

**TUBA CITY UNIFIED SCHOOL DISTRICT NO. 15  
REQUEST FOR PROPOSAL #2019-08  
Internal Waterline and Fixture Connection  
Replacement within the Dzil Libei Elementary School**

**Proposal Due Date and Time:**      **October 25, 2019 at 4:00pm MST**

**Request for Proposal (RFP)**

**Opening Location:**                      Tuba City Unified School District No. 15  
Business Office  
P.O. Box 67  
Tuba City, AZ 86045  
See enclosed information for submittal instructions.

**Last Day for Questions:**

**Pre-Proposal (Not Mandatory)**

**Meeting and Walk Through:**      October 17, 2019 at 10 a.m. MST

**Location:**

In accordance with applicable Arizona Procurement Code rules and laws, including Arizona Administrative Code (A.A.C. R-7-2-1001 through R7-2-1196) Tuba City Unified School District (“District”) Policies and Procedures including Policy DJE and all other applicable laws, which are adopted herein and made a part hereof by reference, the District issues this Request for Proposal (“RFP”) and will received sealed Proposals (“Proposals” or “Proposal”) from all entities (hereinafter “Offerors”) qualified and capable of providing the goods and services described herein under the terms and conditions set forth herein. Proposals will be received by the District, at the District’s Business Office located in Tuba City, Arizona, until the date and time cited. Proposals received by the correct date and time shall be opened and the name of each Offeror will be publicly read. All other information contained in the Proposal shall remain confidential until an award is made and a contract is executed between the parties.

Proposals shall be in the actual possession of the District on or prior to the time and date and at the location indicated above. Late Proposals shall not be considered.

Proposals must be submitted in a sealed envelope with the RFP number and the Offeror's name and address clearly indicated on the outside of the envelope. Proposals should be directed to the attention of:

Mr. Wayne Nez  
Maintenance/Operations Director  
Tuba City Unified School District No. 15  
P.O. Box 67  
Tuba City, AZ 86045  
[wnez@tcusd.org](mailto:wnez@tcusd.org)

Additional instructions for preparing Proposals are provided herein. Offerors are strongly encouraged carefully read the entire RFP.

**Navajo and Indian-owned organizations and enterprises are especially encouraged to submit Proposals.**

Questions regarding this RFP should be directed to:

Name: Mr. Wayne Nez  
Title: Maintenance/Operations Director  
Email: [wnez@tcusd.org](mailto:wnez@tcusd.org)

Wayne Nez, Tuba City Unified School District No. 15

Date: October 3, 2019

## I. SCOPE OF WORK

The Scope of Work for this project (“Project”) includes the following and services reasonably inferred therefrom.

- A. The District is not going to demo (remove) the copper waterlines currently in place. The copper waterlines shall remain and new waterlines installed along the existing copper waterlines. It is expected that the new line will be supported by and tied to the existing copper lines to create a more stable system.
- B. All of the following described replacement materials and equipment will be high quality polyethylene line (PEX) with appropriate fittings as may be required for proper connections.
- C. The existing fixtures, sinks, toilets, etc., will not be replaced; however, the various connections such as angle stops, flush valves, necessary connections for ADA requirements and other connections required for code compliance shall be replaced.
- D. All domestic distribution points will require isolation valves for maintenance purposes.
- E. The following are specific details:
  - 1. Install 2-1/2” PEX waterline replacement from point of entry along main copper line (237 linear feet). This and all other waterlines will be installed in the ceilings. The ceilings are 10’ except for the multi-purpose room and the waterlines are easily accessible.
  - 2. Install 2-1/2” PEX waterlines parallel to existing copper lines in the 20’ ceiling in the multi-purpose room (170 lineal feet). This should include drops to the 10’ adjoining ceilings.
  - 3. Install 1” PEX lines parallel to the 1” copper line where the continuing copper line reduces from the main line (700 linear feet).
  - 4. Install 1” PEX lines parallel to the 1” copper line where the copper line reduces to 3/4” (144 linear feet).
  - 5. All PEX lines shall be installed parallel to the existing copper lines with appropriate softeners and fastening devices to enhance structural stability.
  - 6. Domestic distribution points apply new connections as noted above at:
    - a. Boys restroom: four (4) sinks and five (5) toilets.
    - b. Girls restroom: five (5) sinks and twelve (12) toilets.

- c. Nurses station: one (1) restroom sink, one (1) toilet, one (1) ADA shower unit and one (1) standard size sink for general needs.
  - d. Teachers lounge: two (2) standard kitchen sinks, staff men's restroom: one (1) sink, staff women's restroom: one (1) sink.
  - e. Two (2) janitorial rooms each with a janitorial sink.
- F. Mezzanine floor utility room: Replace one (1) commercial grade water heater with the following specifications: 80 gallons, 300 psi, working 150 psi, voltage 480/Max Temp 180 degrees/Single phase, Amperes 25.0/KW; total KW 12, three (3) Element/Wattage rating based upon 60HZ to include a one (1) horse power circulating pump with check valves in proximity.
- G. The above is further identified in the plumbing floor plan attached hereto as Exhibit E.

## II. REQUIRED QUALIFICATIONS/SUBMITTALS

- A. Offerors must include documentation demonstrating they are appropriately licensed by the Arizona Registrar of Contractors to provide the goods and services described herein.
- B. Offerors must have a minimum of five (5) years of industry experience.
- C. Background check as required by Arizona law are mandatory for all personnel performing work on District property.
- D. The Price Proposal to be submitted must be detailed in that funding for the Project will be provided by a 501(c)(3) grantor and a fair market value of the goods and services must be clearly established.
- E. Identify the person or persons responsible for this Project, including the onsite supervisor, and provide resumes of said person or persons.
- F. Review the proposed contract for this Project as set forth in Exhibit A herein and made a part hereof by reference. Please indicate your acceptance of the contract or any issues that you may have relative to the contract.
- G. Three (3) letters of reference from similar projects.
- H. Submit completed W-9 form, attached as Exhibit D, Offeror's Acceptance, attached as Exhibit B and the Non Collusion Affidavit, attached as Exhibit C.

### III. UNIFORM INSTRUCTIONS

- A. Duty to Examine. It is the responsibility of each Offeror to examine the entire RFP, seek clarification in writing and check its Proposal for accuracy before submitting the Proposal.
- B. Solicitation Contact Person. All inquiries must be submitted via email with the subject heading: RFP No. 2019-08 Dzil Libei Elementary School Waterline and Fixture Connection Replacement to Mr. Wayne Nez, Maintenance/Operations Director, [wnez@tcusd.org](mailto:wnez@tcusd.org) . Questions may be submitted until October 18, 2019. The District will not respond to questions submitted after that date. Offerors may only rely on written responses from the District. No Offeror may rely on oral responses made by any entity or person relative to this RFP.
- C. Pre-proposal Conference. A non-mandatory pre-proposal conference has been scheduled for October 17, 2019 at 10:00 o'clock a.m. MST at the Dzil Libei Elementary School located just south of Cameron, Arizona on Highway 89.
- D. Time Stamp. Proposals will be time stamped when received. Proposals will be accepted up to but not later than the time indicated in the RFP. Proposals received after the time stated in the RFP will not be considered. Offeror assumes the risk of any delay in the U.S. Mail or other delivery services.
- E. Proposals shall be opened on the date and time at the place designed or as otherwise established by the District. Upon opening, the name of each Offeror shall be read. After a contract is executed between the successful Offeror and the District, Proposals shall be open for public inspection.
- F. Persons with a disability may request a reasonable accommodation, such as sign language interpreter, by contacting the RFP contact person.
- G. RFP Contact Person. Any inquiry related to this RFP shall be directed solely to the RFP contact person who is Wayne Nez, Maintenance/Operations Director, [wnez@tcusd.org](mailto:wnez@tcusd.org) .

### IV. PROPOSALS

- A. The Proposal must be typed or in ink and must be signed with an original ink signature by the person authorized to sign the Proposal and bind the Offeror.
- B. Exceptions. All exceptions included with the Proposal shall be submitted in a clearly identified separate section of the Proposal in which the Offeror clearly identifies the specific paragraphs of the RFP and proposed contract where the exceptions occur.

- C. Disclosure. If an Offeror has been debarred, suspended or otherwise lawfully precluded from participating in any public procurement activity, the Offeror shall fully explain the circumstances relating to the preclusion and identify the precluding governmental unit.
- D. Sealed Envelope or Package. Each Proposal shall be submitted to the location identified in this RFP, in a sealed envelope or package that identifies its contents as a Proposal and the RFP number to which it responds. The RFP number should be plainly marked on the outside of the envelope or package.
- E. Offerors by signing Proposals certify that:
1. The prices have been arrived at independently, without consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other Offeror or competitor, have not been or will not be disclosed directly or indirectly to any Offeror nor will any attempt be made to restrict competition in any manner.
  2. Offeror did not engage in collusion or other anti-competitive practices in connection with the preparation or submission of its Proposal.
  3. Offeror does not discriminate against any employee, or applicant because of race, color, religion, sex, national origin, or disability, and that it complies with all applicable federal, state and local laws regarding employment.
  4. Offeror warrants that it and all proposed employees and subcontractors will maintain compliance with Federal Immigration and Nationality Act (FINA), A.R.S. §41-4401 and §23-214 and other applicable immigration laws and regulations.
  5. Offeror has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor or service to a public servant in connection with the submitted Proposal and shall sign the certification so stating as set forth in Exhibit C attached hereto and made a part hereof.
  6. In accordance with A.R.S. §35-392, the Offeror is in compliance and shall remain in compliance with the Export Administration Act.
  7. The Offeror warrants that it is not and will not engage in a Boycott of Israel as that term is defined in A.R.S. §35-393.

## V. PRICING PROPOSAL

- A. Pricing Proposals shall be detailed and include all materials, services, labor, taxes and other related costs necessary to complete the Project.
- B. Pricing Proposals shall contain unit price or rate and the extension of that unit price or rate, in the event of a conflict, the unit price or rate shall govern.
- C. An Offeror shall hold its Proposal open for ninety (90) days from the due date of Proposals noted in the RFP.
- D. The District may engage in discussions pursuant to A.A.C. R7-2-1047 for the reasons set forth therein and in compliance with said provision. If discussions are conducted pursuant to R7-2-1047, the District shall issue a written request for best and final offers to all Offerors who submitted Proposals determined to be acceptable pursuant to R7-2-1046(E). The request shall set forth the date, the time and place for the submission of best and final offers.
- E. The Pricing Proposal shall be included with Offeror's Proposal in a separate sealed envelope.

## VI. ADMINISTRATIVE INFORMATION

- A. Waiver and Rejection of Rights. Notwithstanding any other provision of this solicitation, the District reserves the right to:
  - 1. Waive any minor informality.
  - 2. Reject any and all Proposals or portions thereof; or
  - 3. Cancel all the solicitation at the District's sole discretion.
- B. Any protest involving this RFP shall comply with and be resolved in strict compliance with A.A.C. R7-2-1141 through R7-2-1153. Protests shall be in writing and filed with Wayne Nez, Maintenance/Operations Director, [wnez@tcusd.org](mailto:wnez@tcusd.org).

- V. **WEIGHTED EVALUATION CRITERIA**. The District will evaluate the Proposals and endeavor to make an award to the responsible Offeror whose offer, conforming to this RFP, would be most advantageous to the District, price and other factors considered. The school may conduct interviews to clarify information received and to assist in the evaluation process which may include discussion on pricing and/or other portions of the Proposal, and may request a best and final offer if it is determined to be in the District's own best interest. Any and all such discussions and requests shall be in compliance with A.A.C. R7-2-1046 through R7-2-1048. Awards will be based on the following weighted criteria:

- 1. Proposals responsiveness to the specification requirements of the RFP 10 points

2. Past performance and previous experience of Offeror with other schools and/or public projects which are the same or similar (minimum three (3) references) 10 points
3. Demonstrable reliability of Offeror and performance based on record of on-time within budget performance 10 points
4. Offeror's demonstrated expertise and qualifications to include resumes of key staff 10 points
5. The price of the Proposal, including all cost factors 50 points
6. Preference points for qualifying Offerors. Offerors who have been certified by the Navajo Business Regulatory Department ("NBRD") and have submitted proof of said certification with their Proposal shall receive 5 points if they are a Priority One entity or 2 points if they are a Priority Two entity. Those not so certified or not providing proof of such certification with their Proposal, shall receive zero priority points.

The District shall be the sole judge of the Proposals and application of the above-described criteria. The District reserves the right to accept or reject any or all bids and to waive any formalities or minor inconsistencies. The decision of the District is final.