

# ***Request for Proposal***

## **DCCD Shiprock Administration Window Installation Services Department of Child Care & Development Navajo Nation Division of Social Services**

**BID NO: 23-02-2946LE**

### **Mission Statement:**

The Navajo Nation Department of Child Care and Development program's primary mission to provide quality child care to the Navajo Nation communities. The purpose of providing child care is to ensure that the family can become self-sufficient through employment or becoming employable in the near future. This can be done by employment, job training or through higher education. This is accomplished through the tribal child care centers or private providers.

### **Overview:**

The Navajo Nation Department of Child Care and Development (DCCD) solicits a licensed contractor to:

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 of Child Care and Development, to remove, nine (9) existing windows and installations of nine (9) new double pane and insulated windows, as required, at Shiprock Admin Child Care Center, Building No. 2867.

### **Site Location:**

Shiprock Admin Child Care Center, Building No. 2867  
Shiprock, New Mexico - ½ mile west of Ace Hardware Store in Shiprock, New Mexico  
Coordinates – 36.766169, -108.699916

### **Site Visits:**

Contractors shall make a site visit prior to submitting a bid proposal to familiarize themselves with the project, take measurements, and building conditions.

To schedule a site visit, contact the following individual:

Department of Child Care and Development  
Cyrus R. Davis  
Planner/Estimator/Delegated Maintenance Supervisor  
Office Telephone: (928) 871-7761  
Cell Phone: (928) 206-7283  
Email: [Cyrus.Davis@nndss.org](mailto:Cyrus.Davis@nndss.org)

### **Scope of Work:**

The purpose of this Statement of Work is to define and establish the scope of services necessary and the contract shall be awarded based on the Navajo Nation Procurement Rules and Regulations, which meets the needs to remove, nine (9) existing windows and installations of nine (9) new double pane and insulated windows, as required at Shiprock Admin Child Care Center, Building No. 2867. The awarded contractor will be responsible for providing all equipment, labor, materials, supervisor, transportation and perform high quality services at Shiprock Admin Child Care Center, Building No. 2867. The awarded contractor shall provide quality services, as follows:

1. Inspect and verify the measurements of the nine (9) windows at Shiprock Admin Child Care Center, Building No. 2867.
2. Provide window options to the DCCD, such as sliding windows with screens, for approval.
3. Remove three (3) window security bars on the exterior of building: One (1) window security bar on Fax/Copy Room window and two (2) window security bars on Case Management Unit Room windows.
4. Remove nine (9) existing windows from the rooms in the building: One (1) from Program Supervisor II Office, one (1) from Senior Office Specialist Office, two (2) from Afterschool Enrichment Room, two (2) from Conference Room, one (1) from Fax/Copy Room, and two (2) from Case Management Unit Room.
5. Prep and install nine (9) new double pane and insulated windows as required for the following rooms:

Program Supervisor II Office: (1) window (71 ½ x 71 ½)  
Senior Office Specialist Office: (1) window (71 ½ x 71 ½)  
Afterschool Enrichment Room: (2) windows (71 ½ x 71 ½)  
Conference Room: (2) windows (71 ½ x 71 ½)  
Fax/Copy Room: (1) window (35 ½ x 71 ½)  
Case Management Room: (2) windows (35 ½ x 71 ½)

6. Remove and dispose all debris materials, to an approved Environmental Protection Agency (EPA) landfill.

Period of Performance:

All work (3 – 6 in the Scope of Work) to remove security bars, remove existing windows, installation of new double pane and insulated windows, and dispose of debris materials, shall be coordinated, and scheduled for Shiprock Admin Child Care Center, Building No. 2867. The contractor shall provide a written project schedule, to the DCCD, to complete the scope of work (3 – 6 in the Scope of Work) within five (5) calendar days.

Special Requirements:

1. The contractor is responsible and required to provide Covid-19 Vaccination Cards for all employees, who are entering the child care buildings.
2. Employees must always wear mask, while inside the child care buildings.
3. Take and dispose of all damaged and replaced materials, to an approved EPA landfill.

End of Statement of Work

# REQUEST FOR PROPOSAL

## General Information

*DCCD Shiprock Administration Window Installation Services*  
**Department of Child Care and Development**  
**Navajo Nation Division of Social Services**

### **BID NO: 23-02-2946LE**

Request for submittal deadline: All RFPs must be received, by **March 3, 2023** at 5:00pm MDT

CONTACT PERSON: Navajo Nation Department of Child Care and  
Development (DCCD)  
Cyrus Davis, Planner/Estimator  
Telephone Number 928.871.7761

COURIER SERVICE/DELIVERY TO: Navajo Nation Department of Child Care and  
Development  
Attention: La Tisha Dodson, Contract Analyst  
47552-B State Highway 264, Window Rock AZ. 86515

MAIL TO: Navajo Nation  
Division of Social Services  
Department of Child Care & Development  
P.O. Box 2425  
Window Rock, Arizona -86515

## INSTRUCTION TO BIDDERS

- A. **ISSUING OFFICE:** This Request for Proposals (RFP) is issued for the Navajo Nation Department of Child Care and Development, P.O. Box 2425 Window Rock, Arizona. The Department of Child Care and Development supports low-income working families through childcare financial assistance and promotes children's learning by improving the quality of early care, education, and afterschool programs at childcare centers located throughout the vast regions of the Navajo reservation.
- B. **PURPOSE:** This RFP provides prospective proposals with sufficient information to enable them to prepare and submit for consideration.
- C. **SCOPE:** This RFP contains the 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 proposal packet.
- D. **SCHEDULE OF ACTIVITIES:** **DEADLINE:**
- |  |                                    |
|--|------------------------------------|
| 1. Issue RFP to prospective bidders<br>Prospective proposals Inquiry deadline (no questions accepted after this date); Inquiries and questions will be answered<br>At any time, prior, questions may be verbal or in writing.<br><u>Due date for all proposals</u> | March 1, 2023<br><br>March 3, 2023 |
|--|------------------------------------|
- E. **INQUIRIES:** 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.  
(1) Email to Cyrus Davis – Planner/Estimator at: [Cyrus.Davis@nndss.org](mailto:Cyrus.Davis@nndss.org);  
(2) Mailed inquiries is to be addressed to:

The Navajo Nation  
Department of Child Care & 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 Friday, March 3, 2023. 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 Shiprock Administration Window Installation Services), Bid Number (23-02-2946LE) DO NOT OPEN**, and the name and address of the firm submitting the proposal. Cost to be sealed in a separate envelope.

**LATE RECEIPT OF PROPOSALS:** Late proposals will NOT be accepted. It is the responsibility of the proposer to ensure that the proposal arrives at the Navajo Nation Department of Child Care and Development prior to the date and time specified.

- H. **REJECTION OF PROPOSALS:** The Purchasing Services Department and Department of Child Care & Development reserves 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 contained 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 Purchasing Services Department and may be reviewed by any person after final selection has been made, subject to paragraph I above. The 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 & Development is 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 proposal 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 & Development reserves the right to pursue appropriate legal action in the above set of circumstances.
- M. **ACCEPTANCE TIME:** The Navajo Nation Division of Social Services – Department of Child Care & Development, intends to make a vendor selection within ten (10) days after the closing date for receipt of proposals.
- 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 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 will judge the proposals received in accordance with the general criteria used herein. The team may request oral presentation by the organization proposing. Proposals should prepare 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. Based on 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 selected proposal reviewing Committee in the selecting process for contract award. The technical proposal factors will be rated on a scale of 1-100 with weight relations as stated below.

Proposal Content and Organization 0-10 Points

- Organization letter & Qualifications
- Implementation plan & schedule
- Copies of licenses, certifications

Project detailed 0-30 Points

- Detailed information on approach to scope of work providing methodology with description of services

Project Schedule: 0-20 Points

- Schedule and proposed time frame of services

Credentials and Past Performance 0-25 Points

- Licensures of business
- Detailed resume and experience

Cost: 0-15 Points

- Separate Sealed Envelope

1. 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 offerors 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 cost for overall proposal with NN Tax included with detail cost and attachment to be with proposal packet.

- Attachment called "Purchase Price" that's under scope of work.

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 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 Nation's 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-HHHS DCCD Grant Funds
- Upon award and acceptance, the total dollar amount will be made available
- None of this RFP will be funded by outside sources.

- T. **TERMS:** The term of this contract will be approximately five (5) days within the issued approved contract number. 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 Listing and provide all Licenses, Certification, Awards, Degree with Proposal
  4. Prospective recipient shall sign a **Tax Form – W9 (2018)**

**BILLING AND PAYMENT:**

1. Billing and payment shall conform to all Navajo Nation procurement procedures. In order to receive timely payment, vendor have an obligation and responsibility to present invoices that are timely and accurate. An original of a vendor's 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" for a service contract "**DCCD Shiprock Administration Window Installation Services**" and approve to be advertised as is.

  
Sylvia A. Tyler, Department Manager III

  
Cyrus Davis, Planner/Estimator