

## REQUEST FOR PROPOSAL

**Bid # 25-05-3693SB**

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The Navajo Nation Department of Water Resources – Technical, Construction, and Operations Branch (NNDWR-TCOB) is seeking qualified suppliers to provide a bid proposal for Complete Windmills. The proposer who submits the best proposal in terms of best quality and lowest cost on the specified materials will be selected. Adherence to the instructions is paramount, otherwise, the bid will be disqualified for non-compliance. The order is to be delivered to:

Navajo Department of Water Resources  
Navajo Route 12, NTUA Road  
Fort Defiance, Arizona 86504

The proposal shall include one (1) original and three (3) duplicates copies of the following:

1. Fee Schedule in its own sealed envelope inside the bid packet. Clearly indicate “FEE SCHEDULE” on the sealed envelope.

Proposals shall be delivered, in person, or in a sealed envelope to:

“Complete Windmills”  
BID# 25-05-3693SB - DO NOT OPEN  
Attn: Sharon Belone  
ADMINISTRATION BUILDING #1-1<sup>ST</sup> FLOOR  
Window Rock Blvd.  
Window Rock, Arizona 86515

Or mailed to:

Navajo Nation Office of the Controller  
Purchasing Department  
Attn: Sharon Belone  
Administration Building #1  
Window Rock Blvd.  
P.O. Box 3150  
Window Rock, Arizona 86515  
“Complete Windmills”  
RE-BID # 25-05-3693SB - DO NOT OPEN”

Bid documents and supplemental information regarding the project are available online at [www.nnooc.org](http://www.nnooc.org) link: Purchasing. If there are any questions regarding the Request for Proposal call Christopher Mike @ (928) 729-4045 or (928) 206-6232. Or email at [christohergmike@navajonsn.gov](mailto:christohergmike@navajonsn.gov)

The Navajo Nation reserves the right to reject any and all proposals not within projected budget and may elect to award not solely in the bid amount but the bidder's qualifications. The due date for the proposal is June 13, 2025, at 5:00 P.M.

## **INSTRUCTIONS TO BIDDERS AND GENERAL INFORMATION**

### **SCOPE OF WORK**

Equipment must be new. Pricing shall include equipment, sales tax, freight, discounts, etc. Shipping and delivery are to the Navajo Nation Department of Water Resources in Fort Defiance, Arizona. Processing of Payments, the payment procedures established by OOC – Division of Finance shall be adhered to and are to begin whenever Goods are delivered and accepted. Delivery shall be made within 180 days after a purchase order has been issued. Specifications regarding warranty on materials shall be included in the proposal. The Navajo Nation is not responsible for any “Down Time” including late delivery of materials, any act of negligence on the part of the supplier and any unforeseen occurrence. These are not billable to the Navajo Nation and will not be considered for payment.

### **SPECIFICATIONS**

#### Windmill Size

W-D Aermotor Complete Windmill F/12’ (4 each)

W-E Aermotor Complete Windmill F/14’ (6 each)

W-F Aermotor Complete Windmill F/16’ (6 each)

### **CONDITIONS GOVERNING THE INVITATIONS FOR BIDS**

Must be authorized and fully certified licensed business that meets all the standards and qualifications. Since the Navajo Nation is a Sovereign government, all contracts entered shall comply with all Navajo Nation Laws, rules, and regulations as well as applicable federal laws, rules, and regulations. It is the responsibility of the offeror to identify themselves as certified under the Navajo Nation Business Opportunity Act.

### **AWARD OF BID – REJECTION OF BID**

The NNDWR reserves the right to accept bids all or in part. At the time of acceptance, the NNDWR also reserves the right to increase or decrease quantities of any item at the same price bid. The NNDWR reserves the right to reject any of all bids or to accept any bid that in its judgement will be the best interest of the general public. It is the intention to award contact to the lowest responsible bidder best meeting the requirement.

### **PREFERENCE OF NAVAJO AND INDIAN-OWNED BUSINESSES**

Preference of Navajo and Indian-owned businesses will be given under the Navajo Nation Business Opportunity Act, 5 NNC § 201 et. Seq. The Navajo Nation Procurement Act 12 NNC § 303. Certification of Navajo Owned Business will be assured by certificate held by the Navajo Business Regulatory Department.

### **NAVAJO NATION SALES TAXES**

All work performed within the territorial jurisdiction of the Navajo Nation is subject to the six percent (6%) Navajo Sales TAX. 22 N.M.C. § 601 et. Seq. The Navajo Nation shall withhold from

each payment to the “CONTRACTOR” 6% of the total invoice amount associated with work performed within the Navajo Nation. This amount reflects the Navajo Sales Tax due on such invoice amount. This 6% shall be transferred to the Office of the Navajo Tax Commission as a payment of the tax on behalf of the “CONTRACTOR”.

**EVALUATION AND CRITERIA**

Each bid must be accompanied by a letter of transmittal. The bid package shall contain the following:

1. Due Date
2. BID Organization
3. Letter of Transmittal – Statement of qualifications, authorized person to negotiate on behalf of contractor, provide completed and signed documentation (Certificate of Liability, NN Regarding Debarment and Suspension, W-9 form)
4. Certified licensed Contractor that meets all standards and qualifications
5. Scope of Work – specifications
6. Cost Proposal – Equipment and warranty
7. Fee Schedule – separate envelope

The following point criteria will be used by the bid committee in the selection process for contract award. Proposals will be evaluated to determine the best vendor.

<b>Evaluation Criteria</b>	
Due Date June 13, 2025	10
BID Organization a. Typed written on 8-1/2” X 11” paper b. One original bid and 3 copies	10
Letter of Transmittal a. Provide Statements of Qualifications b. Identifying individual(s) as specified above c. Provide completed and signed documents, Certificate of Liability Insurance, NN Regarding Debarment and Suspension, W-9 Form	20
Conditions Governing the Invitation for Bids Must be an authorized and fully certified licensed dealership that meets windmill specifications.	10
Scope of Work a. Specifications	20
Cost Proposal a. Equipment b. Warranty	20
Fee Schedule (Separate envelope)	10
<b>Total Score</b>	<b>100</b>

The forms (W-9 & Debarment Suspension) must be filled out completely and returned with their RFP package. If they are returned blank or not returned with the bid package, the RFP will be deemed as non-responsive.

**SCHEDULE OF ACTIVITES****DEADLINE**

1.	Public Advertisement	May 27, 225
2.	Due Date for Proposal	June 13, 2025
3.	Bid Opening	June 19, 2025

**AVAILABILITY OF BID DOCUMENTS**

Bid Proposal documents are available on the website at [www.nnooc.org](http://www.nnooc.org) and at the Navajo Nation Purchasing service located at the Administration Building #1-1<sup>st</sup> Floor, Window Rock Blvd. Window Rock, Arizona 86515 between the hours of 8:00 A.M. and 5:00 P.M. Monday through Friday. For more information, contact Christopher Mike at (928) 729-4045 or (928) 206-62323. Or email at [christohergmike@navajo-nsn.gov](mailto:christohergmike@navajo-nsn.gov).

**PROPOSAL SUBMISSION**

Sealed bid proposals shall be delivered to the Navajo Nation Purchasing service located at the Administration Building #1-1<sup>st</sup> Floor, Window Rock Blvd. Window Rock, Arizona 86515 before 5:00 P.M. on June 13, 2025, 2025. Respondents who are mailing their proposals should allow sufficient time for mail delivery to ensure receipt by the time specified. Late proposals will not be accepted.

**WITHDRAWAL OF BID**

No bid proposal shall be withdrawn for a period of 60 calendar days after the opening of bid without the consent of the owner.

**DEVIATIONS**

All specifications listed are intended to be preferred design and performance. Where deviations from the specification are necessary, bidder will render equivalent reliability or performance. If there is sufficient room for detailing deviation, please indicate "see deviation" and attach, clearing indicating the bullet number on any such attachments. Failure to detail all such deviations will provide a basis for rejections of the entire proposal. Substantial deviations will not be considered.