



The Navajo Nation **DR. BUU NYGREN** *PRESIDENT*
Yideeskáądi Nitsáhákees **RICHELLE MONTOYA** *VICE PRESIDENT*

REQUEST FOR PROPOSAL
ROOF UPGRADE at TUBA CITY JUVENILE DETENTION CENTER
BID NO: 25-09-3857DB revised

The Tuba City Juvenile Detention Center is in search of a qualified and licensed General Contractor to inspect the entire roof of the facility for repair and replace. There will be an on-site pre-bid meeting and walk through on April 15, 2026, from 9 am to 4 pm DST at the Tuba City Juvenile Detention Center.

Interested parties must submit a response to be received at the Tuba City Juvenile Detention Center, 900 N. Main Street, P.O. Box 1702, Tuba City AZ 86045 no later than 3:00 pm DST on April 29, 2026. LATE PROPOSALS WILL NOT BE ACCEPTED.

Reponses to this Bid shall be sent in a sealed envelope, including a return address, and clearly marked on the outside of the envelope the following: BID# 25-09-3857DB; Navajo Nation Department of Corrections-Tuba City Juvenile Detention Center; Facility Roof upgrade.

Contact Jennifer Babbitt, Corrections Lieutenant at jbabbitt@navajo-nsn.gov or Sammy Manymules, Building Maintenance Supervisor at sammy.manymules@navajo-nsn.gov

TUBA CITY JUVENILE DETENTION CENTER

900 N. Main Street

P.O. Box 1702

TUBA CITY, AZ 86045

Phone: (928) 280-7369/7378/7377

BID NO: 25-09-3857DB revised

**GENERAL INFORMATION AND GUIDELINES FOR THIS RFP
ROOF UPGRADE at TUBA CITY JUVENILE DETENTION CENTER
TUBA CITY, AZ**

1. DESCRIPTION OF THE ORGANIZATION

The Navajo Nation Tuba City Juvenile Detention is a correction facility for juveniles. The Facility is in need of Roof replacements. There are two different types of materials. The facility has sheetmetal and TPO. There are several leaks in the roofing needs repairs and replacement.

2. SCOPE OF THE CONTRACT

The Navajo Nation Tuba City Juvenile Detention Center intends to enter into a professional services contract with (1) one responsible, qualified and independent General Contractor to provide work as described in Tuba City, Arizona.

3. RESPONDENT REQUIREMENTS

All respondents must have the capabilities listed herein, including sufficient detailed information with regard to experience and expertise in meeting the following requirements:

- a. A legitimate and credible vendor with a minimum of 5 years' experience and a history of Roofing services.
- b. The Navajo Business Opportunity Act 5 NNC § 201, 205 will apply.
- c. All workmanship and materials shall comply with applicable Safety Codes.
- d. A detailed scope of work.

4. SCOPE OF WORK

The Navajo Nation Tuba City Juvenile Detention Center is seeking a General Contractor that can provide or conduct all of the following services.

- a. Roofing; Inspect the existing roof and replace with same like materials. Paying attention around the HVAC duct systems, under the sheetmetal roofing from attic to locate and seal leaks.
- b. Description Work: Provide a detailed account of tasks, including removing old roof materials.
- c. Removal: The Contractor will remove existing materials relating to the work. Materials will be reused, recycled or disposed of as applicable.
- d. Installation: The Contractor will furnish all labor and materials for the installation for new components. Includes disconnecting HVAC units, applying roofing material and reconnecting HVAC units and verify all units are in pre-removal operating conditions after reconnecting.
- e. The contractor will furnish all labor and materials necessary to complete the install and removing old materials work relating to this project.
- f. Trimmings: inspect all the rooftop trimmings and replace damaged areas.
- g. Clean up: The contractor will be responsible for all construction related clean up and debris disposal. The Contractor will also isolate work areas to minimize impact to non-work-related spaces.

- h. Roof Access points – Provide 4 secure and compliant roof access points from ground level to the rooftop, including safe passage to three designated service areas located on the rooftop.
 - i. Include 10% contingency of the base cost.
 - j. Provide warranty service on all applicable products and services.
 - k. Meet a stringent schedule to meet the needs of the Tuba City Juvenile Detention Center.
5. REQUIREMENTS
The respondent will furnish all requested (required) information as specified in the SOW Section 4 and Proposal Content and required information.
6. PROPOSAL CONTENT AND REQUIRED INFORMATION
Please utilize the outline described below with 5 copies.
- a. Organization letter expressing your interest and a brief description of your proposed services.
(DO NOT REVEAL OR MAKE REFERENCE TO THE COST IN THIS LETTER)
 - b. Costs are to be submitted in a separate sealed envelope. (Detailed breakdown of costs: Materials, Labor, and other applicable costs: Tuba City Chapter Tax 6%).
 - c. Organization qualifications and project experience on the Navajo Nation. Include project site(s), and site contact information.
 - d. Scope of Work.
 - e. Product Specification including cut sheets.
 - f. Design (detailed plans).
 - g. Project schedule.
 - h. Copies of licenses, certifications, certificate of liability insurance, Recent IRS W-9 form (3/2024), Navajo Nation Debarment Form, and USDOJ Debarment and Suspension Form.
 - i. Compliance: Any proposal that does not adhere to this format and does not address each specification, requirement, or scope of work as outlined, may be deemed non-responsive and rejected on that basis.
7. EVALUATION PROCESS (Pre-qualifying process)
- a. Evaluation Criteria
 - i. Qualifications, credentials, and 5 years work experience on the Navajo Nation. This includes the capabilities to provide all requested services. (20 points)
 - ii. Recommended Solution. (20 points)
 - iii. Quality of products, ability to install, and warranty services. (25 points)
 - iv. Project Schedule. (20 points)
 - v. Cost (in separate sealed envelope). (15 points)
 - b. Applicable Federal Requirements (25 CFR 900, OMB Circular A-87, GSA qualified vendor, etc.)
 - c. The Navajo Nation Tuba City Juvenile Detention Center reserves the right to interview respondents if deemed necessary due to tied scores or other legitimate matters. This may entail a presentation from the respondent for clarification and/or details on products or other requirements. The presentation will be scheduled to be presented in Tuba City, AZ (if necessary). It is the intention of TCJDC to award One (1) to provide all services as specified.

8. TYPE OF CONTRACT
The Navajo Nation will utilize a standard Professional Services Contract for the procurement of goods and services for this project.
9. TAX
All appropriate taxes should be included in cost of services including the Tuba City Chapter Sales Tax. All work performed in Tuba City within the territorial jurisdiction of the Navajo Nation is subject to the 6% sales tax of the Tuba City Local Government. To'nanees'dizi Local Government Tax Code Sales Tax Regulations Section 1-105
CONTRACTOR WILL BE RESPONSIBLE FOR ALL TAXES PAYABLE TO THE TUBA CITY CHAPTER
10. TERM
The Navajo Nation will not relinquish any of its sovereignty rights.
11. 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 are charge, and shall, at its expense, procure any permits that may be required.
12. PERIOD OF PERFORMANCE
The period of the performance will be determined and negotiated based on the scheduled proposed by the respondent and the contract implementation date.
13. TECHNICAL DIRECTION
The Navajo Nation TCJDC point of contact is Sammy Manymules, Building Maintenance Supervisor. For inquiries related to specifications for the Roofing, and other matters email: sammy.manymules@navajo-nsn.gov
14. PAYMENT AND SUBMISSION OF INVOICES
The Navajo Nation Professional Service Contract will describe this section.
15. RIGHTS
The Navajo Nation reserves the right to reject any and all proposals, in whole or part based on the requirements set forth in this RFP.
16. AGREEMENTS TERMS AND CONDITIONS
The Navajo Nation Professional Services Contract will provide all the legal and contractual obligations, terms, and requirements of this project.
17. OTHER

Exhibit A – IRS Form W9 (March 2024)

Exhibit B – Navajo Nation Debarment and Suspension Form

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. <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C corporation <input type="checkbox"/> S corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> 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. <input type="checkbox"/> Other (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.)
	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 _____ <input type="checkbox"/>	
	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.

Social security number											
				-			-				
OR											
Employer identification number											
				-							

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.

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
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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

NAVAJO NATION CERTIFICATION
Regarding Debarment, Suspension, and Contracting Eligibility

 Consultant/Project Name

 Project/Work Location

1. Applicant acknowledges, in accordance with the Navajo Nation Procurement Act, 12 N.N.C. §§ 301 *et seq.*, as amended from time to time, to the best of its knowledge, that Applicant, in either its present form or in any other identifiable capacity, has not:
 - a. been convicted in any jurisdiction of the commission of a criminal offense incident to obtaining, or attempting to obtain, a public or private contract or subcontract, or in the performance of such contract or subcontract;
 - b. been convicted in any jurisdiction of embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or any other offense indicating a lack of business integrity or business honesty, which currently, seriously, and directly affects responsibility as a Navajo Nation contractor;
 - c. been convicted in any jurisdiction under any antitrust statute arising out of the submission of offers;
 - d. violated contract provisions, such as having:
 - i. deliberately failed, without good cause, to perform in accordance with the contract specifications, purchase descriptions, or within the time limit provided in the contract; or
 - ii. a recent record of failure to perform, or of unsatisfactory performance, with the terms of any contract;
 - e. engaged in any other cause so serious and compelling as to affect Applicant's responsibility as a Navajo Nation Contractor, including debarment or suspension by the Navajo Nation or another government.
2. Applicant certifies that the individual named below is authorized to represent Applicant for purposes of the declarations in this certification, and that all such declarations are made on behalf of Applicant and all of its owners, partners, officers, members, employees, officials, agents, or parties-in-interest;
3. Applicant acknowledges that, if the Navajo Nation determines that this executed Certification is untrue or not wholly accurate, the Navajo Nation shall have grounds to terminate the procurement award or executed contract and pursue other legal remedies, at the Navajo Nation's discretion.
4. Applicant certifies that, to the best of its knowledge, 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. §§ 1501-16 and 5 N.N.C. §§ 201-380.
5. Applicant 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

 Printed name individual signing on Applicant's behalf

 Applicant Address

 Title of individual signing on Applicant's behalf

 Applicant Address

 Signature of individual signing on Applicant's behalf

 Applicant Address

 Date