

**NAVAJO NATION, DEPARTMENT OF DINE' EDUCATION
Navajo Head Start**

NHS Playground Equipment

ITB BID NO: 26-03-4081SB

PROPOSAL DUE DATE: April 24, 2026
DESCRIPTION: Navajo Head Start
Playground Equipment
CONTACT PERSON: Lavina Willie-Nez, Senior Contract Analyst
Phone: 928-357-6732

~ RETURN PROPOSALS CLEARLY MARKED ~

“DO NOT OPEN: ITB# 26-03-4081SB - Playground Equipment

INCLUDE COMPANY NAME AND RETURN ADDRESS ON BID PACKAGE

PROPOSAL & BID SUBMITTAL DEADLINE AND RELEVANT INFORMATION:

All proposals and bids delivery using UPS or Federal Express must be physically submitted to:

PHYSICAL ADDRESS: Navajo Head Start
47552 Hwy 264 Suite H
Window Rock, Arizona 86515
ATTN: Lavina Willie-Nez, Senior Contract Analyst
ITB NO: ITB# 26-03-4081SB “DO NOT OPEN”

MAILING ADDRESS: Navajo Head Start
P.O. Box 3479
Window Rock, Arizona 86515
ATTN: Lavina Willie-Nez, Senior Contract Analyst
ITB NO: ITB# 26-03-4081SB“DO NOT OPEN”

SECTION I

A. 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 additional forms required in Section II. Respondent should also provide technical information of delivery of services required in this ITB.

B. SCOPE OF WORK:

- Disassemble and Demolish existing Fifty-three (53) Head Start (HS) and seven (7) Early Head Start (EHS) playgrounds, surface materials and canopy at designated locations within the Navajo Nation by a certified playground technician.
- Will properly dispose of Playgrounds, surface materials, canopy, and equipment
- Design, provide and install Fifty-three (53) HS preschool-aged (3-5) and seven (7) EHS infant/toddler-aged (birth to 3) playground equipment including Canopy and Pour in surfacing (6" depth) materials at designated locations within the Navajo Nation by a certified playground technician.
- Provide pedestrian links to walkway around the play space, which supports ADA compliance and ensures a drainage system is established.
- Equipment design must meet the requirements of the Americans with Disabilities Act (ADA) , ADA accessibility standards, and utilize International Playground Equipment Manufacturers Association (PEMA) certified equipment that meets or exceeds all federal, state and local guidelines and conforms to the playground-related technical standards set by the American Society of testing materials international (ASTM) and the U.S. Consumer Products Commission.
- Ensure a coordinated and cohesive finished project that benefits the Program.
- Coordinate the installation of the playground equipment with the program to minimize the interruptions of the classroom operations.
- Shall furnish all labor equipment and materials necessary to complete the scope of work including disposal of old playground equipment related to scope of work.
- All Freight/shipping charges and material and/or equipment, installation, parts, labor, fees and 6% NN tax shall be included.
- Warranty coverage on workmanship for labor, removal, assembly and cost of shipping to be included.
- All Playground equipment shall be installed by a factory trained, insured and certified installer(s). Following installation, a Certified Playground Safety Inspector will conduct a thorough audit of all installed equipment.
- Will be required to address and resolve any identified deficiencies within ten (10) days of notification of the deficiencies.
- Must comply with all Federal, State and local requirements for playground equipment.

- Responsible for verifying site conditions as no allowances will be made if a vendor fails to adequately examine the location before submitting a proposal.
- Will provide detailed project/timeline schedule for each listed item in:
 - Demolish and disposal of old playground equipment and canopy.
 - Installation of new playground equipment for a total of sixty (60) playground and pour in surfacing.

ITB Submittal Deadline:

All ITB's must be received/ mailed / or physically delivered on or before **April 24, 2026, at 5:00 p.m.** and must be mailed or physically delivered to:

Navajo Head Start
Attention: NHS Finance Section
Post Office Box 3479
Window Rock, Arizona 86515
ITB NO: ITB# 26-03-4081SB "DO NOT OPEN"

Courier Service/Delivery to:
Navajo Head Start
Attention: NHS Finance Section
47552 Hwy 264 Suite H
Window Rock, AZ 86515
ITB NO: ITB# 26-03-4081SB "DO NOT OPEN"

SECTION II

The following documents are required and must be submitted:

1. Navajo Nation Certification Regarding Debarment & Suspension (Attached)
2. Federal Form Tax W-9 (attached)
3. Licensed, bonded, and current General Liability Insurance.

A. Proposal Format:

1. Respondent(s) must indicate if they are priority one or two vendor with the Navajo Nation.

2. All proposals must be typewritten on standard 8-1/2 X 11 paper and placed within a binder with tabs delineating each section. Larger paper is permissible for charts, maps, or the like.
3. An original ITB response and three (3) copies must be provided in sealed envelope. Total four (4) copies.
4. The proposal must be organized and indexed in the following format:
 - a. A letter of Transmittal
 - b. Statement of Qualifications
 - c. Proposal on Contract approach
 - d. Proposed Cost (Sealed in Separate Envelope)
5. Each proposal must be accompanied by a letter of transmittal. The letter of transmittal must:
 - a. Provide background on company;
 - b. Identify the name of the person responding to the ITB;
 - c. Identify the name, title, and telephone numbers of person authorized to negotiate on behalf of the organization(s);
 - d. Identify the names, files, and telephone numbers of person to be contact for clarification;
 - e. Explicitly indicate acceptance of the conditions governing this procurement;
 - f. Be signed by the person responding to the ITB; and
 - g. Acknowledge receipt of any and all amendments to the ITB.
6. The respondent must submit a statement of qualifications to include:
 - a. A resume.
 - b. Number of years of experience working with Navajo Nation government or other government entities.
 - c. Provide three (3) references. Each reference must include the name, address, and telephone number of a contact person who can describe, in some detail, the quality, quantity, and substance of services provided.
 - d. The respondent must provide a Certificate of Liability Insurance.
7. Respondent must provide proposal on contract approach.
 - a. Provide in detail how they would accomplish the objectives described in the scope of work.
 - b. Provide number of employees in the company/organization.
 - c. Provide Resume & Credentials of each Employee including Certificates, Diploma and/or Degrees.

- B. REJECTION OF PROPOSALS:** The Navajo Nation reserves the right to waive any informalities or irregularities in the ITB or reject any or all proposals whenever such rejection is deemed in the best interest of the Navajo Nation.
- C. PROCUREMENT OF ITB:** This procurement shall be conducted in accordance with all applicable Navajo Nation laws and regulations including the Navajo Business Opportunity Act. All applicable rules, regulations, and laws shall also be followed. Prospective Vendors shall familiarize themselves with Navajo Nation regulations prior to submitting responses to this ITB and may request a copy of Navajo Nation procurement regulations from the NHS Senior Contract Analyst at any time up to the Deadline for Proposals.
- D. INQUIRIES:** Any inquiries regarding this ITB should be submitted in writing to Lavina Willie-Nez, Senior Contract Analyst. Only written responses to questions will be considered official. All questions will be directed to Lavina Willie-Nez at 928-357-6732 or email: lavinawilliezez@nndode.org. Questions regarding this procurement will be accepted until 5:00 p.m. MST on **April 21, 2026**.
- E. AMENDED PROPOSALS:** A respondent may submit an amended proposal before the deadline for receipt of proposals. Such amended proposals must be a complete replacement for a previously submitted proposal and must be clearly identified in the transmittal letter.
- F. PROPOSAL SUBMISSION:** Proposal must be received on or before 5:00 p.m. (MST) April 24, 2026. Respondents who are mailing their proposals should allow sufficient time for mail delivery to ensure receipt by the date specified. If mailed, it is recommended that proposals be sent by certified mail to the address indicated on the cover sheet of the ITB. **Late proposals will not be accepted.**
- G. REJECTION OF PROPOSALS:** NHS reserves the right to reject any and all proposals. This ITB may be canceled at any time and all proposals may be rejected in whole or in part when the NHS Assistant Superintendent determines it is in the best interest of the Navajo Nation.
- H. PROPRIETARY INFORMATION:** Any restriction on the use of data contained within any proposals must be clearly stated in the proposal. Proprietary information submitted in response to this ITB 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” or “confidential”.
- I. RESPONSE MATERIAL OWNERSHIP:** All material submitted regarding this ITB shall become property of the Navajo Nation and will not be returned to the respondent. Responses received will be retained by NHS and may be reviewed by any person after final selection has been made. NHS has the right to use any or all system ideas presented in reply to this ITB. Disqualification or non-selection of a respondent or proposal does not eliminate this right.
- J. INCURRING COSTS:** Any cost(s) incurred by the respondent in preparing, transmitting, presenting, or modifying the proposal or material for this ITB shall be the responsibility of the respondent. .

K. SUFFICIENT APPROPRIATION: A contract awarded as a result of this ITB 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 NHS Assistant Superintendent’s decision to terminate or reduce the scope due to insufficient appropriations shall be accepted as final by the Vendor.

L. EVALUATION PROCEDURES AND SELECTION CRITERIA.

1. An evaluation team will evaluate the proposals received in accordance with the general criteria used herein. 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 ITB 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 NHS. The specifications in this ITB represent the minimum performance necessary for a response. On the basis of the evaluation Criteria established in this ITB, the review team will select and recommend the respondent who best meets this objective. If there is only one responsive bid, the NHS Assistant Superintendent may elect to evaluate the ITB solely.
4. Evaluation Criteria: The following criteria will be used by a review committee in the selection process for contract award.

Initial Point Criteria:

- | | |
|-------------------------------------|-------------|
| a. Presentation of Response | 1-20 points |
| Completeness | |
| Clarity of Presentation | |
| Organization of Presentation | |
| Understanding NHS Objectives | |
| b. Statement of Qualifications | 1-20 points |
| List of three (3) Client References | |
| c. Technical Requirements | 1-20 points |
| Project description | |
| Projected accomplishments | |
| d. Project Management | 1-20 points |
| Project Management Experience | |
| Schedule/Project Plan | |
| Staffing | |
| Related Experience | |
| Education - Credentials | |

e. Cost of Service

1-20 points

Total possible points = 100

- M. 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 ITB.
- N. CONTRACTOR SHALL COMPLY WITH FEDERAL AWARDS GUIDELINES:**
- A. §200.330 Reporting on real property.
 - B. §200.331 Subrecipient and Contractor determinations.
 - C. §200.338 Restrictions on public access to records.
- O. TAX:** All appropriate taxes should be included in the 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 at the prevailing rate, on gross receipts for all work performed within the territorial jurisdiction of the Navajo Nation pursuant to 24 N.N.C. §§601 et seq., and the Navajo Nation Sales Tax Regulations §§6.101 et seq., as amended from time to time, except that work performed within the To’Nanees’Dizi Local Government (“Tuba City Chapter”) or the Kayenta Township is subject to their respective local sales taxes as amended from time to time. In addition to being subject to Navajo Nation Sales Tax, the CONSULTANT is subject to local sales tax on gross receipts for all work performed within a governance-certified chapter that imposes a local sales tax pursuant to a duly enacted local tax ordinance and the Uniform Local Tax Code, 24 N.N.C. §§150 et seq.
- P. SOVEREIGNTY:** The Navajo Nation will not relinquish any of its sovereignty rights.

SECTION III

A. 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 additional forms required in Section II. Respondent should also provide technical information of delivery of services required in this ITB.