



Navajo Technical University
Request for Proposal (RFP)
for Academic Building Furniture:
Classrooms, Conference Room, Breakroom, and Lobby

Important Dates

RFP Release Date:	June 30, 2025
Deadline for Questions:	July 07, 2025
Proposal Due Date:	July 11, 2025

Questions related to this RFP will be directed to:

Casmir I. Agbaraji, Ph.D.
Dean of Undergraduate Studies
Navajo Technical University
P.O. Box 849, Lowerpoint Road, State Hwy 371
Crownpoint, NM 87313
Phone: (505) 488-8448
Email: cagbaraji@navajotech.edu

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Object of this RFP:

The Navajo Technical University seeks written proposal from qualified vendors (hereafter referred to as "Firm" or "Contractors") in order to provide academic building furniture: Classrooms, Conference Room, Breakroom, and Lobby, according to the specifications listed in this RFP (hereinafter known as "Academic Building Furniture").

About Navajo Technical University:

Navajo Technical University, like all tribal colleges and universities, grew out of a prayer in the 1960s that envisioned all tribes moving toward self-determination by expressing their sovereignty and establishing their own institutions of higher education. It was as a result of this movement that NTU began as the Navajo Skill Center in 1979 to meet the immediate needs of an unemployed population on the Navajo Nation.

Students enrolled to learn the rudiments of a trade, graduated, and joined the workforce; however, it soon became clear that the students wanted more. In 1985 the Board of Directors changed the Skill Center's name to Crownpoint Institute of Technology and in November 2006 the Navajo Nation Council approved changing the name to Navajo Technical College. In 2013, NTC became NTU – becoming the first university established on the Navajo Nation.

Today, NTU is one of the premier institutions of higher education in the nation, providing a unique balance between science and technology and culture and tradition. Much of what guides NTU's success is our mission and our identity rooted in the Diné Philosophy of Education.

Scope of Work:

The NTU wants to deliver and install academic building furniture with grant funds, subject to the following specifications and availability of funds. The targeted delivery date for the academic building furniture is August 08, 2025. The NTU will award to the contractor who presents the greatest value, in our view, to the NTU from the standpoint of suitability to purpose, quality, service, previous experience, price, ability to deliver, or for any other reason deemed by the NTU to be in the best interest of the NTU. Thus, the result will not be determined by price alone, but upon the applicable criteria.

Specifications for academic building furniture

Description of Furniture	Quantity
Tablet Arm Folding Chairs for 12 Classrooms	300
Chairs for a 30-Person Computer Lab: Two Computer Labs	60
Tables for a 30-Person Computer Lab: Two Computer Labs	20
Chairs for One Conference Room	18
Table (10 ft. x 4 ft.) for One Conference Room	1
Chairs for Break Room	8
Table (8 ft. x 4 ft.) for Break Room	1
Stools with Backrest for Lobby with Student Workstations	30
Study Carrells	6
Lancaster Table and 4 Stools with Backrest	6 Sets
2-Seater Upholstered	4 Sets
Viny Soft Seating Sofa	4 Sets
Stack Chairs for students to wait for faculty	10

Qualification and Requirement:

- The vendor must demonstrate a solid and reliable reputation in the industry.
- Demonstrated ability to deliver academic building furniture of similar size and scope as described in the RFP.
- The vendor must have a track record of delivering projects on time and on budget.
- Possession of adequate personnel, equipment, and infrastructure to meet the requirements of the RFP.
- Evidence of successful delivery of furniture and overall client satisfaction.
- **Cost of Services:** Please provide a pricing proposal that includes the base charge and the installation cost for academic building furniture including all other fees and expenses.
- **Delivery Date:** Time is of the essence; delivery must be completed by August 08, 2025.
- **Financial Resources:** Proposers must have adequate financial resources to perform the contract or the ability to obtain them.
- **Work Plan:** Proposers must include a complete work plan that describes the methods and processes used to provide the goods and/or services described in the Scope of Services.
- **Eligibility:** Proposers must not be suspended, debarred, or otherwise ineligible for award of contracts by any U.S. Government agency.
- **Indian Preference:** Preference will be given to Native American Firms.

Proposer Cost:

The NTU will not reimburse the cost incur in preparation and submission of the proposal in response to this RFP.

NTU Rights for Solicitation Cancellation, Rejection of a Proposal or All Proposals:

The NTU may cancel the Procurement or reject any or all Proposals. The NTU is not liable to any Proposer for any loss or expense caused by or resulting from the cancellation of a solicitation or rejection of a Proposal.

Changes to the RFP and Addenda:

If the NTU determines that additional information or clarification to the RFP is necessary, or if changes are made to the RFP, such information will be supplied in addenda. Addenda shall have the same binding effect as though contained in this RFP. Verbal statements made by the NTU's representatives are not binding on the NTU unless confirmed by written addendum.

Rights of NTU:

During the evaluation process, the NTU reserves the right, where it may serve the NTU's best interest, to request additional information or clarifications from proposers, or to allow corrections of errors or omissions. Submission of a proposal indicates acceptance of the conditions contained in the request for proposal (RFP), unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the NTU and the Firm selected.

Upon submission, all proposals become the property of the NTU and become part of our official files without any further obligation on the part of the NTU. The NTU will not pay for any information herein requested, nor is it liable for any costs incurred by the bidder.

Proposal Review and Notification:

The NTU Administrator and a selection panel will review and evaluate each proposal submitted. It is anticipated that the proposal review process will be completed by July 14, 2025. A written notice will be sent only to those firms that were selected for interview.

Evaluation Criteria:

All bids meeting the intent of the specifications and plans will be considered for award. Vendors taking exception to the specifications and plans, or offering substitutions, shall state these exceptions in the separate section. If a bid is made on an article other than the one specified, which a bidder considers comparable, the name and grade of said article must be specified in the bid and sufficient specifications and descriptive data must accompany same to permit thorough evaluation.

The absence of stated exceptions and/or substitutions shall indicate that the vendor has not taken any exceptions to the specifications and shall be responsible to perform in strict accordance with the specifications. As a matter of practice, NTU rejects exception(s) and/or substitutions as non-responsive but reserves the right to accept any and/or all of the exception(s) and/or substitution(s) deemed to be in the best interest of the NTU.

The NTU will be evaluating prospective proposals based upon the following criteria:

Criteria	Points Available
Vendor's experience and capabilities for providing similar products based on references and years working in this type of industry.	40 Points
Design and quality of similar products offered, as well as the suitability of the office furniture for the intended purpose. Evaluation will include specifications, drawings, quality of construction, etc. Also includes ability to deliver on time and comply with	20 Points
Price	20 Points
Overall quality and completeness of proposal	5 Points
Reference	5 Points
Navajo Preference	10 Points
Total	100 Points

Payment

The NTU will pay for the requested goods and/or services as promptly as possible, but in any event, no later than thirty (30) days after 1) receipt of goods; or 2) the day the service is complete; or 3) the day the NTU receives the invoice for the goods and/or services, whichever is later.

Proposal Submission:

Proposal will be accepted via email or postmark on or before due date mention in this RFP at:
cagbaraji@navajotech.edu or:

Casmir I. Agbaraji, Ph.D.
Dean of Undergraduate Studies
Navajo Technical University
P.O. Box 849,
Crownpoint, NM 87313

Please have clearly noted on the outside of the envelope or E-mail subject line: “NTU - Academic Building Furniture RFP”. Late proposals will not be considered.

Thank you for your interest.

Sincerely,

Casmir I. Agbaraji, Ph.D.