

Request for Proposal



Bid Number: 21-02-2431LE

The Navajo Nation Office of the Controller - Purchasing Department and the Navajo Division of Transportation (Navajo DOT) are soliciting proposals and sealed bids for “[Bid #: “Port-a-Potty Rental for N71 Birdsprings, Arizona Road Construction Project”](#)”

Contacts for a bid packet are:

- 1) Joe Peterman, Department Manager, Navajo Division of Transportation – Roads, jpeterman@navajodot.org; (928) 797-0150 or (505) 371-8329.
- 2) Jeremy Ben, Accounting Manager, Navajo Nation Purchasing Department, jjben@nnooc.org, (928) 871-6317

Closing date is **March 12, 2021**, at 3:00 p.m. Mountain Daylight Saving Time (M.D.T.). Any proposal(s) received after this date and time will not be accepted and will be returned to the sender. No faxed or email proposals or bids will be accepted.

PROPOSAL SUBMITTAL

All proposal **MUST** have the Prospective Respondent's name and contact information on the outside of the Sealed Proposal Packet and Proposal Cost (envelopes). If not included, it will be considered "Non-Responsive."

All proposals are to be submitted to:

Mailing Address:

Navajo Division of Transportation – Roads
 Attention: Joe Peterman, Department Manager
 P.O. Box 4620
 Window Rock, AZ 86515
 Phone: (505) 371-8300

Hand Delivery: Driving Instructions from Gallup, New Mexico

Take Exit 20 from I-40. Take US491 from Gallup, New Mexico to Yatahey, NM, which is approximately 5.5 miles. Approach a Y-Intersection. Take US264 and go about 15 miles. The Navajo Division of Transportation Complex will be on the left side of US491 on Indian Route 54.

All proposals and bid form shall be sent in sealed envelope, clearly marked with the following information:

Bid Number:

Description or Title: "N71 Birdsprings, Arizona Project – "Port-a-Potty Rental"

Contact Persons:

Jeremy Ben, Accounting Manager
 Navajo Nation Purchasing Department
 Phone: (928) 871-6317
 Email: jjben@nnooc.org

Joe Peterman, Department Manager
 Navajo Division of Transportation - Department of Roads
 Phone: (505) 371-8329
 Cell: (928) 797-0150
 Email: jpeterman@navajodot.org

Please submit an Original and three (3) copies of proposals.

PART I

INFORMATION ONLY – NO RESPONSE TO THIS SECTION IS REQUIRED

- A. This Request for Proposal (RFP) provides the prospective respondents with sufficient information that will enable them to prepare and submit a proposal for consideration.
- B. This RFP contains the instructions governing the proposals to be submitted and the materials to be included. These are mandatory requirements which must be met to be eligible for consideration. Failure to adhere will result in a “Non-Responsive” Status.
- C. SCHEDULE OF ACTIVITIES AND TIMELINES:

Schedule of Activities	Timelines
Prospective respondents “Inquiry Timeline.” All inquiries and questions will be answered prior to this date. Questions must be submitted in writing only. If needed, an Addendum will be issued to all vendors who requested for a copy of the RFP to ensure they all received the same information. No questions accepted after this date.	Tuesday, March 9, 2021 at 5:00 p.m.
Due date for all proposals	Friday - March 12, 2021, at 3:00 p.m.
Bid Opening of proposals and evaluations by the Review Panel	Week of March 15, 2021
Award of Contract – It takes at least six to eight weeks to process a contract.	By May 31, 2021

- D. INQUIRIES: Prospective respondents may contact Navajo Division of Transportation (DOT) – Department of Roads staff via phone call or email in reference to this RFP in obtaining clarification of requirements. No inquiries will be accepted after the inquiring date listed in Section C.
- E. ADDENDUM OR SUPPLEMENT TO THIS REQUEST FOR PROPOSALS: In the event it becomes necessary to revise any part of this RFP, an addendum will be issued. Any respondents that already submitted a proposal will be notified.
- F. PROPOSALS SUBMISSION: Proposal must be received on [Friday, March 12, 2021, by 3:00 p.m. Mountain Daylight Saving Time \(M.D.T\)](#). Respondents who are mailing their proposals should allow sufficient time for mail delivery to ensure receipt by the time specified. If mailed, it is recommended that proposals be sent by certified mail to the address indicated on the [Page 2](#) of this RFP.
- G. NUMBER OF PROPOSALS TO BE SUBMITTED: In the submission of all proposal, one original and three (3) copies must be enclosed in one sealed envelope. The outside of the envelope should be clearly marked with 1) Respondent’s Contact information, and 2) the “[Bid Number #21-02-2431LE](#) RECEIPT OF PROPOSALS: Late proposal will not be accepted. It is the responsibility

of the respondent to ensure that the proposal arrives at the Navajo Division of Transportation – Department of Roads on or before the date/time specified.

- H. REJECTION OF PROPOSALS: The Navajo Division of Transportation (Navajo DOT) – Department of Roads reserves the right to reject any or all proposals and to waive informalities and minor irregularities in the proposals received.
- I. PROPRIETARY INFORMATION: Any restriction on the use of the information, data, contents contained within the proposals must be clearly stated in the proposal itself. Each and every page of the propriety material must be labeled or identified with the word “Proprietary.” Proprietary information submitted in response to this RFP will be handled in accordance with applicable procurement regulations.
- J. PROPOSAL MATERIAL OWNERSHIP: All material submitted in reference to this RFP shall become the property of the Navajo Nation and will not be returned to the respondent. Responses received will be retained by the Navajo DOT – Department of Roads and may be reviewed by any person(s) after the final selection has been made, subject to [Section J](#). The Navajo DOT – Department of Roads has the right to use any or all systems, ideas presented in this RFP, subject to limitations in [Section J](#). Disqualification or non-selection of a respondent does not eliminate this right.
- K. INCURRING COSTS: The Navajo DOT – Department of Roads is not liable for any cost incurred by the Respondent prior to issuance of service contract or a purchase order.
- L. ACCEPTANCE OF PROPOSAL CONTENT: The contents of the proposal of the successful Respondent will become contractual obligation if acquisition action ensues. Failure of the successful Respondents to accept this obligation may result in cancellation of the award and such respondent may be removed from consideration for future solicitation.
- M. ACCEPTANCE TIME: The Navajo DOT – Department of Roads, in coordination with the Navajo Nation Business Regulatory Department and the Navajo Nation Office of the Controller, intends to select the successful Respondent in the time specified in [Section C](#), after the closing date of receipt of proposals.
- N. AWARD OF SERVICE CONTRACT: Upon selection, Navajo DOT – Department of Roads will initiate the Service Contract and License Agreement in the name of the successful respondent; and the contents of the proposal submitted by the respondent will become part of the contract.
- O. JOINT PROPOSALS: Nothing in this RFP shall be construed to prohibit respondents from entering into a consortium for the purpose of offering a proposal in response to this RFP. Parties to a consortium will not be permitted to submit independent proposals in response to this RFP.
- P. EVALUATION PROCEDURE AND CRITERIA:
 - a. Review Panel: A Review Panel, with specific related technical background, will be selected and evaluate the proposals received in accordance with general criteria used herein. The review panel may request for a meeting for purposes of proposal clarification

and the respondent should be prepared to provide any additional information the Review Panel feels necessary for a fair evaluation of the proposals.

- b. Failure of a respondent to provide any information, requested in this RFP, may result in the proposal being disqualified. All proposals must be endorsed with the signature of a responsible official having the authority to bind the respondent in the execution of a contract.
- c. The sole objective of the review panel is to select the respondent most responsive to the needs of the Navajo Nation, Navajo DOT, and the Department of Roads. The specification in this RFP represent the minimum performance necessary for a response. Based on the evaluation criteria established in this RFP, the Review Panel will select and recommend the respondent who best meets the objective in the Scope of Work in Part II.
- d. The Technical Proposal Factors will be used to evaluate the proposal(s) based on a 100 points-scale system, with 10 additional points for Navajo Nation Priority #1 Businesses, and five (5) additional points for Navajo Nation Priority #2 Businesses.

Evaluation Sheet

Proposal Factors	Requirements	Maximum Points Awarded
Proposal Format	10 single sided pages and spiral bound proposal. Submitted on time and identifying bid and contractor, bid in separate sealed envelope.	10
Scope of Work	Vendor to provide Port-a-Potty rentals for a Road Construction project located at Birdsprings, Arizona as follows: 2 each – Port-a-Potties for use in construction yard 2 – each port-a-potties mounted on trailer for field use. Bi-weekly cleaning and service will be required. Include toilet paper, hand sanitizer, etc. as required.	60
Certificate and Insurance requirements	Certificate of Insurance as related to port-a-potty rental.	10
Communication	Describe how company will communicate with Navajo DOT regarding rentals and service.	10
Two References	List two references of companies that your company rents equipment to.	10
	TOTAL	100
Certified Navajo Nation Business Owner – 100%	PRIORITY #1	10
Certified Navajo Nation Business Owner – 51%	PRIORITY #2	5
TOTAL	Total for Priority #1	110
	Total for Priority #2	105
	Total for Non-Priority	100

- Q. Per the NAVAJO NATION PROCUREMENT CODE, 12 N.N.C., Section 332, Letter “e”, in the event all proposal in a Procurement exceed available funds by 5%, a re-solicitation for work or a reduced scope may be authorized.
- R. STANDARD CONTRACT: Navajo DOT will use the template Service Contract reviewed and approved by the Navajo Nation Department of Justice.
- S. RETURN PROPOSAL: The Navajo Nation and Navajo DOT has no obligation in returning any of the proposal received in response to this RFP.
- T. TERM: The term of the Service Contract will be a period of one year from the date of *Notice to Proceed*, with an option to renew the contract for continued services, which will be based upon the availability of funds. Renewal of the contract will be made only upon mutual agreement of both parties.
- U. COMPLIANCE WITH THE NAVAJO NATION BUSINESS OPPORTUNITY ACT: Proposal will be opened and evaluated in compliance with the Navajo Nation’s Business Opportunity Act, 5 N.N.C., Chapter 2, and Subsection 201 – 215 and the Navajo Nation Procurement Rules and Regulations.

PART II
SCOPE OF WORK

N71 Birdsprings, Az – Port-a-Potty Rental.

Vendor to provide porter potty rental for a Road Construction project, located at Birdsprings, Arizona. Equipment shall be as follows:

2 each – Standard Port-a-Potties

2 each – trailer mounted port-a-potties

Bi-weekly cleaning and service will be required.

Provide adequate supply of toilet paper and hand sanitizer, etc.

The Department Manager will oversee the rental, all equipment shall be on “as needed” basis, use and reimbursement of equipment shall be through the Department Manager.

Dates of Rental: Issuance of Notice to Proceed (NTP) through April 30, 2022.

Part III

FORMAT AND ORGANIZATION

Requirements: This section of the RFP specifies the format and organization of the proposal (not listed in priority or in any order).

- A. NUMBER OF COPIES: Submit an Original and three (3) copies of proposal.
- B. PROPOSAL FORMAT: Appearance of the proposal is important and professionalism in the proposal presentation should not be neglected. The proposal standards are as follows:
 - a. The proposal shall not exceed 10 single-sided pages (maximum 8 1/2" x 11"). Submissions exceeding the 10 single-sided page limit will be considered non-responsive and will be unrated. All pages include dividers, proposal, photos, charts, graphs, exhibits, letter of interest, etc. are counted toward the 10 pages.
 - b. Proposals submittal should be plastic or metal spiral-bound only. **Please do not submit loose paper, these will be considered unresponsive and will be unrated. No folders required, just spiral-bound proposals.**
- C. LETTER OF INTEREST: Letter of Interest must be on a Company Letterhead and signed by the president, executive director, or owner of the company/organization.
- D. PROOF OF CERTIFICATE OF INSURANCE: Provide a copy of Insurance Certificate to procure and maintain adequate and enough insurance for all potential liability, such as, commercial general liability, automobile liability, workers compensation, performance & payment bonds, bid, etc. The contractor shall provide all bonds and insurance prior to the notice to proceed with Construction. For the proposal, the firm seeking this project shall provide an affidavit from a surety indicating Contractor's ability to provide said bonds and other certifications required in Arizona.
- E. MAPS: Map is attached.
- F. SCOPE OF WORK: Respondent's approach to the scope of work, includes the following:
 - a. Provide port-a- potty rental.
 - b. Provide cleaning, service and supplies as related to rental.
- G. COMMUNICATION: Describe communication methods with Navajo DOT about rental.
- H. REFERENCES: List two references that your company currently rents to. Be sure to provide name, title, company name, address, phone number, and email address. See sample attached.
- I. CERTIFIED NAVAJO BUSINESS: If claiming Navajo Business Owner, **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 also under the Section 204 (A) (1) and (2) of the revised Navajo Nation Business Opportunity Act.**

- J. TAXES: All performance under this Contract within the territorial jurisdiction of the Navajo Nation is subject to the six percent (6%) Navajo Sales Tax (24 N.N.C. 601 et seq.).
- K. BID FORM / PROPOSAL COST: In a **separate sealed envelope**, clearly marked as **"BID FORM 21-02-2431LE, N71 Birdsprings, Arizona Project Port-a-Potty Rental"** and with Respondent's information. The sealed envelope will not be opened by the Review Team until after the proposals have been reviewed and ranked. **If your bid is not in a separate sealed envelope, then your proposal will be considered non-responsive and ineligible for further evaluation.**

End of RFP.

See Attachments in the Exhibit

Attachments

- 1) Bid Form
- 2) Addendum Acknowledgement
- 3) Sample to Provide References
- 4) Map

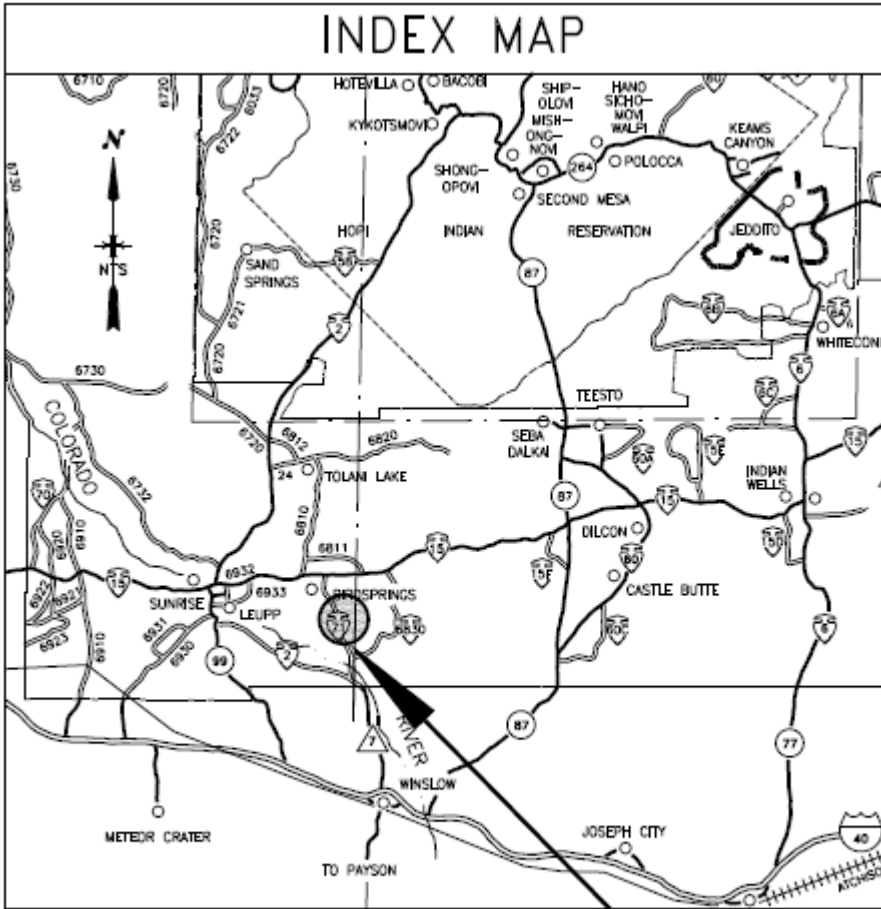
Bid Form
Re-Bid: #21-02-2431LE – N71 Birdsprings, Arizona Project – Port-a-Potty Rental

CONTRACTORDATE

BID SCHEDULE			
<u>DESCRIPTION</u>	<u>MONTHLY COST</u>	<u>MONTHS</u>	<u>TOTAL COST</u>
Port-a-Potty (4 each)		14	
	TOTAL COST		
	NN TAXES (6%)		
	TOTAL BID COST		

MONTHLY PAYMENTS:

On the 25th of each month the contractor shall submit an invoice detailing equipment usage and weeks used on the project for reimbursement as based on the Bid Schedule provided in the RFP.



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PROJECT LOCATION
N71(3)2&4

Addendum Acknowledgement

Addendum:

In submitting this Bid, Respondent represents that: *Respondent has examined and carefully studied the RFP and attachments, and any data and reference items identified in the RFP documents, and hereby acknowledges receipt of the following Addenda:*

Addendum No:

Addendum Date:

_____	_____
_____	_____
_____	_____

Respondent will complete the Work in accordance with the Contract Documents for the following price(s):

Respondent's Acknowledgement Signature:

Name and Title

Company Name

SAMPLE TO PROVIDE REFERENCES**Reference One:**

John Doe, Owner

Company Name: Equipment Rentals

P.O. Box 123

Window Rock, AZ 86515

Phone: (928) 871-1000

Email: jdoe@yahoo.com

Scope of work: Currently rents heavy equipment on the Navajo Nation in Arizona.

Reference Two:

Jane Doe, Owner

Company Name: Navajo Nation Transit Department

P.O. Box 456

Tuba City, AZ 86515

Phone: (928) 283-1000

Email: janed@yahoo.com

Scope of work: Currently rents Trucks and Equipment to the Navajo Nation Transit Department in Fort Defiance, Arizona.

*Navajo DOT may contact the references for
performance appraisal.*
