



**PROCUREMENT AND SUPPLY
COMMONWEALTH HEALTHCARE CORPORATION
REQUEST FOR PROPOSAL (RFP)**

RFP22-CHCC/CGC-AS-006

SUBMISSION DEADLINE: NOVEMBER 16, 2021 TIME: 10:00AM (CHST)

“OFFICE LEASE”

INTERESTED PARTIES CAN DOWNLOAD THIS REQUEST FOR PROPOSAL FROM THE CHCC WEBSITE [WWW.CHCC.GOV.MP]. ONCE AT THE SITE, NAVIGATE TO **REQUEST FOR PROPOSALS** TAB ON THE LEFT NAVIGATION BAR. CLICK ON THE URL FOR THIS RFP. YOU WILL BE REQUIRED TO ENTER DATA TO ALLOW US TO TRACK ALL REQUESTS FOR THIS OPPORTUNITY.

THE CHCC RESERVES THE RIGHT TO REJECT ANY AND ALL PROPOSAL AND TO WAIVE ANY IMPERFECTIONS IN ANY PROPOSAL, IF TO DO SO SHALL BE IN THE INTEREST OF THE CHCC. ALL PROPOSALS SHALL BECOME THE EXCLUSIVE PROPERTY OF THE COMMONWEALTH HEALTHCARE CORPORATION.

/S/ ESTHER L. MUNA
CHCC CHIEF EXECUTIVE OFFICER

/S/ CORA P. ADA
DIRECTOR OF PROCUREMENT & SUPPLY



COMMONWEALTH HEALTHCARE CORPORATION



REQUEST FOR PROPOSAL Community Guidance Center Addictions Services

Office Lease - Saipan RFP22-CHCC/CGC-AS-006

I. BACKGROUND INFORMATION

The Commonwealth Healthcare Corporation (CHCC), located in the Commonwealth of the Northern Mariana Islands is soliciting proposals from prospective vendors with the primary objective of leasing professional office space (3,200 square feet) to house the Community Guidance Center's (CGC) Addictions Services, and other CGC Programs, at the location specified in Section III of this RFP. This RFP package contains the necessary information and guidelines for interested vendors to develop and submit proposals.

II. NATURE OF WORK

The primary objective of this RFP is for the leasing of a professional space (**2,500 - 3,200 square feet**) to house the CGC's Addictions Services at the locations specified in Section III of this RFP. The available space shall be at one central location to accommodate the various programs and services. This annually renewed lease shall begin on January 01, 2022 and extend over a 2-year period.

The prospective contractor must have experience to qualify for the award of the contract, the vendor must be able to show proof that it has the manpower, equipment, and financial resources to complete the scope of work as specified in Section IV of this RFP.
Specific

III. LOCATION OF WORK

The property must be accessible to Beach Road or Middle Road's main thoroughfare on the island of Saipan in the Commonwealth of the Northern Mariana Islands.

IV. DETAILED SCOPE OF WORK

The CHCC: CGC – Addictions Services is soliciting proposals from qualified vendors for the annual lease of a professional space to house Addictions Services, and other Office Space for CGC Programs, for a 2- year period starting on January 01,2022, annually renewed and

contain conditions for termination of the lease without penalty cost or fees should Federal funds or other applicable funding sources become unavailable.

The RFP requires that proposals must meet the following specifications:

a. Parking Space.

The property must have a designated parking space available for agency vehicles and those of its employees and visitors with at least two designated accessible parking spaces. Parking Spaces must be available for no less than (10) vehicles. Program vehicles may be parked in designated spaces overnight.

b. Telecommunication.

The property must have adequate telecommunication lines.

c. Sanitation and Health Condition.

The property must be located in a sanitary and healthy environment. It must have proper garbage facilities and complies with the health and sanitation standard required under the Sanitation Code of the CNMI.

d. Light and Ventilation.

The building's common areas must have proper lighting and ventilation system.

e. Facilities.

The building must have the following facilities/amenities:

- Facility must be move-in ready upon completion of lease agreement/contract;
- Americans with Disabilities Act (ADA) compliant;
- In compliance with Public Law 6-45 and CNMI Administrative Code Title 155-10.1, CNMI Building Safety Code Standards and approved project plans and specifications;
- Main meter and/or sub-meter for electrical and water supply exclusively for the use of the Addictions Services;
- Sufficient electrical fixtures, lighting fixtures, and convenience outlets. There should also be provisions for electrical system (single phase and three phases) for the air conditioning units and other office equipment to be installed;
- Fire alarm/detection system, fire/emergency exits, as provided by NFPA 101: Life Safety Code;
- Adequate air conditioning units to accommodate the square footage requirements of the office space;
- Electrical Facilities/Requirements:
 - All electrical fixtures, convenience outlets, switches and telephone jacks/terminals shall be in good working condition;
- Generator shall be capable of supplying power for critical and life safety conditions. This shall include standby lighting, the fire protection system, security system (if provided) and elevators (if the Lessee is not located on the

ground floor). Additionally, the generator shall be capable of supplying power to IT equipment and the A/C unit(s);

- CGC should be allowed to demolish/chip portion of walls and floors or the installation of A/C units and other equipment; and
- The building must have a security system in place.

f. IT Requirements.

The building must have the following:

- Provision of space for the installation of horizontal and vertical network cabling (structured cabling infrastructure);
- Additions Services should be allowed to demolish/chip portion of walls and floors and ceilings for the installation of data cables;
- There should be ample provision for communication lines/system requirements (i.e., rising, piping, etc.);
- Access to the building/electrical room/main distribution frame for any IT troubleshooting; and
- Existing wiring throughout building is desirable.

g. Free Services.

- Provision of free parking space for the agency, employee, and client vehicles;
- A rent-free construction/renovation period for a minimum of one (1) month before the start of the lease term or as may be agreed upon; and
- Any other services that the bidder may offer.

h. Space Requirements.

The building's leasable spaces must be adequate for the Treatment and Recovery Program's area requirement of 3,200 square feet for the following:

- 10 Single workstation cubicles
- 5 enclosed rooms (minimum)
- Conference table with chairs
- Storage and filing space
- 3 Restroom

i. Security Deposit/Prepaid Rent

No security deposit or pre-paid rent will be required.

j. Security

Description of the security services available in the building and the name of outside security services utilized.

k. Additional Proposal Contents

- Building specification including square footage, utility location and access, single unit or multi-unit business;

- Cost proposal (i.e., rent and complete listing of pass through, if any, including a 2-year cost history of those items)
- Proposed schedule of work deadlines to ensure space availability; and
- Readiness of facility.

V. INFORMATION AND FORMAT REQUIRED IN THE PROPOSAL

All proposals submitted by prospective vendors to the Medical Supply Office must include all items listed below. Incomplete proposals may not be considered.

1. Brief history and description of the company (including the date the company was founded and date of operation)
2. Statement of company's capabilities and experience.
3. Overall service plan and approach to project, including estimated timeline for completion, and itemized furnishing costs.
4. Proposed fee for the scope of work (refer to Section IV).
5. List of a minimum of three (3) references (arrange references from most recent projects)
6. Listing and type of equipment to be used in this project.
7. The name of the authorized personnel to negotiate the proposal and contract (should also be the contact personnel).
8. Proof of insurance coverage and property liability insurance of at least \$100,000.00.
9. Copy of current business license valid in the CNMI.
10. Copy of Company's Financial Statement
11. Other information that may be helpful to the evaluation team.

CHCC reserves the right to request for additional information or documents that it may consider necessary and relevant to assist it in evaluating a proposal.

VI. GENERAL AND ADMINISTRATIVE INFORMATION

a. **Submission of Proposal**

Proposers shall submit five (5) hard copies in addition to the original proposal (6 in total) to the CHCC Division of Procurement and Supply, Medical Supplies Office, Lower Navy Hill, Saipan.

Interested parties can download this Request for Proposal (RFP) from the CHCC website [www.chcc.gov.mp]. Once at the site, navigate to Request for Proposals tab on the left navigation bar. Click on the URL for this **RFP22-CHCC/CGC-AS-006**. You will be required to enter data to allow us to track all requests for this opportunity.

b. **General Provision**

Until the selection process is completed, the content of this proposal will be held in the strictest confidence and no details of any proposal will be discussed outside the Evaluation Team created by the Corporation. This RFP does not constitute an offer and does not obligate

the Corporation in any way. The Corporation reserves the right to reject any or all proposals for any reason and waive any defect in said proposals, negotiate with any qualified offers, or cancel part or its entirety this RFP, if it is in the best interest of the Corporation.

CHCC will enter a contract(s) with the successful vendor pursuant to the terms of the standard government independent contract. Additional terms and conditions will be attached as exhibits to the standard independent contract.

c. Place, Date, and Time of Submission

Please email your proposals and all supporting documents to Corazon P. Ada, Director, CHCC Division of Procurement and Supply, at chcc.procurement@gmail.com no later than: **10:00AM Chamorro Standard Time (CHST) on November 16, 2021.**

Please note submission instructions:

- All submissions must include the RFP# and Project Title in the email subject.
- All documents must be submitted in Adobe PDF Format.
- All pages of your proposal must include the RFP# and Project Title in the header, plus page number in the footer.

Failure to follow these instructions will be considered unresponsive and your proposal will not be included for technical evaluation.

d. Cost of Preparation

All costs incurred by the vendor in preparing a response to this RFP and subsequent inquiries shall be borne by the vendor. All proposals and accompanying documentation will become the property of CHCC and will not be returned. The Commonwealth Healthcare Corporation reserves the right to reject any or all bids for any reason and to waive any defects in said bid, if in its sole opinion, to do so would be in the best interest of CHCC.

e. Questions, clarifications, or inquiries

All questions or requests for clarification must be made in writing through email. All emails **MUST** contain the RFP# and Project Title in the email subject.

Submit questions:

- **Corazon P. Ada**
Director, CHCC Division of Procurement & Medical Supply Office
Email: cora.ada@chcc.health

VII. EVALUATION CRITERIA

Each proposal will be scored on a 100-point scale based on the following factors and criteria:

- a. **Location and Proximity (25 points)** – This criterion considers the proximity of the building/office space to Middle Road and Beach Road main thoroughfare.
- b. **Cost Reasonableness (25 points)** – This criterion includes a review of all costs associated with the lease agreement including lease changes, updates, lease extensions and increases.
- c. **Lease Requirements (50 points)** – This criterion includes ability to meet the specifications under Section IV: Detailed Scope of Work of this RFP and obligations regarding updates to the property, maintenance responsibilities, general upkeep and repair of immediate and surrounding property. It also includes applicable provisions regarding indemnification, subrogation, and other related business liabilities between the lessor and the lessee.

VIII. SUCCESSFUL VENDOR NOTIFICATION PROCESS

Upon the selection, the successful service provider will be advised to negotiate the contract with CHCC. Should the negotiations fail to result in an agreement, CHCC reserves the right to cancel the negotiations and select the next recommended service provider, which in CHCC's opinion, is the most qualified proposer. If the contract is not agreed to with any of the proposers, the RFP will be cancelled and re-advertised.

Approved By: Corazon P. Ada Date: 10-27-21
Corazon P. Ada
Director of Procurement & Supply

Approved By: Esther L. Muna Date: 10/28/21
Esther L. Muna
Chief Executive Officer