

NAVAJO DEPARTMENT OF HEALTH
Navajo WIC Nutrition Program
Invitation to Bid

Bid Number: 26-04-4101SB

This invitation for a bid is a Competitive Sealed Bid procurement for services and includes the following:

- A. Name of Project:** Landscaping of Navajo Nation WIC - Tuba City Clinic
- B. Instruction and information for bid submission (requirements).**

1. Supplier Qualification:

- a. Company profile to include priority number as listed on the Navajo Business Opportunity Act Source List of Certified Navajo Business for current month. If not listed, please indicate “Not listed in NBOA source list”. Any questions can be directed to (928) 871-6544.
- b. Contractor/vendor will comply with all industry standards.
- c. Contractor/vendor will provide an adequate timeframe from start to finish for the completion of the item specified on the bid.
- d. Contractor/vendor must comply with all Federal and State regulations.
- e. Successful bidder must provide the following to the Navajo Nation WIC Nutrition Program, or the bid package will be considered non-responsive:
 - Current W-9
 - Signed Navajo Nation Debarment form (will be sent from Navajo WIC Program)
- f. Acceptance of a purchase order is required for payment.

2. Time and date deadline for submission of bids

Date and time to submit to bid: **Friday, May 15, 2026 by 5:00 p.m.**

- a. Late proposals will not be accepted
- b. The Navajo Nation WIC Program reserves the right to reject any or all proposals and waive informalities and minor irregularities in the proposals received.

3. Bid to be submitted to:

- a. All responses to this request for proposals may be returned in a sealed envelope.

Navajo Nation Dept. of Health
Navajo Nation WIC Program
P. O. Box 1390
Attention: Veronica Clark, Program Manager II
Building #2296 (Administrative Building#2)
Window Rock, AZ 86515

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- b. Bids may be in person or mailed. If mailed, it must be postmarked by the closing date of 5:00 p.m. The envelope must be clearly marked on the outside with the following:

Bid# 26-04-4101SB

DO NOT OPEN (to be opened by Navajo Nation WIC Program)

- c. **The bid is to be delivered as:**
 - Six (6) copies: one original and five copies
 - Print on white

4. Date, time, & location of bids opening:

- a. Date: Monday, May 18, 2026
- b. Time: 9:00 a.m.
- c. Location: Administration Building #2
Building No. 2296
Navajo Department of Health, Conference Room East
Window Rock, AZ 86515
- d. The Bid Opening shall comply with the procedures as described in Navajo Nation Procurement Rules and Regulations Section III.F.1. to 7: (928) 871-7362 or Navajo Nation Purchasing Department at (928) 871-6316.

5. Delivery or performance schedule

- a. Start of project date: June 01, 2026
- b. Completion of project date: September 11, 2026.
- c. Cost
 - Reasonable cost of **Landscaping of Navajo Nation WIC - Tuba City Clinic**
 - Navajo Nation tax : 6%

C. Inspection requirement

- a. The project may be inspected by the Navajo Nation WIC Program at the time of completion of the project. The inspection may be from Monday to Friday, 8am to 12 pm & 1 pm to 5 pm

D. Acceptance requirements

- a. Project must be evaluated by the Navajo Nation WIC Program.

E. Contract terms and conditions:

a. Requests

- 1. The contractor will determine the best course of action for landscaping to remove invasive plants, rainwater catchment, and restoration of yard to prevent regrowth of invasive plants.

2. Re-align entrance: gate to be moved/relocated.
 3. Pour concrete for parking area to be leveled.
- b. Bonding
 - c. Other Security Requirements
 - d. Type of Contract
The Navajo Nation will use the standard Professional Services Agreement for the Procurement of services for this project.

F. Instructions to bidders

- a. Visibly mark status as a vendor certified under the Navajo Nation Business Opportunity Act on the outside of the bid packet including Priority 1 and 2.
- b. Visibly mark as “Proprietary” each part of the bid which is proprietary information.

G. Notification to bidders

- a. The Navajo Nation is not bound to enter a contract under the invitation for Bids and may issue a subsequent invitation for Bids for the same services.
- b. The Navajo Nation is a sovereign government, and all contracts entered because of the invitation for Bids shall comply with Navajo Nation law, rules, and regulations, including but not limited to the Navajo Preference in Employment Act and applicable federal laws, rules, and regulations.

H. Procurement specification-Scope of Work.

- a. Physical, functional, and performance descriptions.

The contractor shall provide the Navajo Nation WIC Program with fair competitive pricing. The contractor should ensure that a service contract for maintenance is also considered. The maintenance contract will coincide with the Navajo Nation fiscal year beginning October 1st and ending September 30th. The delivery cost will be included in the request for bid.

- b. Navajo Nation WIC Program shall be contacted should the contractor/vendor submitting the bid need additional information or wish to make modifications to the specifications for the item specified for bid.

I. Other(s)

- a. Evaluation Procedures and Criteria
 - i. A review committee will review the proposals received in accordance with the general criteria used herein. The committee may request oral presentations by the contractor/vendor, as necessary.
 - ii. All proposals must be endorsed by the official having the authority to bind the proposal to execute the contract.

b. Project Completion date:

- i. This project shall be completed by September 11, 2026.