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# NAVAJO NATION

## FISCAL RECOVERY FUNDS (FRFO)

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Request for Proposals (RFP) No. 25-12-3955SB

### **Replacement of Existing HVAC System – Iyanbito Chapter House**

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Issue Date: January 6, 2026

RFQ Proposals Due: January 30, 2026 at 3:00 PM

**ADDENDUM 1:** PRE-BID MEETING MOVED FROM JANUARY 13, 2026 TO JANUARY 14, 2026 AT 1:00 PM.

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**IYANBITO CHAPTER**  
**Request for Proposal/Scope of Work**  
**RFP NO: 25-12-3955SB**

**Project Title: Replacement of Existing HVAC System – Iyanbito Chapter House**

**Project Location:** Iyanbito Chapter House, Iyanbito, New Mexico

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**Section I. General Information**

**1.1 Introduction**

The Iyanbito Chapter is soliciting proposals from qualified contractors to replace the existing HVAC systems at the Iyanbito Chapter House. The work includes removal of existing rooftop units, installation of new energy-efficient units, inspection and repair of ductwork, installation of controls, and related services.

**1.2 Facility Information**

- Original Construction: 1960
- Renovation: 1989
- Facility Size: Approximately 4,512 sq. ft. (77' x 64')
- Existing Systems: Two rooftop packaged HVAC units (refrigerated, propane, age unknown)

**1.3 Procurement Authority**

This RFP is issued under the authority of the Navajo Nation and Iyanbito Chapter. All procurement activities are subject to Navajo Nation policies, applicable laws, and funding requirements.

**Section II. Scope of Work**

The contractor shall provide all labor, materials, equipment, and supervision necessary to complete the project as described below.

**2.1 Assessment**

- Conduct an on-site inspection of the HVAC systems, ductwork, and vents.
- Provide a written assessment of conditions and recommended corrective actions.

**2.2 Removal of Existing Units**

- Disconnect electrical power and gas lines.
- Remove and dispose of existing packaged units using appropriate heavy equipment (including crane).
- Dispose of waste, refrigerants, and materials per EPA and Navajo Nation regulations.

**2.3 Installation of New Units**

- Install two (2) new rooftop packaged HVAC units (5-ton each, or equivalent load capacity).
- Install new roof curbs, two (2) 60-amp single-phase disconnects, and new gas flex lines.
- Seal duct and curb joints.
- Install and program new thermostats.
- Perform run test and verify operation.
- Ensure new systems meet or exceed energy efficiency of originals.

**2.4 Ductwork and Ventilation**

- Inspect, repair, and seal ductwork.
- Clean or replace air vents.
- Ensure compliance with applicable codes and standards.

**2.5 Documentation & Reporting**

- Provide a project timeline with milestones.
- Submit warranties for labor, materials, and equipment.
- Deliver final inspection report and as-built documentation.

## 2.6 Preventative Maintenance (Separate Cost Proposal)

Submit a separate proposal for routine preventative HVAC maintenance including inspection, filter replacement, seasonal servicing, and calibration.

## Section III. Proposal Requirements

### 3.1 Proposal Content

Proposals must include the following:

1. **Cover Letter** – Signed by an authorized representative.
2. **Company Profile** – History, ownership, location, and qualifications.
3. **Experience** – Relevant projects of similar size and scope, with references.
4. **Personnel** – Names, qualifications, and certifications of staff who will perform the work.
5. **Technical Approach** – Description of methodology, equipment, and compliance standards.
6. **Schedule** – Proposed timeline with key milestones.
7. **Cost Proposal** – Itemized cost for equipment, labor, and services.
  1. Separate line item for preventative maintenance proposal.
8. **Warranty Information** – On both equipment and labor.
9. **Certificates & Licenses** – Including bonding, insurance, and any Navajo Nation business certifications.
10. **Navajo Nation Suspension and Debarment Form**
11. **W-9**

### 3.2 Mandatory Site Visit

Bidders must attend a **mandatory site visit (January 14, 2026 at 01:00 pm)** at the Iyanbito Chapter House prior to submission of proposals. Failure to attend will disqualify the bidder.

## Section IV. Proposal Submission

### 4.1 Submission Deadline

All proposals must be submitted in a sealed envelope or emailed and received by:

**ATTN: Dawnell Begay, Planner/Estimator**  
**Fiscal Recovery Fund- Chapter Section RRR Delegate Region Projects**  
**Navajo Division of Transportation**  
16 Indian Rte 54, Tse Bonito NM  
PO Box 2469, Window Rock AZ 86515

Email: [dawnell.begay@navajo-nsn.gov](mailto:dawnell.begay@navajo-nsn.gov)

**Deadline: January 30, 2026 3:00 PM**

Late or incomplete proposals will not be considered.

### 4.2 Format

- One (1) original signed hard copy or
- One (1) electronic copy-email if permitted
- Proposals must be clearly labeled: ***“RFP No: 25-12-3955SB – HVAC Replacement, Iyanbito Chapter House.”***
- Navajo Nation business bidding under the Navajo Business Opportunity Act shall clearly note their Priority 1 or Priority 2 status in the letter of interest, and on bid envelope.
- Any Bids or portion thereof received after the submittal deadline will not be considered and returned to the submitting entity.
- Bid questions shall be emailed only in writing to the following individual:  
Dawnell Begay, Planner/Estimator  
Email: [dawnell.begay@navajo-nsn.gov](mailto:dawnell.begay@navajo-nsn.gov)

## Section V. Evaluation Criteria

Proposals will be evaluated based on the following weighted criteria:

<b>Evaluation Criteria</b>	<b>Weight</b>
Contractor Qualifications & Experience	25%
Technical Approach & Compliance	25%
Cost Proposal	25%
Project Schedule & Timeline	15%
Navajo Nation Business Preference / Local Hire	10%

The Navajo Nation and Iyanbito Chapter reserves the right to reject any or all proposals, to waive informalities, and to accept the proposal deemed in the best interest of the Chapter.

## Section VI. General Conditions

- All work must comply with Navajo Nation, state, and federal laws and regulations.
- Contractor is responsible for securing necessary permits.
- All work must be coordinated with the Iyanbito Chapter to minimize disruptions.
- The Nation or Chapter are not liable for any costs incurred in preparation of proposals.
- Contract award is contingent upon availability of funds and Navajo Nation and Chapter approval.
- Navajo Nation Sales Taxes
  - All goods delivered within the territorial jurisdiction of the Navajo Nation are subject to the six percent (6%) Navajo Sales Tax 24.N.N.C §601 et. Seq. These taxes shall be included and itemized on the fee schedule for all bidders.