

Invitation for Bids
Navajo Nation Department of Justice Office of the Attorney General
DISINFECTED CLEANING SERVICES- for two (2) NNDOJ Facilities
Invitation Bid No. 23-12-3201KS

Bid Open: December 28, 2023

Bid Close: January 4, 2024

Invitation: Authorized Disinfected Cleaning Services

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 Disinfected Cleaning Services for our NNDOJ facilities.

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 28, 2023
2.	RFP- Questions Due Email: Brittany Tso (Senior Programs & Project Specialist, SPPS) btso@nndoj.com	January 4, 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 Disinfected Cleaning services for our NNDOJ Facilities. Additionally, it contains an overview of the general terms and conditions under which the Disinfected Cleaning services is to be provided.

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 purpose of this procurement action is to obtain cleaning services for the Navajo Nation Department of Justice and Office of Attorney General ("Department"). The services will provide a clean working environment for our employees. The Contractor shall perform cleaning services in all designated interior and exterior spaces, including but not limited to foyer, halls, bathrooms, work areas, breakrooms, social areas, entrance ways, lobbies, storage areas, sidewalks, yards, courtyards, and stairways.

The Contractor shall provide all labor, material, equipment, supplies, personal protection equipment, supervision, and management to perform the requirements of the scope of work. The Contractor shall comply with all specifications and requirements in this procurement. The Contractor shall be an Independent Contractor and is not an employee of the Department or the Navajo Nation.

The Contractor shall perform cleaning services, including but not limited to cleaning office space, furniture, equipment, windows, window seals, bathrooms, bathroom stalls, stairs, doors, walls as well as breakrooms. The required cleaning services shall include sweeping of all floor areas including wet mopping with appropriate cleaning product specific to cleaning materials such as tile, linoleum, marble, or granite floors, stairs, and cement areas, etc. Floors shall be free of dust, mud, sand, footprints, liquid spills, and other debris. Furniture, appliances, trash receptacles, and other movable items shall be tilted or moved to clean underneath or behind the item. The floors shall have a uniform appearance with no streaks, smears, swirl marks, detergent residue, or any evidence of dirt or standing water.

Contractor shall dust, polish and clean all furniture including, but not limited to, desks, chairs, breakroom furniture, patio sets, entertainment centers, tables, bookshelves, coat racks, umbrella stands, mirrors, lamps and other common furnishings found in an office environment. All furniture shall be free of dust, dirt, and sticky surfaces or areas. After cleaning is completed, the furniture needs to be placed to the original position.

Contractor shall dust and polish all wooden surfaces including, but not limited to doors, windows, shelving, floors and floor boards, moldings, ceiling tiles, filing cabinets, bookshelves, duct vents, etc.

Contractor shall vacuum all rugs and carpets, runners, and carpet protectors to ensure that they are free from dust, dirt, mud, etc. The area shall be free of all litter, lint, loose soil, and debris. Any moveable items shall be moved to vacuum underneath, and then replaced in the original position.

Contractor shall thoroughly clean and sanitize toilets, bidets, bathroom mirrors, shower or tub facilities, vanities and any other bathroom fixtures using suitable nonabrasive cleaners and disinfectants. All surfaces shall be free of grime, soap scum, mold, and smudges.

Contractor shall thoroughly clean breakrooms by vacuuming and mopping floors, wiping down and sanitizing counters and other surfaces. Additionally, the Contractor shall clean the inside and outside on the top of cabinets, microwaves, stoves, ovens, refrigerators, and freezers. Contractor shall clean appliances including the vacuuming of dust from and around the motor areas.

Contractor shall remove grease marks, dirt, and grime by wiping down windows. For high windows, the contractor shall provide any ladders and safety equipment. Contractor shall dust and wipe windows blinds with a damp cloth to ensure that all dirt and smudges are removed.

Contractor shall dust and wipe light fixtures, ceiling fans, and chandeliers. The light fixtures shall be free from bugs, dirt, grime, dust, and marks.

Contractor shall spot clean walls.

As appropriate, the Contractor shall sweep debris from walkways and driveways and pressure wash those areas. Additionally, the Contractor agrees to sweep terraces and balconies to remove all dirt and debris and pressure wash.

References: The contractor shall comply with all applicable local, federal, tribal environmental laws and regulations in the handling, application, disposal, and storage of all chemicals or hazardous chemicals.

It is the contractor's responsibility to ensure the safe handling, application, removal, and disposal of all hazardous or potentially hazardous chemicals used under this Scope of Work. The Contractor assumes any and all liability for damage or injury for use of chemical products or equipment. All chemicals shall be handled, applied, removed, and disposed of by properly licensed personnel.

The Contractor shall strictly adhere to the chemical manufacturer's application, usage, and clean-up directions. The Contractor shall take all precautions necessary to eliminate chemical misuse, personal property damage, or harmful to wildlife.

Requirements: The Department will be available for cleaning services from Monday thru Friday before 8:00am or after 5:00pm (Mountain Standard Time) excluding Federal and Tribal Holidays. The Department's point of contact shall be in the following order:

Brittany M. Tso, Sr. Programs & Project Specialist	(928) 871-6928
Barbara Calvin, Administrative Sr. Officer	(928) 871-6228
Marquita Garnenez, Administrative Legal Secretary	(928) 871-6345

The Contractor shall perform the cleaning services every other month or six times in a calendar year. The Department prefers to schedule the work outside of the Department's office hours. A notice at least 24 hours but no more than 48 hours of expected time of arrival before entering premises. A cleaning schedule will be negotiated, but any changes by the Contractor will require pre-approval by the Sr. Programs & Project Specialist or her representative at least one week in advance. Rescheduling of the workday and hours for special occasions (Special visitors, trainings, etc.) will be coordinated with the Contractor at least a week in advance.

Understand that additional NNDOJ/ OAG facilities may become operational or closed within the contract period. Contract can be amended to address additional or decreased of the NNDOJ/OAG facilities as necessary.

SECTION II

The Offeror shall submit sealed bids in written documentation of all required licenses and registrations to the Buyer-Navajo Nation Office of the Controller-Purchasing Section-

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
Bid No. 23-12-3201KS

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. State Pest Management Licensure or Certification
 - f. Safety Certification
 - g. 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 a monthly pest and rodent control services for all facilities listed in Appendix A.
 - 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 by each month with a grant overall total for each of 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. 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 NNJB and may be reviewed by any person after final selection has been made. NNJB 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 Vendor shall affect such termination or reduction in scope. The Department of Justice Office of the Attorney General 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

- L. STANDARD CONTACT: The Navajo Nation reserves the right to incorporate standard contract provision 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

- A. 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.