

**REQUEST FOR PROPOSAL
Bid Number: 20-10-2372LE**

Date: October 28, 2020

Project Title: **Navajo Nation Division of Behavioral and Mental Health Services – Cleaning, Disinfecting and Testing for all DBMHS Sites**

Project Schedule:

Advertisement of RFP	November 02, 2020 – November 13, 2020
Requests for Information Due Date	November 18, 2020 @ 5:00pm MST
Bid Due Date	November 25, 2020 @ 5:00pm MST

Proposal:

All interested parties are invited to review and respond to this Request for Proposal at their discretion. All questions pertaining to the contents of this RFP as a respondent can contact via email Tanya Sheperd, Senior Contract Analyst – DBMHS/DOH at tlsheperd@navajo-nsn.gov

All parties responding to this bid are instructed to submit or send four (4) proposals (1 original and 3 copy) to the following address:

The Navajo Nation
Division of Finance – Purchasing
Attention: Lorita Estitty, Buyer
Administration Building #1
Window Rock Blvd
Window Rock, Arizona

Responses 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 #20-10-2372LE NNDBMHS
CLEANING, DISINFECTING & TESTING FOR ALL DBMHS SITES
DO NOT OPEN-BID PROPOSAL**

GENERAL INFORMATION AND GUIDELINES FOR THIS RFP

I. DESCRIPTION OF THE ORGANIZATION

The Navajo Nation Division of Behavioral and Mental Health Services (DBMHS) is a federally funded program operating outpatient and inpatient counseling services throughout the Navajo Nation.

II. SCOPE OF THE CONTRACT

The Navajo Nation intends to enter into a professional services contract with one (1) responsible, qualified, and independent contractor to complete all work as described in the attached scope of work.

III. 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:

1. A legitimate and credible vendor with a minimum of five (5) years' experience and history with providing the described services.
2. The Navajo Business Opportunity Act 5 NNC § 201, 205 will apply.
3. Federal requirements, if applicable (i.e. Davis Bacon wage rates).
4. All workmanship and materials shall comply with applicable Safety Codes.
5. As built drawings of all completed work.

IV. SCOPE OF WORK (See Attached)

V. REQUIREMENTS

The respondent will furnish all requested information as specified in the RFP.

VI. PROPOSAL CONTENT AND REQUIRED INFORMATION

Please utilize the outline described below with four (4) copies.

1. Organizational letter expressing your interest and a brief description of your proposed services. Do not reveal or make reference to the cost in this letter.
2. Organization qualifications and project experience. Include references.
3. Sub-contractor Information, if applicable
 - a. Subcontractor work should not exceed 40% of entire project
4. Scope of Work
5. Product Specifications including material safety data sheets
6. Design (detailed plan depicting layout of equipment).
7. Schedule
8. Copies of licenses, certifications, insurance certificates, and other relevant documents.
9. Costs to be submitted in a separate sealed envelope. (Detailed breakdown of costs: Material, Labor, and other applicable costs; NM State Tax, AZ State Tax and Navajo Nation Sales Tax.
10. 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.

VII. EVALUATION PROCESS (pre-qualifying process)

1. Evaluation Criteria

- a. Qualifications, credentials, and minimum five (5) years' work experience. This includes the capabilities to provide all requested services. (20 points)
 - b. Quality of products, material safety data sheets, and warranty services. (30 points)
 - c. Project Schedule. (20 points)
 - d. Navajo Preference. (5 points)
 - e. Cost (***separate sealed envelope***). (25 points)
2. Applicable Federal Requirements (25 CFR 900, OMB Circulars A-87, GSA qualified vendor, Davis Bacon wage rates, etc.).
 3. The Navajo Nation Division of Behavioral and Mental Health Services reserve the right to interview respondents if deemed necessary due to tied scores or other legitimate matters.
 - a. 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 Window Rock, AZ (if necessary). It is DBMHS's intention to award one (1) vendor to provide all services as specified.

VIII. TYPE OF CONTRACT

The Navajo Nation will utilize a standard Professional Services Contract for the procurement of goods and services for this project.

IX. PERIOD OF PERFORMANCE

The period of performance will be determined and negotiated based on the schedule proposed by the respondent and the contract implementation date.

X. TECHNICAL DIRECTION

The Navajo Nation DBMHS point of contact Tanya Sheperd, Senior Contract Analyst for inquiries related to the project and other matters. Questions and responses will be shared with all respondents. Ms. Sheperd's email address is tlshperd@navajo-nsn.gov.

XI. PAYMENT AND SUBMISSION OF INVOICES

The Navajo Nation Professional Services Contract will describe this section.

XII. RIGHTS

The Navajo Nation reserves the right to reject any and all proposals, in whole or in part based on the requirements set forth in this RFP.

XIII. AGREEMENT TERMS AND CONDITIONS

The Navajo Nation is not bound to enter a contract under the RFP and may issue a subsequent RFP for the same services, and

The Navajo Nation is a sovereign government and all contracts entered into as a result for the RFP shall comply with the Navajo Nation law, rules and regulations, including the Navajo Preference in Employment Act, and applicable federal law, rules, and regulations. This procurement and any RFP with respondents that may result shall be governed by the laws of the Navajo Nation and applicable federal law. Nothing herein shall be constructed as a waiver of the Navajo Nation's sovereign immunity. In addition, the Navajo Nation Business Opportunity Act will apply to the RFP.

The Navajo Nation Professional Services Contract will provide all other legal and contractual obligations, terms, and requirements of this project.

XIV. OTHER

SCOPE OF WORK

**Navajo Nation Division of Behavioral and Mental Health Services
Cleaning, Disinfecting and Testing for all DBMHS Sites**

The Navajo Nation Division of Behavioral and Mental Health Services (DBMHS) was established in 1987 as the lead agency of behavioral health for the Navajo Nation. DBMHS provides comprehensive substance use treatment to include care coordination, outpatient, prevention and residential services for the Navajo people. DBMHS assures that quality, culturally responsive and competent behavioral health services are readily available and accessible to the Navajo people through effective coordination and development of behavioral health infrastructure. The mission statement is, "Providing Comprehensive Behavioral Health Services for Native Families." The vision statement is "Diné Be'iina' Hoozhoogo Silá," translation: "In the Navajo way of life there is beauty before you."

DBMHS has a total of ten (10) Outpatient Treatment Centers (OTC); seven (7) are located in Arizona and three (3) are located in New Mexico. There is one Residential Treatment Center located in Shiprock, NM known as the Navajo Regional Behavioral Health Center. In addition, DBMHS has central offices in Window Rock, Arizona.

Division of Behavioral and Mental Health Services is requesting a vendor to be available on an on-call emergency basis for cleaning, disinfecting and testing services. All services must comply with the protocols set forth by Center for Disease Control's recommendations for cleaning and disinfection for community facilities. One vendor can provide all services or a joint venture is acceptable by two organizations to provide all services requested. DBMHS is requesting cleaning, disinfecting, and testing costs for all listed facilities and furniture and equipment within each facility. All facilities are fully furnished with furniture and equipment for which cleaning, disinfecting and testing costs should be included in RFP packet and proposals. A complete listing for all furniture and equipment at each facility should be requested from Tanya Sheperd, Senior Contract Analyst at tlshperd@navajo-nsn.gov

All services will include Navajo Nation Sales Tax at 6% except for Gallup, NM. Tuba City will be applied the Tuba City Sales Tax of 6%. Kayenta will be applied the Kayenta Township Sales Tax of 6%.

Facility	Property #	Approx. sq. ft.	Location
Chinle OTC Main	5233	16,961	Chinle, AZ
Chinle OTC Pink Modular Building	5234	1,800	Chinle, AZ
Chinle OTC Blue Modular Building	5233	1,800	Chinle, AZ
Crownpoint OTC Admin	N/A	2,044	Crownpoint, NM
Crownpoint OTC Stone building	2314	2,644	Crownpoint, NM
Crownpoint OTC Conference/ kitchen	2313	1,813	Crownpoint, NM
Dilkon OTC	3774	3,772	Dilkon, AZ
Dilkon OTC Cook house	None	589	Dilkon, AZ

Fort Defiance OTC	6905	9,900	Fort Defiance, AZ
Gallup OTC	Leased	11,637	Gallup, NM
Kaibeto OTC	7986	9,500	Kaibeto, AZ
Kayenta OTC	5199	2,772	Kayenta, AZ
Newlands OTC	6909	4,000	Sanders, AZ (Newlands, AZ)
Shiprock NRBHC OTC/ Residential	2301	56,000	Shiprock, NM
Shiprock Fitness building	None	3,536	Shiprock, NM
Tuba City OTC	8352	7,000	Tuba City, AZ
Quality Inn Suite 206, 206-A, 208, 210	Leased	1,053	Window Rock, AZ
Quality Inn Suites 213, 215, 217	Leased	1,053	Window Rock, AZ
Navajo Nation Shopping Center Space #5	Leased	2,700	Window Rock, AZ

End Scope of Work