

**REQUEST FOR PROPOSAL
COMPREHENSIVE WASTE MANAGEMENT SERVICES
FOR NAVAJO NATION SENIOR CENTERS
RFP BID # 24-12-3525SB**

Navajo Nation Division of Aging and Long-Term Care Support

Description:

The Division of Aging and Long-Term Care Support (DALTCS) is seeking qualified vendors to provide comprehensive waste management services for all Navajo Nation Senior Centers. This service is critical for maintaining clean, healthy, and environmentally sustainable facilities that serve older adults and eligible individuals with disabilities across the Navajo Nation.

CONTACT PERSON:

For any questions or Inquiries, please contact:
Marlinda Littleman, Health Services Administrator
Phone: (602) 478-6330
Email: Marlinda.Littleman@navajo-nsn.gov
James Begay, Program Supervisor II Chinle Agency
Telephone Number: (928) 674-2369
Email: jwbegay@navajo-nsn.gov

PROPOSAL SUBMITTAL INFORMATION AND DEADLINE:

Sealed bids will be received **NO LATER THAN 3:00 PM MST ON April 18, 2025**. The proposal must confirm to the RFP instructions. **Late Proposal will not be accepted.**

Please submit 3 (copies) of the Request for Proposal, including (2) Sealed Cost Proposal. All proposal proposals must be postmarked on or before the closing date. Responses to this Bid must be sent in a sealed envelope with a return address and clearly marked with the following context:

Mailing Address:

Re-Bid No. 24-12-3525SB
THE NAVAJO NATION
CHINLE DIVISION OF AGING AND LONG TERM CARE SERVICES
P.O. Box 2092 Chinle, Arizona 86503
ATTN: James Begay, Program Supervisor II

Instructions to Bidders: Clearly labeled outside of the proposal package with RFP Bid Number, Company Name and the Bidders Priority Status (Priority 1 or Priority 2) under the Navajo Nation Business Opportunity Act. Bidders must identify their certification under this act.

All proposals become the property of the Chinle Agency, Division of Aging and Long-Term Care Support. DALTCS will not return any proposals or make copies available for purposes outside other than described in the RFP packet.

NAVAJO NATION DIVISION OF AGING AND LONG-TERM CARE SUPPORT
P.O. BOX 2092 CHINLE, ARIZONA 86503- NAVAJO ROUTE 7 BLDG 2 # 2553
TEL: (928) 674-2100

Cost Proposals should explicitly identify and state all costs associated with completing the proposed project outlined in the RFP. If multiple awards are considered, costs should be clearly detailed and itemized for each location.

TAX: All applicants should be included in the cost of services including the Navajo Nation sales tax all work performed within the territorial jurisdiction of the Navajo Nation and subject to the Navajo Sales Tax of 6% (24 N.N.C. Section 601 et. Seq).

BID OPENING INFORMATION:

The bid packages will be open and reviewed by the bid evaluation team by April 25, 2025. Their selection companies will be notified by the Division of Aging and Long-Term Care Support, Program Supervisor II, James Begay by April 25, 2025.

The Navajo Nation is a sovereign government, and all contracts entered as a result of the RFP shall comply with all Navajo Nation laws, rules regulations, including the Navajo Nation Preference in Employment Act and the Navajo Nation Procurement in Employment Act and the Navajo Nation Procurement Rules and Regulations. The Navajo Nation will not waiver its sovereignty status.

SCOPE OF SERVICES:

Proposals must address service requirements, including optimal waste collection schedules, recycling programs, and adherence to environmental compliance standards. Additional details on proposal preparation, submission, and mandatory qualifications are outlined in this solicitation. Respondents must demonstrate their ability to meet service requirements while delivering cost-effective solutions tailored to the needs of the Navajo Nation Senior Centers.

The Division of Aging and Long-Term Care Support (DALTCS), through the DALTCS Administration, seeks proposals for comprehensive waste management and sanitation services across the Navajo Nation to 83 Senior Centers. These centers provide essential services to older adults and eligible individuals with disabilities, making proper waste management critical to maintaining clean and healthy environments for participants and staff.

This project involves evaluating current practices to identify inefficiencies, ensure strict compliance with Navajo Nation EPA (NNEPA), U.S. EPA, and other environmental regulations, and implement sustainable, cost-effective improvements. Contractors are expected to deliver end-to-end waste management solutions, including regular waste collection, recycling programs, and the safe handling of hazardous materials, as well as supply and maintain suitable receptacles for each center's needs. Additionally, contractors must supply and maintain suitable waste receptacles for each site, including providing regular-sized bins with lids and a locking mechanism to ensure safe and secure waste disposal. Sanitation services must include routine cleaning schedules, the use of environmentally friendly products, and maintenance of hygiene standards.

Proposals should provide a detailed scope of work to include upgrades, timelines, cost estimates, and innovative approaches to promote long-term waste reduction, resource conservation, and operational efficiency. Contractors must ensure the proper disposal of waste at approved facilities, maintain clean and safe worksites, and restore all areas to their original condition upon project completion. Regular reporting, proactive communication, and emergency pickup services are also required to address unanticipated needs or overflow events. This RFP prioritizes cost-effectiveness, sustainability, and environmental stewardship to support the mission of DALTCS.

Key Dates and Activities:

- **Public Advertisement Begins:** March 24, 2025
- **Proposal Due Date:** April 18, 2025, by 3:00 pm MST
- **Evaluation and Award Notification:** Pending Legislative Review Process

All debris from the project must be properly disposed of in a designated landfill. The contractor is expected to maintain a clean and safe worksite throughout the project, ensuring the area is restored to its original condition once the work is completed each pickup by waste management.

The following Senior Center(s) site is recommended Waste Disposal:

TUBA CITY AGENCY DALTCS

Arizona Senior Centers

1. Birdsprings Center, Birdspring, AZ
2. Cameron Center, Cameron, AZ
3. Dennehotso Center, Dennehotso, AZ
4. Inscription House/Shonto Center, Inscription House, AZ
5. Kaibeto Center, Kaibeto, AZ
6. LeChee/Coppermine Center, LeChee, AZ
7. Leupp Center, Leupp, AZ
8. Tolani Lake Center, Tolani Lake, AZ
9. Tonalea Center, Tonalea, AZ
10. Tuba City Center, Tuba City, AZ

Utah Centers

1. Navajo Mountain Center, Navajo Mountain, UT
2. Oljato Center, Oljato, UT

SHIPROCK AGENCY DALTCS

New Mexico Centers

1. Beclabito Center, Beclabito, NM
2. Cudei Center, Cudei, NM
3. Hogback Center, Hogback, NM
4. Huerfano Center, Huerfano, NM
5. Nageezi Center, Nageezi, NM

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6. Newcomb Center, Newcomb, NM
7. Sanostee Center, Sanostee, NM
8. Shiprock Center, Shiprock, NM
9. Two Grey Hills Center, Two Grey Hills, NM
10. Upper Fruitland Center, Upper Fruitland, NM

Arizona Centers

1. Cove Center, Cove, AZ
2. Sweetwater Center, Sweetwater, AZ
3. Teec Nos Pos Center, Teec Nos Pos, AZ

Utah Centers

1. Aneth Center, Aneth, UT
2. Red Mesa Center, Red Mesa UT

CHINLE AGENCY DALTCS

1. Blue Gap Center
2. Chinle Center
3. Cottonwood Center
4. Forest Lake Center
5. Hard Rock Center
6. Low Mountain Center
7. Lukachukai Center
8. Many Farms Center
9. Nazlini Center
10. Pinon Center
11. Rock Point Center
12. Rough Rock Center
13. Round Rock Center
14. Tsaile Center

FORT DEFIANCE AGENCY DALTCS

Arizona Centers

1. Fort Defiance Center
2. Ganado Center
3. Indian Wells
4. Jeddito Center
5. Lupton Center
6. Nahata Dzil Center
7. Sawmill Center
8. Sheepsprings Center
9. St. Micheal Center
10. Teesto Center

11. White Cone Center

New Mexico Centers

1. Crytal Center
2. Mexican Springs Center
3. Naschitti Center
4. Sheepsprings Center
5. Tohatchi Center
6. Twin Lakes Center
7. Coyote Canyon Center
8. Rocksprings Center

CROWNPOINT AGENCY DALTCS

1. Teesto Center
2. Ganado Center
3. Whitecone Center

The proposals for Bid shall indicate the outline of delivery dates of the proposed services. Please include all associated travel, personnel, and applicable fees. DALTCS except the successful bidder to complete satisfaction with the contract performance requirements. Vendors must tailor services to accommodate the unique needs of each senior center, considering factors such as location, waste volume, and accessibility.

RFP INFORMATION:

The issuance of a solicitation does not obligate DALTCS to pay for any bid/proposal preparation cost incurred by the bidder.

DALTCS's obligation under any contract is contingent upon the available of funding to pay for contract services.

PAYMENT PROCESSING:

The payments procedures established by OOC/Division of Finance shall be adhered to and are to begin whenever Goods and Services are delivered and accepted.

REQUIRED DOCUMENTATION:

The bidder is responsible for submitting all required documentation, including the following attachment:

1. Navajo Nation Suspension & Debarment Form
2. W-9 Form for Company