

**THE NAVAJO NATION
FACILITIES MAINTENANCE DEPARTMENT
REQUEST FOR PROPOSALS (RFP)**

**RFP #25-04-3635SB
FMD TPO Roofing Restoration Coating 2025
NAVAJO NATION
DUE: May 16, 2025, 4:00 P.M.**

The Navajo Nation Facilities Maintenance Department (FMD) seeks a qualified contractor to **clean, repair, seal roof penetrations and seal coding** to TPO roofing systems for three (3) facilities as listed in Appendix “A.” The objective is to **prevent water intrusion** by addressing deteriorated roofing materials and ensuring long-term durability. This contract shall begin July 01, 2025 through December 31, 2025 for a period of six (6) calendar months.

PRE-BID MEETING FOR ALL PROSPECTIVE ENTITIES WILL TAKE PLACE ON MAY 14, 2025, AT 9:00 AM. THE DESIGNATED MEETING PLACE IS AT THE NAVAJO NATION FACILITIES MAINTENANCE DEPARTMENT, 2431 NORTH ROUTE 12, FORT DEFIANCE, ARIZONA 86504.

**REQUEST FOR PROPOSALS
DUE: May 16, 2025, 4:00 PM**

The FMD is accepting proposals from qualified roofing companies to **clean, repair, seal roof penetrations and seal code** TPO roofing systems for three (3) facilities as listed in Appendix “A. The award of the contract shall be determined by the FMD.

Responses to this RFP shall be submitted to the Navajo Nation Facilities Maintenance Department at the date and time noted above. All proposals must be clearly marked **RFP – TPO ROOFING RESTORATION COATING 2025**. No oral, telephonic, emailed, or faxed responses shall be considered. No oral, telephonic, emailed, or faxed corrections, deletions, or additions to any response shall be accepted. The FMD reserves the right to reject any or all responses, and to waive any or all formalities in connection with this request. Any responses received after the above scheduled due date and time shall not be accepted or considered.

1. AVAILABILITY OF FUNDS

Any subsequent contract award associated with this RFP is contingent upon the availability of funds to the FMD for this project. If funds are not available, any agreement resulting from this RFP shall become void and of no force and effect. FMD reserves the right to negotiate the overall contract price based on the availability of funds.

2. AGREEMENT

The FMD, upon mutually agreed to and acceptable terms and conditions with the successful responder/consultant, shall enter into a formal agreement for a mutually agreed to fee and period of time. The FMD reserves the right, subject to mutual agreement with the successful responder/consultant, to extend the terms of this agreement, at the proposed rate, for a mutually agreed upon period of time.

3. CANCELLATION OF AGREEMENT

The FMD reserves the right to cancel any contract/agreement, at any time, within thirty (30) days prior written notice to the consultant, should any of the following conditions exist:

- Funds are not appropriated by the FMD for continuance of this agreement.
- The FMD, through changes in its requirements, method of operation, or program operation no longer has a need for the service.

4. INSURANCE REQUIREMENTS

The selected entity, upon receiving notice of pending contract award, shall be required to deliver an insurance certificate in amounts, companies, and terms acceptable to the FMD.

The entity selected shall provide evidence of insurance coverage from a company or companies with an A.M. Best rating of A- (VII) or better. Such insurance will protect and indemnify the FMD from claims which may arise out of or result from any obligation under this agreement, whether such obligations are the Contractor's or those of a subcontractor or any person or entity directly or indirectly employed by said Contractor. Minimum coverage is as follows:

1. Workers Compensation: Consultant shall provide workers compensation and employer's liability insurance that complies with the regulations of the Navajo Nation with limits no less than \$100,000 each accident by bodily injury; \$100,000 each accident by disease and a policy limit of \$500,000.
2. Commercial General Liability Insurance: Consultant shall provide commercial general liability insurance policy that includes products, operations and completed operations (with no exclusion for sexual abuse or molestation). Limits should be at least: Bodily injury & property damage with an occurrence limit of \$1,000,000; Personal & advertising injury limit of \$1,000,000 per occurrence; General aggregate limit of \$2,000,000 (other than products and completed operations); Products and completed operations aggregate limit of \$2,000,000. The policy shall name the FMD as an additional insured. Such coverage will be provided on an occurrence basis and will be primary and shall not contribute in any way to any insurance or self-insured retention carried by the FMD. Such coverage shall contain a broad form contractual liability endorsement or similar wording within the policy form.

3. Commercial Automobile Insurance: Consultant shall provide commercial automobile insurance for any owned autos (symbol 1 or equivalent) in the amount of \$1,000,000 each accident covering bodily injury and property damage on a combined single limit basis. Such coverage shall also include hired and non-owned automobile coverage.
4. Include a statement that no conflicts of interest exist in the provision of the services.

Umbrella Liability Insurance: Consultant shall provide an umbrella liability policy in excess (without restriction or limitation) of those limits described in items (A) through (C). Such policy shall contain limits of liability in the amount of \$1,000,000 each occurrence and \$1,000,000 in the aggregate which may be amended during the term of the contract if deemed reasonable and customary by the FMD at the sole cost and expense of the Contractor. As to the insurance required, the insurer(s) and/or their authorized agents shall provide the FMD with certificates of insurance prior to execution of the agreement by the FMD, describing the coverage.

5. AWARDING THE SERVICES

The services shall be awarded to the consultant whose qualifications are deemed to best provide the services desired, taking into account the requirements, terms and conditions contained in the request for proposals and the criteria for evaluating proposals.

6. SUBMISSION OF QUESTIONS

Questions relating to this request for proposals must be submitted in writing to the following (faxed or emailed questions are acceptable):

Navajo Nation Facilities Maintenance Department
Post Office Box 528
Fort Defiance, Arizona 86504
Attn.: Marcus C. Tulley
Fax: 928-729-4258
Email: marcustulley@navajo-nsn.gov

To ensure consistent interpretation of certain items, answers to questions the FMD deems to be in the interest of all will be made available to all other respondents.

7. PROPOSAL SUBMISSION – AMENDED

Three (3) complete sets of the proposals along with a sample of your work are to be submitted to the FMD no later than May 16, 2025 at 4:00 PM, clearly labeled as follows: **RFP – TPO ROOFING RESTORATION COATING 2025** and shall be addressed and mailed or hand delivered to:

Navajo Nation Facilities Maintenance Department
Post Office Box 528
Fort Defiance, Arizona 86504
Attn.: Marcus C. Tulley

8. ATTACHMENTS

Appendix A provides a list of facilities selected for roof restoration coating.

9. SCOPE OF SERVICES

Scope of Work: TPO Roofing Restoration Coating

A. Pre-Work Inspection & Preparation

- Conduct a **thorough** inspection of the existing TPO membrane for signs of wear, punctures, or seam failures. The contractor is responsible for completing all work outlined in the Scope of Work for the agreed-upon price. The quoted price shall encompass all labor, materials, equipment, and services necessary to fulfill the contract requirements without additional cost to the Navajo Nation Facilities Maintenance Department (FMD), unless otherwise approved in writing.
- Identify and document areas requiring major repairs.
- Clear the roof surface of debris, dirt, and contaminants using a blower or power washer (as needed).
- Ensure the surface is dry and free of moisture before proceeding.
- Replace all damaged or compromised TPO sections with like material.
- Ensure positive drainages.

B. Surface Preparation

- Clean the existing membrane seams with an approved TPO cleaner.
- Lightly abrade areas needing resealing to enhance adhesion.
- Apply TPO primer to ensure proper bonding (if required by manufacturer guidelines).

C. Resealing Process

- Re-weld loose or failing seams using a hot-air welder.
- Apply TPO seam tape where necessary, ensuring full adhesion.
- Seal minor punctures or damage with TPO-compatible liquid sealant or flashing material.
- Conduct a final pass with a roller to ensure seams are fully bonded.
- Apply manufacturer-approved sealant material in strict accordance with the specified guidelines and recommendations.
- Reseal all TPO roofing surfaces, including parapet walls, using a manufacturer-approved sealant at the recommended thickness to ensure long-term waterproofing and durability.
- Properly seal all roofing penetrations, equipment pedestals, and walking surfaces. Replace and/or install designated walking pathways as needed to protect the TPO roofing membrane from foot traffic damage.

D. Post-Work Inspection & Testing

- Perform a seam probe test to confirm proper adhesion.
- Conduct a water test if needed to check for leaks.
- Inspect the entire roof to verify all problem areas have been addressed.
- Upon final inspection and acceptance, the contractor shall provide a written 15-year guarantee covering both the materials used and the workmanship, ensuring protection against defects in materials and labor.
- Premium/Manufacturer-Specific Warranties: Up to 15 years (for high-performance sealants)

E. Cleanup & Final Documentation

- Remove all tools, materials, and debris from the roof.
- Provide a final report with photos and details of completed work.
- Recommend ongoing maintenance or additional repairs if necessary.

10. QUALIFICATION REQUIREMENTS AND FORMAT

The following material is to be included in all responses and received by the date and time noted above in order for any entity to be considered:

- a. Title Page showing that the proposal submitted is for: RFP – TPO Roofing Restoration Coating 2025.
- b. The entity name, contact person information and date of response.
- c. Table of Contents
- d. Information described in the following:

11. Technical Proposal Section

Section I: Company Profile

This section should state the size of the entity, the type of entity, the entity's background, and the location and/or office from which the work on this project shall be performed.

Section II: Experience

The response should include details of experience with facility roofing repairs and replacement for educational and government facilities. In addition, interested entities must have at least ten years minimum experience performing roofing and maintenance services.

Section III: References

Include a list of references and contact information in the response. This list should include past and present clients as outlined in Section II above, including names and telephone numbers of contact people.

Section IV: Specific Approach, Sample Reports and Management Plan

Provide details regarding your approach to completing all roofing repairs and services for all listed facilities in this RFP. Include a management plan with qualifications of the staff you propose for this project along with resumes of the key personnel who would be assigned to this project as well as any consultants, engineers, etc. to be used.

Section V: Budget & Cost Breakdown Information

Include a detailed cost proposal as follows broken down by each project with a grand overall total for each of the following areas:

Price per square footage

Cost of Materials

Navajo Nation Tax 6% (*All Navajo Nation except Tuba City Area*)

Cost Breakdown and Tuba City Sales Tax 6% (*Services Provided Directly in Tuba City, AZ*)

Total Cost

Section VI: Additional Information

Include in this section any additional information you wish to provide to the FMD relevant to the analysis.

Please be advised that the person(s) signing a formal response must be authorized by your organization to contractually bind the entity with regard to prices and related contractual obligations for the delivery terms.

Company Name

Authorized Signature

Title

Printed Name

Phone, Fax, Email, Website Address

Section VII: Required Documents (MUST DOCUMENTS)

1. Employee Certification and Degrees
 - Field Related Degrees and/or Certifications
 - State Contractors Licensure or Certification
 - Safety Certification
2. Comprehensive Scope of Work
3. Navajo Business Opportunity Act Statement

4. Statement on Navajo Nation Tax Compliance
5. Certificate of Non-Debarment
6. Certification of Non-Collusion
7. Certification of Good Standing from State Licensing Office
8. Certificate of Insurance
9. Federal IRS W-9 Form
10. SDS Information for all Pesticide or Insecticide Spray Intending Use
11. One Copy of Comprehensive Safety Plan
12. Navajo Nation Tax Breakdowns (*See Section V. Budget & Cost Breakdown Information*)

12. INTERVIEW AND SELECTION PROCESS

The Navajo Nation Facilities Maintenance Department (FMD) will evaluate all submitted proposals and select the most responsive and responsible respondent to provide the requested services.

- Respondents who submit the most comprehensive and competitive proposals may be invited to an interview with the FMD.
- During the interview, selected respondents will be required to present detailed cost estimates and rates for their proposed services.

If the FMD elects to proceed with the purchase of consultant services outlined in this Request for Proposal (RFP), it will enter into a contract or agreement with the most responsible and qualified respondent whose proposal is deemed to be in the best interest of the FMD.

All responses to this RFP will be reviewed against the evaluation criteria set forth in this document. The contract or agreement will be awarded in accordance with Navajo Nation purchasing procedures.

The FMD reserves the right to:

- Reject any or all proposals or parts thereof for any reason.
- Negotiate changes to proposed terms as necessary.
- Waive minor inconsistencies within the submitted proposals.
- Select a respondent based on qualifications, experience, responsiveness, and interview performance.
- Negotiate contract terms with the selected respondent to ensure alignment with project goals.

12. ANTICIPATED TIME-LINE - AMENDED

| | |
|----------------|---------------------------|
| April 07, 2025 | Issue RFP |
| May 14, 2025 | 9:00 A.M. Pre-bid Meeting |
| May 16, 2025 | 4:00 P.M. Proposals due |
| May 20, 2025 | 9:00 A.M. Bid opening |

Appendix A

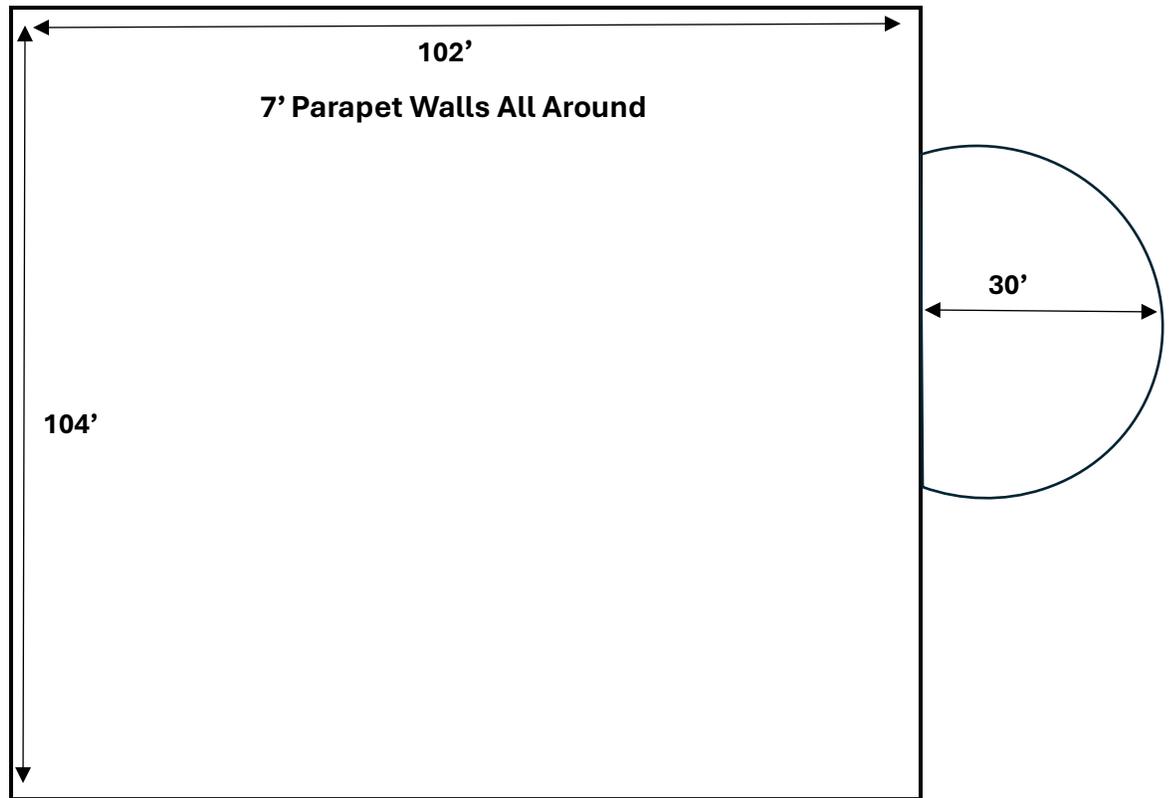
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|-------------------------|-------------------------------|-------|
| 1. Window Rock, Arizona | Administration Building No. 1 | #2559 |
| 2. Window Rock, Arizona | Administration Building No. 2 | #2296 |
| 3. Window Rock, Arizona | Council Chambers | #2560 |

Administration Building No. 1 #2559

10,608 Sq. Ft.

2559 Indian Route 100, Window Rock, Arizona 86515

North

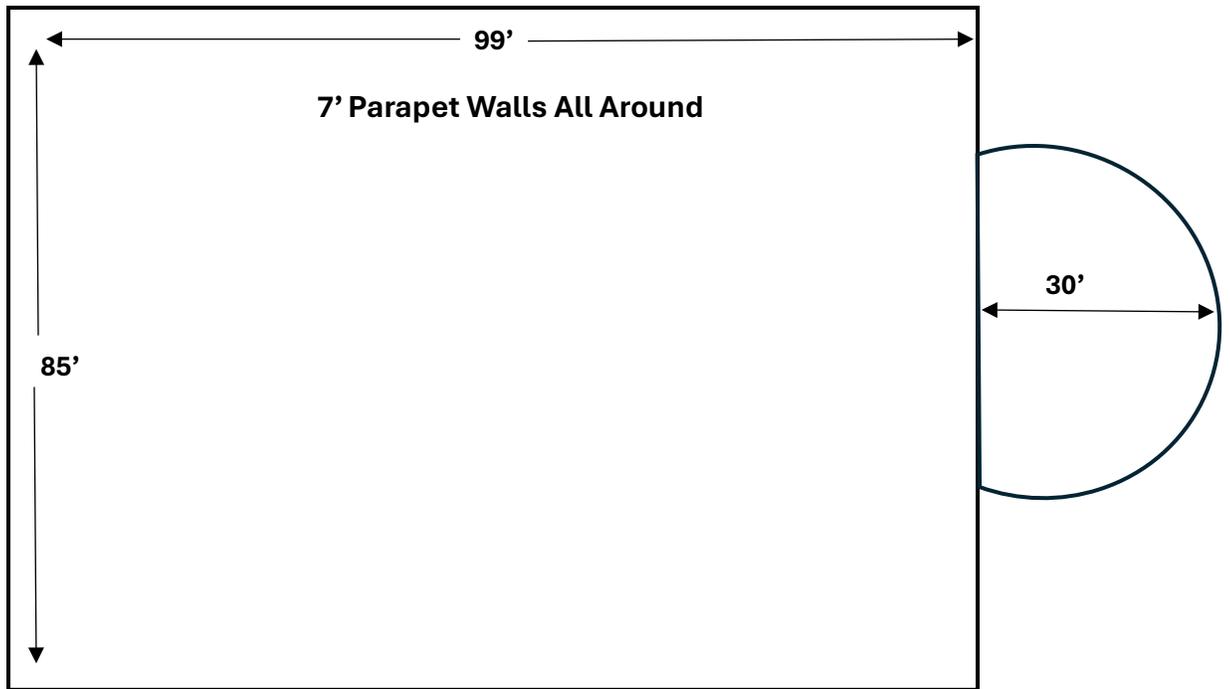


Administration Building No. 2 #2296

8,415 Sq. Ft.

2296 Indian Route 100, Window Rock, Arizona 86515

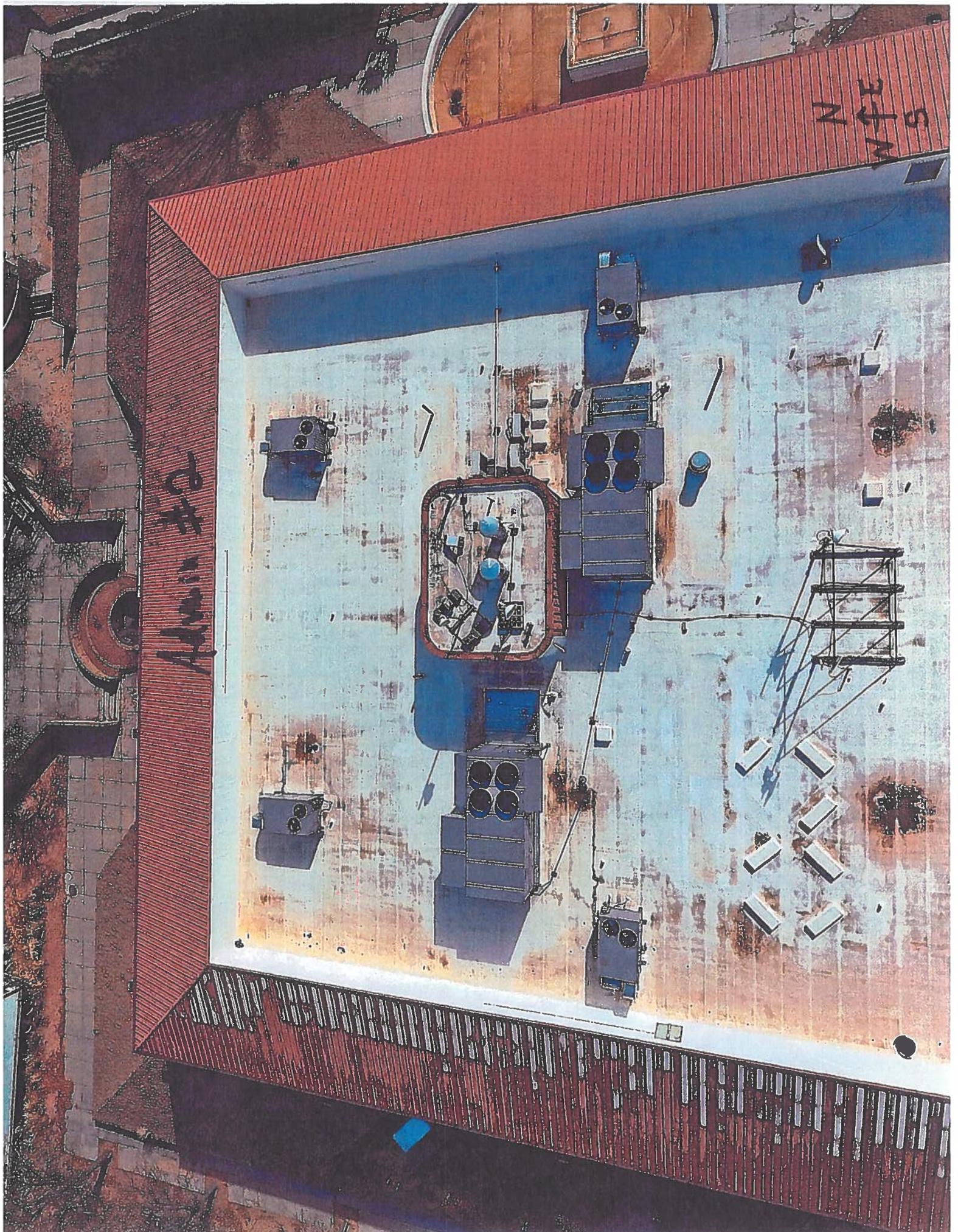
North



Admin H2

W
N
E





Navajo Nation Council Chambers #2560
Window Rock, Arizona
Roof Dimensions

North

