

Invitation for Bids
Navajo Nation Department of Justice Office of the Attorney General
OFFICE FURNITURE AND INSTALLATION SERVICES- Window Rock, AZ
Invitation Bid No. 23-12-3197KS

Bid Open: December 27, 2023

Bid Close: January 10, 2024

Invitation: Authorized Office Furniture and Installation

Background:

The Department of Justice and Office of the Attorney General provides legal services the three (3) branches of the Navajo Nation Tribal government. The Department is issuing this Request for Proposal (RFP) in an effort to receive proposals from qualified vendors to provide office furniture and installation according to the specifications listed below.

It is the responsibility of the Offeror to identify themselves as a certified vendor under the Navajo Nation Business Opportunity Act. The Offerors must visibly mark on the outside of the sealed bid, if applicable, the offeror's priority status under the Navajo Nation Business Opportunity Act.

Bid Schedule

The Department of Justice and Office of Attorney General, Office Furniture and Installation Services for (2) Buildings located at 2521 Old BIA Clubhouse Building and 2522 Pink Butler Building in Window Rock, AZ.

	IFB Schedule of Activities	Date
1.	Issue of Invitation for Bids	December 27, 2023
2.	RFP- Questions Due Email: Brittany Tso (Senior Programs & Project Specialist, SPPS) btso@nndoj.com	January 3, 2024
3.	NNDOJ RFP Proposals Due	January 12, 2024
4.	Official Opening of NNDOJ Proposals; A. Evaluation and Selection Begins	January 16, 2024
5.	Notice of Selection	January 26, 2024

This RFP describes the technical and performance specifications for the office furniture and installation services. Additionally, it contains an overview of the general terms and conditions under which the office furniture is to be provided.

General Description: Refer to Technical and Performance Specifications-Appendix A for detailed and specific requirements.

SECTION I

Offeror Requirements:

All OFFERORS must have 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. OFFEROR should also provide technical information of delivery of services required in this RFP.

All services need to comply with NNOSHA Standards and other applicable building and safety codes to ensure the health and safety of all building occupants.

SCOPE OF WORK- The contractor shall be able to provide personnel who have been fully trained in all phases of office furniture installation services. The contractor and staff will have expertise and experience in office furniture and installation services. The office furniture shall consist of the following:

1. (100) Desks-Height Adjustable desks 55''X 28'' with electrical components for height and outlets. Brand- Studio C collection height adjustable desk or Comhar Pro Standing desk Q8 or similar. Color- harison cherry or desk wood or similar.
2. (100) Standing Foot Mats- Anti-fatigue rectangle mats 36'' X 24''X 0.075' thickness; Color- Black
3. (1) Conference Table- Preside Laminate Modular Conference Table 14' with top, panel base, and mid base included in the color of mahogany with electrical outlets capabilities for laptops, cameras, microphones, and telephone.
4. (1) Lobby Lounge Complete black leather fuze modular lounge series (Black Leather) shall include- (1) square lounge chair, (2) armless lounge chairs, (1) lounge chair (right side), (1) lounge chair (left side), (1) connector (corner) and (1) bench.
5. (120) Office chairs- HON Ignition Mid-back ReActiv Back Task Chairs or 4-way stretch mesh mid back task chairs. Black frame with black mesh backs and sit cushion color: regatta or similar.
6. (12) Breakroom Chairs- Guest chairs without arms- black frame with black mesh backs and sit cushion chair: cobalt or similar
7. (4) Dining Tables- Square- 36' X 36' X 29' Height
8. (100) Desks- Right Single Pedestal Desk- 66'X 30' X 29 ½ Height; Color: Cherry or Hazelnut or similar.
9. (100) Credenzas- Left Single Pedestal Credenzas- 72' X 20' X 29 ½ Height; Color: Cherry or Hazelnut or similar.

Navajo Nation standards: Any office furniture proposed shall meet all current applicable Navajo Nation standards and requirements. The offeror shall coordinate the installation of the Office furniture.

Design, Submittals and production process: The selected Vendor shall work directly with SPPS, in the design of the office furniture to match the request of the department for which it will be used. The offeror shall prepare and submit a full design packages indicating the specific requirements. The Submittal package shall be available for SPPS review and modification prior to acceptance and approval by SPPS.

Warranties:

Warranty- The Office furniture shall be covered by the warranty provided by the manufacturer and shall be at least twelve months or more. The Manufacturer shall warrant the furniture against parts failure or malfunction due to installation errors, defective workmanship and missing or incorrect parts for a minimum period of twelve months or more.

Warranty Activation- Warranty shall begin when the office furniture is placed into services SPPS. The offeror will be contacted once the Office furniture is employed.

Repair Parts and service- The manufacturer shall be able to furnish replacement parts or furnish service by providing a list of agencies where a stock of repair parts is available and can be secured in a reasonable time after ordering from the manufacturer.

Warranty Repair Work- All work performed by the offeror, to include parts and labor, shall be warranted for a period of at least one (1) year, commencing upon the date the completed Office Furniture is placed into service.

Work performed by the offeror shall not void any manufacturer's warranty on equipment. All warranty corrective action must be initiated within forty-eight (48) hours after notification by SPPS.

The Vendor shall assess the damage and provide a timeline for repair. If Warranty response is improper or inadequate, SPPS will have the equipment repaired locally. All costs incurred will be billed to the Vendor; the Vendor will reimburse SPPS for the cost of the repairs within ten (10) working days from the date of repair.

Delivery- Office Furniture shall be delivered by an installer who shall be capable of implementing any minor adjustments to the Office furniture.

SECTION II

Submit Bids, Mail or Deliver to:

The Navajo Nation Purchasing Services Department

Attn: Sharon Belone

Admin. 1 2559, Window Rock Blvd., Window Rock, AZ

PO Box 3150, Window Rock AZ, 86515-3150

(928) 871-6320

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The following documents are required and must be submitted

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

Proposal Format:

1. OFFEROR(s) must indicated 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 permissible for charts, maps, or the like.
 3. An original RFP response and three (3) copies must be provided in sealed envelope.
 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 person responding to the RFP:
 - 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 contact for clarification:
 - e. Explicitly indicated acceptance of the conditions governing this procurement:
 - f. Be signed by the person responding to the RFP; and
 - g. Acknowledge receipt of any and all amendments to the RFP.
 6. THE OFFEROR must submit a statement of qualifications to include:
 - 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. These references should include past and present clients, including names and contact information.
 - d. Field related Degree and/or certification
 - e. Safety Certification
 - f. The OFFEROR must provide a Certificate of Liability Insurance
 7. OFFEROR must provide proposal on contact approach.
 - a. Provide in detail how they would accomplish the objectives describe in the scope of work. This section must include details and sample reports regarding in approach to completing Office Furniture and Installation services for all facilities listed above.
 - b. Provide number of employees in the company/organization.
 8. OFFEROR must submit a cost and budget breakdown
 - a. This section must include a detailed cost proposal broken down in the following areas:
 1. Price of service fees
 2. Navajo Nation Tax of 6% or applicable local tax
 3. Total cost
- B. REJECTION OF PROJECTIONS: The Nation reserves the right to reject any or all statements of qualifications and shall be the sole judge of the merits of the respective statements of qualifications received.

- C. **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 rules, regulations, and law 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 the Navajo Nation Procurement regulations from the NNDOJ/OAG, SPPS at any time up to the Deadline for Proposals.
- D. **INQUIRIES:** Any inquiries regarding this RFP should be submitted in writing to Brittany M. Tso, Senior Programs and Project Specialist (SPPS). Only written responses to questions will be considered official. All questions will be directed to Brittany M. Tso at 928-871-6928 email: btso@nndoj.org. Questions regarding this procurement will be accepted until 5:00pm MDT on January 3, 2024.
- E. **AMENDED PROPOSALS:** An OFFEROR 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 4:00pm (MDT) January 12, 2024. OFFERORS who are mailing their proposal 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 RFP. Late Proposal will not be accepted.
- G. **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 RFP will be handled in accordance with applicable purchasing procedures. Each page of the proprietary material must be labeled or identified with the word "Proprietary" or "Confidential".
- H. **RESPONSE MATERIAL OWNERSHIP:** All material submitted regarding the RFP shall become property of the Navajo Nation and will not be returned to the OFFEROR. Responses received will be retained by NNDOJ/OAG and may be reviewed by any person after final selection has been made. NNDOJ/OAG has the right to use any or all system ideas presented in reply to this RFP. Disqualifications or non-selection of an OFFEROR or proposal does not eliminate this right.
- I. **INCURRING COSTS:** Any cost (s) incurred by the OFFEROR in preparing, transmitting, presenting, or modifying the proposal or material for this RFP shall be the responsibility of the OFFEROR.
- J. **SUFFICIENT APPROPRIATION:** A contract awarded as result of this RFP 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 offeror shall affect such termination or reduction in scope. The Department of Justice and Office of the Attorney General's decision to terminate or reduce the scope due to the insufficient appropriations shall be accepted as final by the Vendor.
- K. **EVALUATION PROCEDURES AND SELECTIONS CRITERIA:**
1. An evaluation team will evaluate the proposals received in accordance with the general criteria used herein. OFFERORS should be prepared to provide by the additional information the team feels necessary for the fair evaluation of proposals.

2. Failure of an OFFEROR 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 OFFEROR to the execution of a contract.
3. The sole objective of the review team will be to select the OFFEROR who is most responsive to the needs to NNDOJ/OAG. The specifications in the RFP represent the minimum performance necessary for a response. Based on the evaluation criteria established in this RFP, the review team will select and recommend the OFFEROR who best meets the objective. If there is only one responsive bid, the NNDOJ/OAG Attorney General may elect to evaluate the RFP solely.
4. Evaluation Criteria: The following criteria will be used by a review committee in the selection process for contract award.

Initial Point Criteria:

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|---|-------------|
| a. Presentation of Response | 1-10 Points |
| Completeness | |
| Clarity of Presentation | |
| Organization of Presentation Understanding NNDOJ/OAG 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. Navajo Nation Vendor Priority 1 or 2 | 1-10 Points |
| f. Cost of Service | 1-20 Points |

TOTAL OF POSSIBLE POINTS	=100 Points
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- L. STANDARD CONTACT: The Navajo Nation reserves the right to incorporate standard contract provision(s) into any contract negotiations because of a proposal submitted in response to the RFP.
 1. 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.
- M. 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)
- N. SOVEREIGNTY: The Navajo Nation will not relinquish any of its sovereignty rights.

SECTION III

OFFEROR REQUIREMENTS: All OFFERORs 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. OFFEROR should also provide technical information of delivery of services required.

Appendix A

Technical and Performance Specifications

General:	Quantity:
Standing Desks:	100
Desks-Height Adjustable desks 55''X 28'' with electrical components for height and outlets. Brand- Studio C collection height adjustable desk or Comhar Pro Standing desk Q8 or similar. Color- harison cherry or desk wood or similar.	
Standing Foot Mats:	100
Standing Foot Mats- Anti-fatigue rectangle mats 36'' X 24''X 0.075' thickness; Color- Black	
Conference Table:	1
Preside Laminate Modular Conference Table 14' with top, panel base, and mid base included in the color of mahogany with electrical outlets capabilities for laptops, cameras, microphones, and telephone.	
Lobby Lounge:	1
Complete black leather fuze modular lounge series (Black Leather) Shall include - (1) square lounge chair, (2) armless lounge chairs, (1) lounge chair (right side), (1) lounge chair (left side), (1) connector (corner) and (1) bench.	
Office Chairs:	120
HON Ignition Mid-back ReActiv Back Task Chairs or 4-way stretch mesh mid back task chairs. Black frame with black mesh backs and sit cushion color: regatta or similar.	
Breakroom Chairs-	12
Guest chairs without arms- black frame with black mesh backs and sit cushion chair: cobalt or similar	
Dining Tables:	4
Square- 36' X 36' X 29' Height	
Desks:	100

Right Single Pedestal Desk- 66' X 30' X 29 ½ Height; Color: Cherry or Hazelnut or similar.	
Credenzas:	100
Left Single Pedestal Credenzas- 72' X 20' X 29 ½ Height; Color: Cherry or Hazelnut or similar.	