 City, state, and ZIP code

7 List account number(s) here (optional)

Requester's name and address (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 *How to get a TIN*, later.

Social security number

or

Employer identification number

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

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.

Sign Here

Signature of U.S. person

Date

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.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

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)

5

Exhibit B – Navajo Nation Certification Navajo Nation Debarment and Suspension

NAVAJO NATION CERTIFICATION Regarding Debarment, Suspension, and Contracting Eligibility

- | Consultant/Project Name | Work Location |
|-------------------------|---------------|
|-------------------------|---------------|
1. Applicant acknowledges, in accordance with the Navajo Nation Procurement Act, 12 N.N.C. §§ 301-80, to the best of its knowledge, Applicant, in either its present form or in any other identifiable capacity, that it has not:
 - a. been convicted in any jurisdiction for the commission of a criminal offense incident to obtaining, or attempting to obtain, a public or private contract or subcontract, or in the performance of such Contract or subcontract;
 - b. been convicted in any jurisdiction for embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or any other offense indicating a lack of business integrity or business honesty which currently, seriously, and directly affects responsibility as a Navajo Nation Contractor;
 - c. been convicted in any jurisdiction under any antitrust statute arising out of the submission of offers;
 - d. violated contract provisions, such as having:
 - i. deliberately failed, without good cause, to perform in accordance with the purchase description or within the time limit provided in the contract; or
 - ii. a record of failure to perform, or of unsatisfactory performance, with the terms of one or more contracts; or
 - e. been determined to be ineligible to conduct business with the Navajo Nation under the Navajo Business Opportunity Act, 12 N.N.C. §§ 201-380;
 - f. submitted bad offers where such offers are lower than the expected price, or overstate the Applicant's qualifications; and
 - g. engaged in any other cause so serious and compelling as to affect Applicant's responsibility as a Navajo Nation Contractor, including debarment or suspension by another government.
 2. Applicant certifies that the individual named below is authorized to represent Applicant for purposes of the declarations in this certification, and that all such declarations are made on behalf of Applicant and all of its owners, partners, officers, members, employees, officials, agents, or parties-in-interest;
 3. Applicant acknowledges that, if the Navajo Nation determines this executed Certification is untrue or not wholly accurate, the Navajo Nation shall have grounds terminate the contract award or contract and pursue other legal remedies, at the Navajo Nation's discretion.
 4. Applicant certifies that, to the best of its knowledge, it is eligible to do business with the Navajo Nation, in its present form or in any other identifiable capacity, pursuant to 12 N.N.C. §§ 1501-16 and 5 N.N.C. §§ 201-380.
 5. Applicant 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	Printed name individual signing on Applicant's behalf
Applicant Address	Title of individual signing on Applicant's behalf
Applicant Address	Signature of individual signing on Applicant's behalf
Applicant Address	Date

NNDQJ10-25

Exhibit C - Navajo Nation Certification Regarding Non-Collusion

NAVAJO NATION CERTIFICATION

Regarding Non-Collusion

Consultant/Project Name

Work Location

In accordance with Navajo Nation Procurement Act, 12 N.N.C. §§ 301-80, Applicant, in either its present form or in any other identifiable capacity, certifies and acknowledges the following:

1. Applicant is submitting an offer that is genuine and not collusive or a sham to the Navajo Nation for the above-named Project;
2. Applicant is fully informed regarding the preparation and required content of its offer, including all pertinent circumstances governing submission of its offer to the Navajo Nation;
3. Applicant has in no way colluded, conspired; connived; or agreed, directly or indirectly, with any other entity, offeror, or person regarding the proposed contract for the Project, to:
 - a. submit a sham offer to the Navajo Nation, or
 - b. refrain from submitting an offer to the Navajo Nation;
4. Applicant has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference, with any other entity, offeror, or person, to:
 - a. fix any price or fee relating to its offer or of any other entity, offeror, or person, or
 - b. fix any price, overhead, profit, reimbursement, or cost element of its offer, or that of any entity, offeror, or person;
5. Applicant has not, through any collusion, conspiracy, connivance, or unlawful written or oral agreement, secured any advantage against the Navajo Nation or against any other entity, offeror, or person interested in the proposed contract for the Project;
6. that the individual named below is authorized to represent Applicant for purposes of the declarations in this certification, and that all such declarations are made on behalf of Applicant and all of its owners, partners, officers, members, employees, officials, agents, or parties-in-interest;
7. all statements set forth herein, and in its offer submitted to the Navajo Nation, are true; and
8. that, if the Navajo Nation determines this executed Certification is untrue or not wholly accurate, the Navajo Nation shall have grounds terminate the contract award or contract and pursue other legal remedies, at the Navajo Nation's discretion.

Applicant Name

Printed name individual signing on Applicant's behalf

Applicant Address

Title of individual signing on Applicant's behalf

Applicant Address

Signature of individual signing on Applicant's behalf

Applicant Address

Date

NNDOJ10-25

Exhibit D – Navajo Nation Certification Responsibility of Subcontractors

NAVAJO NATION CERTIFICATION Responsibility for Subcontractors

Consultant/Project Name

Work Location

In accordance with Navajo Business Opportunity Act, 5 N.N.C. §§ 201-15, Applicant, in either its present form or in any other identifiable capacity, certifies and acknowledges the following:

1. Applicant has submitted/is submitting an Offer to the Navajo Nation for the above-named Project;
2. the signatory below is authorized to represent the Applicant for purposes of the declarations set forth herein, and that all such declarations are made on behalf of said Applicant and all of its owners, partners, officers, members, employees, officials, agents, or parties-in-interest;
3. as of the date of signature below, said Applicant intends to use the subcontractors listed on the attached document, titled "Exhibit 1", for the above-named Consultant/Project;
4. none of the subcontractors so listed are debarred, suspended, or otherwise ineligible to receive a contract from the United States federal government, any state government, or the Navajo Nation;
5. none of the subcontractors are debarred, suspended, otherwise slated for debarment, ineligible and/or excluded from participation on any government contracts, including but not limited to federal, state, and tribal government contracts;
6. none of the subcontractors are, nor have they been, under criminal indictment or civilly charged by a governmental entity for fraud, forgery, falsification, theft, bribery, destruction of records, receiving stolen property, or other criminal offenses in the administration of a government contract;
7. none of the subcontractors have been terminated for cause or convenience by a governmental entity in the administration of a government contract; and
8. Applicant shall assume all legal responsibility for the work of all subcontractors on the Consultant/Project, including performing all subcontractors' duties as necessary or replacing any subcontractors as necessary in keeping with Navajo Nation laws, in order to guarantee Applicant is submitting an offer that is genuine and not collusive or a sham to the Navajo Nation.

Applicant Name

Printed name individual signing on Applicant's behalf

Applicant Address

Title of individual signing on Applicant's behalf

Applicant Address

Signature of individual signing on Applicant's behalf

Applicant Address

Date