

INVITATION FOR BIDS

**NAVAJO NATION DIVISION OF ECONOMIC DEVELOPMENT
KARIGAN PROFESSIONAL OFFICE COMPLEX
100 TAYLOR ROAD
ST. MICHAELS, ARIZONA**

The Navajo Nation Division of Economic Development is soliciting bids for basic Janitorial Services for the Karigan Professional Office Complex located at 100 Taylor Road, St. Michaels, Arizona. The complex is 28,000 square feet with two floors. A walk through of the building can be arranged by contacting the Building Maintenance Supervisor (928) 871-6544.

The bids package, which includes a scope of work and detailed service requirements, is available at the Navajo Division of Economic Development and may be obtained by writing or calling the following: Division of Economic Development, Support Service Department, P.O. Box 663, Window Rock, AZ 86515.

The successful bidder must submit two sealed (2) bids:

1. Bid must contain evidence of Janitorial Business License and Certification for Navajo Nation. The bidder has to provide with bid the Navajo Nation's minimum required insurance on Liability Insurance Coverage. The bid must include a comprehensive description of janitorial services provided over the past two (2) years with special emphasis on large office buildings. Provide lists of business credentials of principal and key personnel with two (2) years of experience in janitorial service business, personal references containing at least five (5) names with current addresses, and phone numbers.
2. Bid should contain a detailed budget showing number of workers assigned to the building. The successful bidder must have the basic janitorial tools, equipment and basic cleaning supplies not including toilet tissues, paper towels and trash liners as necessary to comply with the scope of work.

All bids should be delivered to the Division of Economic Development on the second floor of the Karigan Professional Office Complex by or before 3:00 pm, on Monday, March 05, 2012. Bids must be sealed and submitted in duplicate. Telefaxed copies of any bids, bids received after the due date and/or unsealed bids will not be accepted.

The Navajo Business Opportunity Act, 5 N.N. C. § 201 et. seq. shall be applied in the selection process.

