

**KAYENTA CHAPTER
REQUEST FOR PROPOSALS FOR ELECTRICAL SERVICES
RFP BID NO. KY-25-001-PHASE 1**

Bid Open: August 25, 2025

Bid Close: September 12, 2025

Invitation: Authorized licensed/certified electrical system for Kayenta Chapter

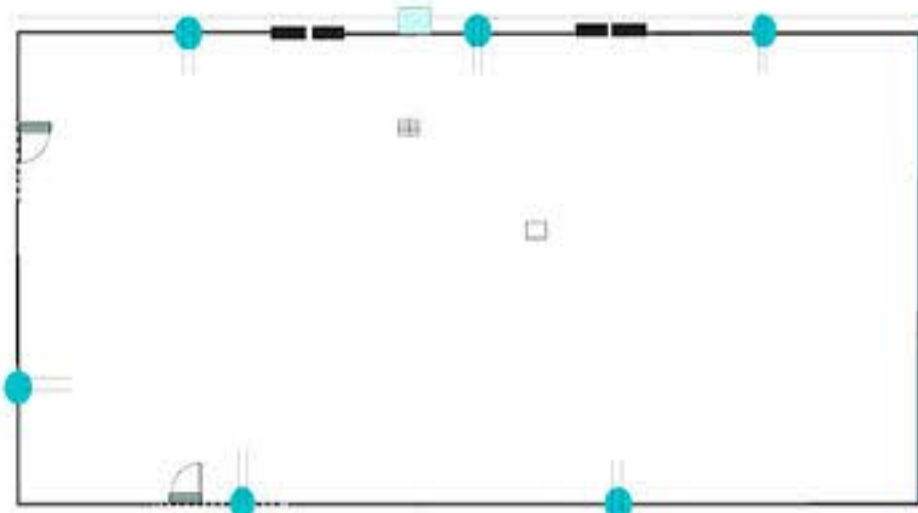
BACKGROUND: Kayenta Chapter is a governance certified chapter operating under its Five Management System Policies and Procedures. Kayenta Chapter currently consists of five employees and serves community members registered to vote within its jurisdictional boundary lines.

BID SCHEDULE

	SCHEDULE OF ACTIVITIES	DATE
1.	Issue of Invitations	August 25, 2025
2.	RFP- Questions Due	September 5, 2025
3.	RFP Proposals Due	September 12, 2025
4.	Official Opening of RFP Proposals, including Evaluation and Selection begins	September 15, 2025
5.	Notice of Selection	September 26, 2025

PURPOSE: Kayenta Chapter seeks Requests for Proposals (RFP) from qualified licensed/certified electricians to upgrade dated electrical systems to meet current code standards and increase electrical capacity.

SCOPE OF SERVICES: According to the diagram below, the Contractor will replace the exterior fuse box with a modern panel, replace the two circuit breakers, upgrade the interior and exterior wiring, and increase the amperage to handle more appliances and future electrical needs. There are six outlets currently in place. The room serves as an office space to a Navajo Nation government entity. The square feet of the room is 19 ft by 22 ft. See diagram below.



INQUIRIES: Any inquiries regarding this RFP should be submitted in writing to Clairice Begay, Chapter Manager. Only written responses to questions will be considered official. All questions will be directed to:

Clairice Begay, Chapter Manager
1 mile N. Hwy 163
Kayenta, Arizona 86033
Ph. (928) 697-5520
Email: cbegay@nnchapters.org

Questions regarding this RFP will be accepted until 5:00 p.m. (MDT) on September 5, 2025.

SUBMISSIONS: All proposed bids shall be submitted in a sealed bid, in written documentation, and attach all required licenses and registrations to Kayenta Chapter. All bids shall be submitted by mail or delivered in-person to:

Kayenta Chapter
Attn: Clairice Begay, Chapter Manager
1 mile N. Hwy 163 Kayenta, Arizona 86033
RFP BID NO. KY-25-001

PRIORITY: It is the responsibility of the Bidder to identify themselves as a certified vendor registered and in good standing with the Navajo Nation Business Opportunity Act. All Bidders are responsible for marking on the outside of their sealed bid, if applicable, their Priority Status Number (e.g., Priority One, Priority Two) as recorded by the Navajo Nation Business Opportunity Act.

REJECTIONS: Kayenta Chapter 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.

PROCUREMENT OF REQUEST FOR PROPOSAL: This RFP shall be conducted in accordance with all applicable Navajo Nation Laws and Regulations, including the Navajo Nation Business Opportunity Act. All applicable rules, regulations, and law shall also be followed by all parties. Bidders should familiarize themselves with Navajo Nation regulations and laws prior to submitting their proposed responses to this RFP. Bidders may request a copy of the Kayenta Chapter's Five Management System Procurement Policies from the Chapter Manager at any time up to the deadline for proposals.

AMENDMENTS TO SUBMITTED BIDS: A Bidder who submitted their bid but needs to modify/amend their bid may do so 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.

PROPOSAL SUBMISSION: All bids must be received on or before 5:00 p.m. (MDT) on September 12, 2025. Bidders who are mailing their bids should allow for sufficient time for mail delivery to ensure timely receipt by the date specified. If a bid is mailed, it is recommended that the bid be

sent by certified or registered mail to the address indicated on the cover sheet of the RFP. Late bids shall not be considered.

RESPONSE MATERIAL OWNERSHIP: All materials submitted in response to this RFP shall become property of Kayenta Chapter and will not be returned to the Bidder. Responses received will be retained by Kayenta Chapter and may be reviewed by any person after final selection has been made. Kayenta Chapter has the right to use any or all system ideas presented in reply to this RFP. Disqualifications or non-selection of a Bidder or their proposal does not eliminate this right.

INCURRING COSTS: Any cost(s) incurred by the Bidder in preparing, transmitting, presenting, or modifying the proposal or material for this RFP shall be the responsibility of the Bidder.

APPLICATION REQUIREMENTS

1. PROPOSAL FORMAT

- a. Bidder(s) must state whether they are a Priority One or Priority Two vendor under the Navajo Nation Business Opportunity Act.
- b. 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 is permissible for charts, maps, or that a like.
- c. An original RFP response and three (3) copies must be provided in a sealed envelope.
- d. The proposal must be organized and indexed in the following format:
 - i. A letter of transmittal;
 - ii. Statement of Qualifications;
 - iii. Proposal on Contract approach; and
 - iv. Proposed Cost (Sealed in Separate Envelope)
- e. Each proposal must be accompanied by a letter of transmittal. The letter of the transmittal must:
 - i. Provide background on company;
 - ii. Identify the name of person responding to the RFP;
 - iii. Identify the name, title, and telephone numbers of person authorized to negotiate on behalf of the organization(s);
 - iv. Identify the name(s), file(s), and telephone number(s) of person to contact for clarification;
 - v. Explicitly indicate "Acceptance" of the conditions governing this procurement;
 - vi. Be signed by the person responding to the RFP; and
 - vii. Acknowledge receipt of any and all amendments to the RFP.

2. STATEMENT OF QUALIFICATIONS. The Bidder must submit a statement of qualifications to include:

- a. Resume;
- b. Number of years of experience working with the Navajo Nation government or other governmental entities;

- c. Provide current and valid license from an appropriate State licensing Board or Agency for the type of work to be performed under this RFP, which license is customarily maintained in the industry
 - d. 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;
 - e. Field related Degree and/or certification;
 - f. Safety Certification;
 - g. Provide number of employees in the company/organization;
 - h. Provide in detail how the Bidder would accomplish the objectives described in the scope of work. This section must include details and sample reports regarding in approach to complete the renovation services for all facilities listed above.
3. **COST & BUDGET BREAKDOWN.** Bidder must submit a cost and budget breakdown. This section must include a detailed cost proposal broken down in the following areas:
- a. a. Price of service fees;
 - b. b. Price of materials;
 - c. c. Navajo Nation Tax of 6% and applicable local tax;
 - d. Total Cost.
4. **OTHER ADDITIONAL REQUIRED DOCUMENTATION.** The following documents listed below are required and must be submitted:
- a. Navajo Nation Certification regarding Debarment & Suspension Form (attached)
 - b. Federal Internal Revenue Tax Form (W-9)
 - c. Licensed, bonded and current General Liability Insurance as recommended and verified by the Navajo Nation Risk Management Program. The insurance shall name the Navajo Nation/ Kayenta Chapter as an additional insured, if subcontractors are performed under the RFP.
 - d. Provide latest financial documentation to ensure their financial capabilities to purchase building materials in advance, if needed.

EVALUATION PROCEDURES & SELECTION CRITERIA

1. **EVALUATION PROCEDURES AND SELECTION CRITERIA**
- a. An evaluation team will evaluate the proposals received, in accordance with the general used herein. Bidders should be prepared to provide additional information the team feels necessary for the fair evaluation of proposals
 - b. Failure of a Bidder 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 Bidder to the execution of the contract.

- c. The sole objective of the review team will be to select the Bidder who is most responsible to the needs of Kayenta Chapter. 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 Bidder who best meets the objective. If there is only one responsive bid, Kayenta Chapter may elect to evaluate the RFP solely.

2. EVALUATION CRITERIA

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|----------------------------------------|--------------------|
| a. Presentation of Response | 1-10 points |
| i. Completeness | |
| ii. Clarity of Presentation | |
| b. Statement of Qualifications | 1-10 points |
| i. List of three (3) Client references | |
| c. Technical Requirements | 1-20 points |
| i. Project description | |
| ii. Projected accomplishments | |
| d. Project Management | 1-20 points |
| i. Project Management Experience | |
| ii. Schedule/Project Plan | |
| iii. Staffing | |

3. RELATED EXPERIENCE/ EDUCATION CREDENTIALS

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|---------------------------------------------|--------------------|
| a. Navajo Nation Vendor Priority One or Two | 1-10 points |
| b. Cost of Service | 1-20 points |

TOTAL POSSIBLE POINTS	100 POINTS
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GENERAL TERMS AND CONDITIONS

1. STANDARD CONTRACT: Kayenta Chapter reserves the right to incorporate standard contract provision(s) into any contract negotiations because of a proposal submitted in response to the RFP.

2. TAXES: Bidder shall comply with all applicable Navajo Nation tax laws under Title 24 of the Navajo Nation Code and corresponding regulations. All appropriate taxes should be included in cost including the Navajo Nation Sales Tax. All work performed within the territorial jurisdiction of the Navajo Nation is subject to the Navajo Sales Tax at 6% pursuant to 24 N.N.C. § 601 et. seq., and the Navajo Nation Sales Tax Regulations.

3. SOVEREIGNTY: Nothing herein shall be considered a waiver, express or implied of the sovereign immunity of the Navajo Nation, except to the limited extension provided for under the Navajo Nation Sovereign Immunity Act, as amended, at 1 N.N.C. §§ 551 et. seq.

4. AMENDMENTS: Any revisions, amendments, addendums, change orders, modifications, increase in payment over and above the original contract amount or changes whatsoever to

any provision of the RFP or scope of work shall be made only by a duly approved written agreement, deemed a modification and signed by the Chapter Manager and Chapter President.

5. SUFFICIENT APPROPRIATION: A contract awarded as a 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. Kayenta Chapter's decision to terminate or reduce the scope due to the insufficient appropriations shall be accepted as final by the Bidder.

6. WARRANTIES: Bidder warrants that all labor, materials, equipment and fixtures shall be of good quality, new, that the Work will be free of defects in design, materials and workmanship. Any portion of the Work not conforming to these requirements, including substitutions not properly approved and authorized by Kayenta Chapter, and including non-conformance relating to any materials, equipment, furnishings, labor, installation or workmanship, may be considered defective. Additionally, Bidder will ensure all materials, equipment, and fixtures are covered by the warranty provided by the manufacturer and shall be at least twelve (12) months or more. At a minimum, the manufacturer's warranty shall cover installation errors, defective workmanship and missing or incorrect parts for at least twelve (12) months or more.

7. REPAIR PARTS AND SERVICE: Bidder will repair, replace, or re-perform or pay the Navajo Nation the reasonable cost of such repair, replacement or re-performance, any portion of the work Kayenta Chapter deems in its discretion to be defective. Additionally, 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.

8. WARRANT REPAIR WORK: All work performance by the Bidder, to include parts and labor, shall be warranted for a period of at least one (1) year, commencing upon the date of the completion of the renovation.

9. WORK PERFORMED: Work performed by the Bidder shall not void any manufacturer's warranty on equipment or fixtures. All warranty repair must be initiated within forty-eight (48) hours after notification by the Chapter Manager.

10. The Bidder shall provide a timeline for repair. If the warranty repair is improper or inadequate, the Chapter Manager will initiate the repair. All costs incurred will be billed to the Bidder and the Bidder will reimburse Kayenta Chapter for the cost of the repairs within ten (10) working days from the date of the repair.