

REQUEST FOR PROPOSAL

PROPOSAL DUE DATE : 5:00 p.m. MDST September 11, 2026

DESCRIPTION : The Klagnetoh Chapter is seeking Request for Proposal (RFP) to perform Septic Tank cleaning.

BID NUMBER : RFP BID NO. 26-08-4282SB

CONTACT PERSON : Clarence Chee
Community Service Coordinator
Email: klagnetoh@navajochapters.org

PhoneNumber: (928) 652-2700

RETURN RESPONSES TO : Direct Number: (928) 652-2704
FAX Number: (928) 652-2701

Mailing Address : The Navajo Nation
Klagnetoh Chapter
Unit 42 HC 58 Box # 90 Ganado, Arizona 86505

Attn: Clarence Chee
RFP Bid No. 26-08-4282SB

Physical Address : Klagnetoh Chapter
US HWY 191 Milepost 397
Klagnetoh, Arizona 86505
Attn: Clarence Chee
Bid No. 26-08-4282SB

Please Submit Four (4) sets of your Proposal

**REQUEST FOR PROPOSAL
SEPTIC TANK CLEANING
RFP BID NO. 26-08-4282SB**

SECTION I

INFORMATION ONLY, A RESPONSE TO THIS SECTION IS NOT REQUIRED

- A. **ISSUING OFFICE:** This Request for Proposal (RFP 26-08-4282SB) is issued by the Klagetoh Chapter Unit 42 HC 58 Box # 90 Ganado, Arizona 86505. The contact person for this RFP is Clarence Chee, Community Service Coordinator.
- 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 proposal 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 regulations, rules, 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 of Community Development (DCD) Administration at any time up to the Deadline for Proposals.
- E. **SCHEDULE OF ACTIVITIES:** **DEADLINE:**
- | | |
|--|--|
| 1. Public Advertisement Begins | September 1, 2026 |
| 2. Proposals will be sent to vendors on our current listing | September 2, 2026 |
| 3. Prospective respondent's written question deadline
(No questions accepted after this date) | September 8, 2026 |
| 4. Responses to questions | September 9 2026 |
| 5. Advertisement Closing | September 11, 2026 |
| 6. Due date for proposals | September 11, 2026
5 p.m. MDST |
| 7. Opening of proposals and evaluation by
Review Team on or by | September 14, 2026 |
| 8. Award date for contract on or by
Pending Legislative Review-164 process | September 16, 2026 |
- F. **INQUIRIES:** Prospective respondents shall make written questions concerning this RFP to obtain clarification of requirements through e-mail to Clarence Chee, Community Service Coordinator at klagetoh@navajochapters.org no inquiries will be accepted after the closing date.

REQUEST FOR PROPOSAL
SEPTIC TANK CLEANING
RFP BID NO. 26-08-4282SB

Inquiry deadline listed in section E. NOTE: Inquires shall reference scope of work regarding septic tank cleaning.

- G. **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.
- H. **PROPOSAL SUBMISSION:** Proposal must be received on or before 5:00 p.m., AUGUST 21, 2026 (MDST). 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.
- I. **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- “Klagetoh septic tank cleaning RFP BID No. 26-08-4282SB ” – 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: cleaning septic tank 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)

- g. State total cost for Part I and for each optional services in Part II.

Part C. Optional Services (Sealed separately in envelope)

- h.
- i.
- j.

**REQUEST FOR PROPOSAL
SEPTIC TANK CLEANING
RFP BID NO. 26-08-4282SB**

***Vendor must include a statement in Cover Letter (Section I) that they agree to terms of the sample Navajo Nation contract template (see attached).**

- J. **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.
- K. **REJECTION OF PROPOSALS:** Klagetoh Chapter 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 the Klagetoh Chapter Community Service Coordinator determines it is in the best interest of the Navajo Nation.
- L. **PROPRIETARY INFORMATION:** Any restriction on the use of data contained within any proposals must be clearly stated in the proposal itself. Proprietary information submitted in response to this RFP No. 26-08-4282SB 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”.
- M. **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 Klagetoh Chapter and may be reviewed by any person after final selection has been made, subject to paragraph L above. Klagetoh Chapter has the right to use any or all system ideas presented in reply to this RFP No. 26-08-4282SB, subject to limitations in paragraph "L" above. Disqualification or non-selection of a respondent or proposal does not eliminate this right.
- N. **INCURRING COSTS:** Klagetoh Chapter is not liable for any cost by the respondents prior to issuance of a contract.
- O. **ACCEPTANCE TIME:** Klagetoh Chapter intends to make a vendor selection within reasonable time frame after the closing date for receipt of proposals.
- P. **SUFFICIENT APPROPRIATION:**
A contract awarded as a result of this Request For Proposal 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 effect such termination or reduction in scope. The Division of Community Development (DCD) Division Director's decision to terminate or reduce the scope due to insufficient appropriations shall be accepted as final by the Vendor.
- Q. **EVALUATION PROCEDURES AND CRITERIA.**

**REQUEST FOR PROPOSAL
SEPTIC TANK CLEANING
RFP BID NO. 26-08-4282SB**

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 Klagetoh Chapter. 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 DCD 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 Klagetoh Chapter.

Qualifying Point Criteria:

- a. Company Credentials & qualifications in performing the services sought.
0-25 points
- b. Resume or other description of qualifications of relevant experience and knowledge.
0-15 points
- c. Responsiveness to Scope of Work
0-15 points
- d. List of similar services provided to other clients on Navajo Nation in proportion to requested services for the last five years.
0-15 points
- e. Navajo Nation vendor, Priority 1 or 2
0-10 points

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 a reasonable cost. 0-20 points

Total possible points=100

**REQUEST FOR PROPOSAL
SEPTIC TANK CLEANING
RFP BID NO. 26-08-4282SB**

- R. **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).
- S. **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.).
- T. **TERM:** The term of this contract will be for a period of six (6) months from date of award.
- U. **SOVEREIGNTY:** The Navajo Nation will not relinquish any of its sovereignty rights. The Navajo Nation is a sovereign government and all contracts entered because of the RFP No. 26-08-4282SB shall comply with the Navajo Nation Laws, rules, and regulations, Navajo Business Opportunity Act and Including the Navajo Preference in Employment Act, and applicable federal law, rules, and regulations.
- V. **CERTIFIED NAVAJO BUSINESS:** Must Provide proof that business is currently certified by the Navajo Nation - Business Regulatory Department and prioritized under Navajo Nation Council Resolution CAP-37-02 and under the Section 204 9A) (1) and (2) of the revised Navajo Nation Business Opportunity Act.
- 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. **PAYMENT:** The payment procedures established by the Division of Finance shall be adhered to and are to begin whenever Goods are delivered and accepted.
- Y. **INDEMINIFICATION:**
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 suits and damages of description and shall

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**SECTION II
SCOPE OF WORK**

A. BACKGROUND

The Mission of Division Community Development is to provide optimal support services to the Navajo Government. This is accomplished by continuing and maintaining Navajo Nation Fiscal Recovery Fund Department, Navajo Nation Rural Addressing Authority, Community Housing & Infrastructure Department Community Development Block Grant, Housing Improvement Program, Capital Project Management Department, Administrative Service Office. The Navajo Nation government have a number of Chapter Houses throughout the Navajo Nation reservation spanning in four (4) states (Arizona, Colorado, Utah and New Mexico. The Division of Community Development desires to have Klageh Chapter serve the community as needed.

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. SEPTIC TANK CLEANING: Klageh Chapter is requesting for bids to perform cleaning septic tank(s).

Part I: Scope of Work

- 1. All septic tanks shall be on approved home site lease.
- 2. Contractor will supply their own water during septic pumping, cleaning, and disposal.
- 3. Tanks without access risers will need to be excavated for proper tank access.
- 4. Home owners shall be responsible for excavation activities.
- 5. Pumping from the inspection ports shall not be allowed.
- 6. Baffles and filters shall be inspected and make sure they are in operable condition
- 7. Clean baffle filters and replace if needed.
- 8. Clean worksite and restore area to original condition.
- 9. Any issues found to disqualify tank pumping shall be noted.
- 10. Complete maintenance service report and include any recommendations.
- 11. Leave 20% septic liquid in tank for continuation of microorganism activity.

**REQUEST FOR PROPOSAL
SEPTIC TANK CLEANING
RFP BID NO. 26-08-4282SB**

Part II: Optional Services (Sealed separately in envelope)

1.