# REQUEST FOR PROPOSALS
## Bid No. 25-04-3644SB

PROPOSAL DUE DATE: 4:00 PM MST April 30, 2025

DESCRIPTION: Division of Aging and Long-Term Care Support (DALTCS) is seeking Proposals to install, repair and maintenance Heating, Ventilation, and Air Conditioning (HVAC) systems unit for Newcomb Senior Center in Newcomb, NM and repair and maintenance Heating, Ventilation, and Air Conditioning (HVAC) systems unit for Huerfano Senior Center in Huerfano, NM.

Bid Number: 25-04-3644SB

Contact Person: Donovan T. Andy, Program Supervisor II
Email: dtandy@navajo-nsn.gov
Phone Number: (505) 368-1250

RETURN RESPONSES TO :

Mailing Address : Shiprock DALTCS
PO Box 4019
Shiprock, NM, 87420
ATTN: Donovan T. Andy
Bid No. 25-04-3644SB

Physical Address : DALTCS-SHIPROCK AGENCY
Attn: Donovan T. Andy, Program Supervisor II,
East Highway 64 Building #2583
Shiprock, NM, 87420
Bid No. 25-04-3644SB

**Please Submit Four (4) sets of your Proposal**

# REQUEST FOR PROPOSAL
# FOR HEATING, VENTILATION AND AIR CONDITIONING
# BID NO. 25-04-3644SB

## SECTION 1

**INFORMATION ONLY, A RESPONSE TO THIS SECTION IS NOT REQUIRED**

A. **ISSUING OFFICE:** This Request for Proposal (RFP) is issued by Division of Aging and Long-Term Care Support (DALTCS), Shiprock Agency, PO Box 4019, Shiprock, NM, 87420. The contact person for this RFP is Donovan T. Andy, Program Supervisor II.

B. **PURPOSE:** This RFP provides prospective respondents with sufficient information to enable them to prepare and submit proposal for consideration.

C. **SCOPE:** This RFP contains the instructions governing the proposals to be submitted and the material to be included therein, mandatory requirements which must be met to be eligible for consideration, and other requirements to be met by each proposal.

D. **PROCUREMENT OF RFP:**
This procurement shall be conducted in accordance with all applicable Navajo Nation laws and regulations including the Navajo Business Opportunity Act. All applicable rules, and regulations, and laws shall also be followed. Prospective Vendors shall familiarize themselves with Navajo Nation regulations prior to submitting responses to this RFP, and may request a copy of Navajo Nation procurement regulations from the DGS Administration or Shiprock DALTCS at any time up to the Deadline for Proposals.

E. **PRIORITY ONE OR TWO:**
Instructions to offerors to visibly mark on the outside of the proposal package, if applicable, the offeror's priority status under the Navajo Nation Business Opportunity Act. It is the responsibility of the offeror to identify themselves as certified under the Navajo Nation Business Opportunity Act.

F. **SCHEDULE OF ACTIVITES:**

| | **DEADLINE:** |
|---|---|
| 1. Public Advertisement Begins | April 14, 2025 |
| 2. Proposals sent to vendors on our current listing | April 14, 2025 |
| 3. Advertisement Closing | April 30, 2025 |
| 4. Proposal Due-Date | April 30, 2025<br>**4 PM MDST** |
| 5. Opening of Proposal and Evaluation by Review Team on or by | May 5, 2025 |
| 6. Award date for contract on or by Pending Legislative Review-164 process | May 5, 2025 |

G. **INQUIRES:** Prospective respondents shall make written questions concerning this RFP to obtain clarification of requirements through email to Donovan T. Andy, Program Supervisor II, dtandy@navajo-nsn.gov. No inquiries will be accepted after the inquiry deadline listed in section E. NOTE: Inquires shall reference Independent Heating Ventilation and Air Conditioning Bid No. 25-04-3644SB.

H. **ADDENDUM OF SUPPLEMENT TO THIS REQUEST FOR PROPOSALS:** In the event that it becomes necessary to revise any part of this RFP, an addendum will be issued.

I. **PROPOSAL SUBMISSION:** Proposal must be received on or before 4:00pm, April 30, 2025 (MDST). Respondents who are mailing their proposals should allow sufficient time for mail delivery to insure 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 electronic submittals. **Late proposal will not be accepted.**

J. **FOUR SETS OF PROPOSAL ARE REQUIRED:** Four sets of the proposal must be delivered in a sealed envelope. The outside of the envelope should be clearly marked with the project name- **"Heating, Ventilation, and Air Conditioning Bid No. 25-04-3644SB "**-and the name and address of the firm submitting the proposal. Instructions to offerors to visibly mark on the outside of the proposal package, if applicable, the offeror's priority status under the Navajo Nation Business Opportunity Act. It is the responsibility of the offeror to identify themselves as certified under the Navajo Nation Business Opportunity Act.

**Proposal Format:**
Bidders shall provide information in the following format:

Part A. Written Proposal

a. Section 1: Cover Letter and Bidder overview*
b. Section 2: Company Credentials, Qualification and Staff Resume
c. Section 3: Building HVAC Experience
d. Section 4: List of similar services provided to other clients on Navajo Nation in proportion to requested services for the last five years.
e. Section 5: Signed W-9 Form and Suspension/Debarment Form
f. Section 6: Certification of Insurance

Part B. Cost Proposal (Sealed separately in envelope)

g. State total cost for Part I.

***Vendor must include a statement in Cover Letter (Section I) that they agree to terms of sample Navajo Nation contract template (see attached).**

K. **COST PROPOSAL:** Cost proposals shall be **sealed separately and not part of the proposal**. Only when respondents have met the minimum qualification will the cost

proposals be opened. If respondent fails to submit cost separately from proposal will result in respondent deemed non-responsive.

L. **REJECTION OF PROPOSALS:** Shiprock DALTCS reserves the right to reject any and all proposals. This RFP may be canceled at any time and all proposals may be rejected in whole or in part when DALTCS Program Supervisor II determines it is in the best interest of the Navajo Nation.

M. **PROPRIETARY INFORMATION:** Any restriction on the use of data contained within any proposals must be clearly state 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"

N. **RESPONSE MATERIAL OWNERSHIP:** All material submitted regarding this RFP shall become property of The Navajo Nation and will not be returned to the respondent. Responses received will be retained by Shiprock DALTCS and may be reviewed by and person after final selection has been made, subject to paragraph L above. Shiprock DALTCS has the right to use any or all system ideas presented in reply to this RFP, subject to limitations in paragraph L above. Disqualification or non-selection of a respondent or proposal does not eliminate this right.

O. **INCURRING COSTS:** Shiprock DALTCS is not liable for any cost by the respondents prior to issuance of a contract.

P. **ACCEPTANCE TIME:** Shiprock DALTCS intends to make a vendor selection within reasonable timeframe after the closing date for receipt of proposals.

Q. **SUFFICIENT APPROPRIATION:**
A contract awarded as a result of this RFP is contingent upon the availability of funds. A contract may be terminated or reduced in scope if sufficient funds do not exist. Sending written notice to the Vendor shall affect such termination or reduction in scope. The DGS Division Director's decision to terminate or reduce the scope due to insufficient appropriations shall be accepted as final by the Vendor.

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

R. **EVALUATION PROCEDURES AND CRITERIA.**

1. An evaluation team will judge the proposals received in accordance with the general criteria used herein. The team may request oral presentations by respondents. Respondents should be prepared to provide any additional information the team feels necessary for the fair evaluation of proposals.

2. Failure of a respondent 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 respondent to the execution of a contract.

3. The sole objective of the review team will be to select the respondent who is most responsive to the needs of DALTCS. The specifications in this RFP represent the minimum performance necessary for a response. On the basis of the evaluation criteria established in this RFP the review team will select and recommend the respondent who best meets this objective. If there is only one responsive bid, the DGS Division Director may elect to evaluate RFP solely.

4. Evaluation Criteria: The following criteria will be used by an adhoc committee in the selection process for contract award. Vendors and proposals will be evaluated to determine the best opportunity for DGS.

Qualifying Point Criteria:

| | | |
|---|---|---|
| 1. | Qualifications/Certifications/Experiences & Special training of the firm | 20 pts |
| 2. | Proposal Requirements, Adherence to Specifications & References | 20 pts |
| 3. | Proposers Information, Customers Services & Availability of Proposer | 20 pts |
| 4. | Firm Proposal Cost | 20 pts |
| | **Subtotal, possible points 80*** | |

*Must obtain a minimum of 35 points to qualify for opening of cost proposal. Otherwise, respondent is disqualified.

Cost Point Criteria:

f. Delivery of all services at reasonable cost. 0-20 points

Total possible points=100

S. **STANDARD CONTRACT:** The Navajo Nation reserves the right to incorporate standard contract provision into any contract negotiations as a result of a proposal submitted in response to the RFP (see attached contract template).

T. **TAX:** All appropriate taxes should be included in cost of services including the Navajo Sales Tax. All work performed within the territorial jurisdiction of the Navajo Nation is subject to the Navajo Sales Tax of 6% (24 N.N.C Section 601 et. Seq.).

U. **TERM:** The term of this contract will be for a period of four (4) months from date of award.

V. **SOVEREIGNTY:** The Navajo Nation will not relinquish any of its sovereignty rights.

W. **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 its charge, and shall, at its expense, procure any permits that may be required.

X. **INDEMINIFICATION:**

To the fullest extent permitted by law, or as otherwise defined in the Contract, the successful Vendor shall indemnify and hold harmless the Navajo Nation and its officials, employees and agents from and against all claims, liens or demands that result in losses, liabilities, defense costs and expenses (including but not limited to attorney's fees and costs of litigation) arising out of the term, conditions and performance under the contract. The Vendor further agrees to indemnify and hold harmless the Navajo Nation, its agents, or employees, against claims or liability arising from or based upon the violation of any federal, state, county, city, or other applicable laws, bylaws, ordinances, or regulations by the Vendor, its agents, associates, or employees.

The indemnification provided above shall obligate the Vendor to defend at its own expense or to provide for such defense, at the Navajo Nation's option, of any and all claims of liability and all suits and actions of every names and description that may be brought against the Navajo Nation which may result from the operations and activities under any Contract resulting from this RFP.

The award of this Contract to the Vendor shall obligate the Vendor to comply with the foregoing indemnity provision.

## SECTION II
## SCOPE OF WORK

### A. BACKGROUND

The mission of Shiprock Division of Aging and Long-Term Care (DALTCS) Support is to promote healthy independent living to elders. The vision statement is to empower Hozho (peace, beauty, balance, and harmony). The Shiprock DALTCS Program serves 15 senior centers located across Northern Agency.

Shiprock DALTCS Program has the following services for older adults living on the Navajo Nation: nutrition, transportation, and assistance with payment of eyeglasses, or dentures, or hearing aids via DALTCS Trust Funds. Senior Centers provide meals to older adults and eligible persons with disabilities, including short distance transportation.

### B. RESPONDENT REQUIREMENTS:

All respondents must have, as a minimum, the capabilities listed herein and the bid proposals submitted must reflect in detail the inclusion of these services as well as the degree of expertise in utilizing these capabilities.

## C. INSTALLATION OF HEATING, VENTILATION AND AIR CONDITIONING SERVICES WILL CONSIST OF THE FOLLOWING:

Shiprock Agency requests proposals from firms interested in installing new Heating Ventilation Air Condition Unit and Replacement Services and/or maintenance for Newcomb Senior Center and repair and maintenance for Huerfano Senior Center. The goal of this solicitation is to enter into a Contract with the firm that will be able to best meet DALTCS' requirements and deliver the project successfully.

Part I: Scope of Work

The services of the contractor are to be of a scope and quality performed in a reasonable, diligent, and careful manner. New installation of the HVAC system shall be provided in accordance with the highest standards of professionalism, skill, workmanship, and applicable trade practice and shall conform to all applicable codes and regulations:

1. Complete an assessment on the condition of all HVAC units, air vents and ducts consistent with applicable industry code and compliance standards.
2. Upgrade and install HVAC units and the repair/replacement/cleaning of air vents and ducts in accordance with applicable industry code and compliance standards.
3. Provide labor, supplies, parts, and equipment for the HVAC, air vents and duct services.
4. A timeline of 2 HVAC units will need to be completed on or before September 30, 2025.
5. Warranty Service: Extended warranty parts and labor (define maximum number of years available)
6. Ensure service cost such as labor, travel time, mileage, parts, and supplies are reasonable and are for the work completed for the applicable Shiprock DALTCS Program.
7. Each scope of work shall include all applicable Navajo Sales Tax of 6% (24 N.N.C. Section 601 et. Seq.) associated with each project (Section S, Part 4).
8. Contract is subject to availably of funds.
9. The contractor will demolish and dispose of all materials related to the replacement of the HVAC unit. Materials will be used, recycled, or disposed of as applicable and in accordance with EPA and NNEPA Regulations.
10. The contractor will furnish all equipment, materials, and labor necessary to complete the installation of the HVAC units.
11. All HVAC Units installation and equipment shall not be proprietary for all information relating to the equipment and installation upon completion shall become property of the Navajo Nation to include any software or codes used for the maintenance or repair for each system.
12. Thorough training shall be furnished to Shiprock DALTCS Staff by the contractor on the install equipment and materials upon completing of each HVAC system installed.
13. The contractor shall furnish all labor and materials necessary to complete the electrical work relating to the HVAC Project. This includes:
    a. Installation of new wiring for all HVAC units

b. Installation and fabrication of all stands
c. Other recommendations to comply with applicable specifications and codes

14. The contractor will furnish all labor and provide applicable local utility company requirements and certification. The contractor will be responsible to have all units running efficiently at final walk through.
15. The contractor will be responsible for all construction related clean up and debris disposal. Contractors will also isolate work areas to minimize impact to non-work-related spaces; however, some dust and debris can be expected.
16. Contractor will supply all screw, nails, adhesive, caulking, roofing curbs, gas regulators, cement, vents, deflectors, fabrication, tape, and cement to seal all joints and penetrations, roof caps, electrical wires, thermostats, thermostat cords, and categorical parts required to complete this project. All building penetrations must be sealed tight to avoid leaks and air infiltration.

Part II: Site Location:

| | **Location** |
|---|---|
| 1. | Newcomb Senior Center, Newcomb, NM |
| 2. | Huerfano Senior Center, Huerfano, NM |

- Gas Line relocate
- Thermostat replacement
- Thermostat Wiring upgrade
- Exhaust ventilation replacement to correct size and ventilation cap
- Return air plate form need to be required for CFM
- Air filter cabinet needs to be installed
- All Furnace BTU size are different types and size
- Wall furnaces blower motor or gravity heat
- Electric furnaces, Voltage size 240v
- Covert duct work to attic and eliminate duct work in the concrete flooring.
- Maintenance
- Repair

Site Visits:

The Contractor is encouraged, but not mandatory, to make a site visit prior to submitting a bid proposal to familiar themselves with the HVAC unit project. To schedule a site visit, contact the following individuals.

Rena Yazzie, Supervisor
Newcomb Senior Center
Telephone: 928-429-5141
Email: renayazzie@navajo-nsn.gov

Elvira Harvey, Supervisor
Huerfano Senior Center
Telephone: 505-709-0203
Email: eharvey2@navajo-nsn.gov

**NAVAJO NATION CERTIFICATION**
**Regarding Debarment, Suspension, and**
**Contracting Eligibility**

1. Applicant entity acknowledges that to the best of its knowledge that the Applicant entity, either in its present form or in any identifiable capacity, has not, in accordance with 12 N.N.C. § 361:

    A. Been convicted of the commission of criminal offenses incident to obtaining or attempting to obtain a public or private contract or subcontract, or in the performance of any such contract or subcontract;

    B. Been convicted of embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or other offenses indicating a lack of business integrity or honesty, which currently, seriously, and directly affect responsibility as a Navajo Nation contractor;

    C. Been convicted under antitrust statutes arising out of the submission of bids or proposals;

    D. Violated contract provisions, including:

        i. Deliberate failure, without good cause, to perform in accordance with the contract specifications or within the time limit provided in the contract,

        ii. A recent record of failure to perform or of unsatisfactory performance with the terms of any contract, or

        iii. Any other cause so serious and compelling as to affect responsibility as a Navajo Nation contractor, including debarment by another governmental entity.

2. Applicant acknowledges that if the Navajo Nation determines that the executed Certification provided herein is untrue or not wholly accurate, it shall be grounds for the Navajo Nation to terminate the contract and pursue other legal remedies, at the Navajo Nation's discretion.

3. Applicant certifies to the best of its knowledge that 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 and 5 N.N.C. § 301. Applicant also 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 | Name of individual signing on Applicant's behalf (print) |
| Applicant Address | Title of individual signing on Applicant's behalf |
| Applicant Address | Signature of individual signing on Applicant's behalf |
| Applicant Address | Date |

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.

**Print or type.** See ***Specific Instructions*** on page 3.

**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) _____

**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 . . . . . ☐

**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.)*

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

Requester's name and address (optional)

**6** City, state, and ZIP code

**7** List account number(s) here (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.

**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.

**Social security number**

☐☐☐ – ☐☐ – ☐☐☐☐

**or**

**Employer identification number**

☐☐ – ☐☐☐☐☐☐☐

## 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