

## **REQUEST FOR PROPOSALS**

### **Bid No. 25-08-3847SB**

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PROPOSAL DUE DATE: 4:00 PM MDST, September 12, 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 units for ten senior centers and one agency office.

Contact Person: Cornelia Pioche, Program Supervisor II  
Email: [cornelia.pioche@navajo-nsn.gov](mailto:cornelia.pioche@navajo-nsn.gov)  
Phone Number: (505) 422-2092

SUBMIT PROPOSALS BY MAIL OR DROP OFF:

Mailing Address : DALTCS Crownpoint Agency  
P.O. Box 1869  
Crownpoint, NM 87313  
Attn: Cornelia Pioche, Program Supervisor II  
Bid No. 25-08-3847SB

Physical Address : DALTCS Crownpoint Agency  
Attn: Cornelia Pioche, Program Supervisor II  
East Chaco Dr., Building #4645  
Crownpoint, NM 87313  
Bid No. 25-08-3847SB

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

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**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), Crownpoint Agency, P.O. Box 1869 Crownpoint, NM 87313. The contact person for this RFP is Cornelia Pioche, 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 Division General Services (DGS) Administration or DALTCS Crownpoint Agency Office 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 ACTIVITIES**

1. Public Advertisement Begins
2. Proposals sent to vendors on our current listing
3. Advertisement Closing
4. Proposal Due Date
5. Opening of Proposal and Evaluation by Review Team
6. Award date for contract on or by Pending Legislative
7. Review-164 process

**DEADLINE**

September 2, 2025  
September 2, 2025  
September 12, 2025  
September 12, 2025  
**4 PM MDST**  
September 15-17, 2025  
September 19, 2025  
September 26, 2025

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G. **INQUIRES**

Prospective respondents shall make written questions concerning this RFP to obtain clarification of requirements through email to Cornelia Pioche, Program Supervisor II, [cornelia.pioche@navajo-nsn.gov](mailto:cornelia.pioche@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. 25-08-3847SB

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 4:00 pm MDST, September 12, 2025. 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. 25-08-3847SB”** and the name and address of the firm submitting the proposal.

**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 installation, repair, maintenance 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)

- a. 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).**

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**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**

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 DALTCS Crownpoint Agency Office and may be reviewed by and person after final selection has been made, subject to paragraph L above. 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**

DALTCS is not liable for any cost by the respondents prior to issuance of a contract.

**P. ACCEPTANCE TIME**

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 Division of General Services Division Director’s decision to terminate or reduce the scope due to insufficient appropriations shall be accepted as final by the Vendor.

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**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).

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**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 six (6) 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. INDEMNIFICATION**

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.

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**SECTION II  
SCOPE OF WORK**

**A. BACKGROUND**

The mission of the Division of Aging and Long-Term Care Support (DALTCS) is to promote healthy independent living to elders. The vision statement is to empower Hozho (peace, beauty, balance, and harmony). DALTCS Crownpoint Agency serves 20 senior centers located across eastern Navajo Nation.

DALTCS 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. INFORMATION TECHNOLOGY (IT) CONSULTANT SERVICES WILL  
CONSIST OF THE FOLLOWING**

DALTCS requests proposals from firms interested in removing existing units and installing new Heating Ventilation Air Condition Unit and Replacement Services and/or maintenance for the ten senior centers and one agency office. 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 the HVAC units will need to be completed on or before December 31, 2026.
5. Warranty Service: Extended warranty parts and labor (define maximum number of years available)

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6. Ensure service costs such as labor, travel time, mileage, parts, and supplies are reasonable and are for the work completed for the applicable DALTCS senior centers.
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 availability 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. The contractor shall provide thorough training to DALTCS Crownpoint Agency staff on the equipment and materials upon completion 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.



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Part II: Site Locations:

1	Alamo Senior Center, Alamo, NM
2	Baca Senior Center, Baca, NM
3	Breadsprings Senior Center, Breadsprings, NM
4	Casamero Lake Senior Center, Casamero Lake, NM
5	Crownpoint Agency Office, Crownpoint, NM
6	Iyanbito Senior Center, Iyanbito, NM
7	Lake Valley Senior Center, Lake Valley, NM
8	Nahdishgish Senior Center, Nahodishgish, NM
9	Pinedale Senior Center, Pinedale, NM
10	Torreón Senior Center, Torreón, NM
11	Whitehorse Senior Center, Whitehorse, 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

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.

Cornelia Pioche, Program Supervisor II  
Crownpoint Agency Office  
(505) 422-2092