



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

RFP23-CHCC/EHDP-006

ENVIRONMENTAL HEALTH DISEASE PREVENTION (EHDP)

SUBMISSION DEADLINE: MARCH 24, 2023 TIME: 10:00AM (CHST)

“CONSTRUCTION/RENOVATION SERVICES-EHDP LABORATORY”

INTERESTED PARTIES CAN DOWNLOAD THIS REQUEST FOR PROPOSAL FROM THE CHCC WEBSITE [WWW.CHCC.HEALTH]. 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
Commonwealth of the Northern Mariana Islands
1178 Hinemlu' Street, Garapan, Saipan, MP 96950



REQUEST FOR PROPOSAL (RFP)

ENVIRONMENTAL HEALTH DISEASE PREVENTION (EHDP)

RFP23-CHCC/EHDP006

“CONSTRUCTION/RENOVATION SERVICES-EHDP LABORATORY”

I. BACKGROUND INFORMATION

The Commonwealth Healthcare Corporation Environmental Health Disease Prevention (CHCC-EHDP) located in Navy Hill, is kindly soliciting proposals from qualified vendors for the renovation of an existing building with a 40ft container attachment into an open floor plan training space.

The EHDP is responsible for the protection of the general public and consumers against adverse effects that may result from hazardous and unsanitary environmental conditions through routine monitoring and enforcement of environmental health rules and regulations.

The EHDP administers the islands environmental public health programs ranging from consumer safety to vector control. The EHDP training facility provides environmental health and food safety education to over 5,000 employees and employers of regulated food establishments through the food handler certification. Over 300 training sessions are conducted annually.

II. NATURE OF WORK

During the period of the agreement, the prospective contractor is expected to work with CHCC staff at the identified location as specified in Section III of this RFP. The prospective contractor is expected to deliver the services in an efficient, trustworthy, and professional manner.

The prospective contractor must have experience to qualify for the award of the contract and 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.

III. LOCATION OF WORK

**Environmental Health Disease Prevention Building,
Navy Hill, Saipan, MP 96950**

IV. DETAILED SCOPE OF WORK

1. Furnish all necessary labor, tools, miscellaneous materials, and other related hardware/ assemblies and equipment, as applicable to perform the task in RFP requirement.
2. All work performed shall be fully documented by the Contractor. Installation with assemblies/ hardware shall be performed in compliance with manufacturer's recommendations and applicable International Building Codes (IBC) and National Electric Codes and other regulatory Codes as applicable.
3. Perform all work without disruption to EHDP operations. Normal administrative hours: 7:30am – 4:30pm. Monday – Friday (Excluding Federal Holidays). Authorization to work other than normal working hours shall be requested in advance for evaluation and approval by the Director of EHDP and shall be included in the contractor's proposed working plan.
4. Renovation:
 - a. Remove existing wall partition and doors to create open floor plan.
 - b. Remove and replace place existing floor deck and joist using treated ply wood (4 x 8)—specifically within the existing 40ft container extension of the building.
 - c. Preparing Substrate
 - i. Examine substrate thoroughly to determine its suitability for flooring installation.
 - ii. Notify immediately, the Facility Manager upon discovery of any suspect conditions that could potentially cause a faulty installation.
 - iii. Ensure that, prior to floor installation, the substrate is: properly prepared, free of inherent defects such as ridges, bumps, rises, dips, low spots, cracks, holes, joints and the like that could cause faulty installation, be unsightly, or cause any hazards; sufficiently smooth, flat, clean, dry, well bonded, primed; has moisture content and pH levels that are within flooring manufacturers tolerance to permit a professional installation and pleasing appearance.
 - d. Installing New Floor
 - i. Remove & replace existing tiles (entire space). Replace with 12 x12 ceramic tiles (subject to approval selection by EHDP)
 - ii. Protect all areas not receiving new flooring at all times.
 - iii. Utilize only the adhesive that are the appropriate type, amount, spread and meet the environmental conditions according to manufacturer's specification.
 - iv. Cut flooring according to manufacturer's specification.
 - v. Install flooring materials according to manufacturer's specification.
 - vi. Ensure that any patterns of the flooring are aligned and positioned properly; that there is uniformity and conformity of direction.

- vii. Install floor material in all designated areas including under any open-bottom items, removal flanges and furnishing, in alcoves and closets and to the edge of all wall's columns, permanently mounted articles and the like.
- e. Interior painting- ceiling and wall. Contractor shall properly prep the areas prior to painting which may require surface preparation—wall patching and crack repairs (entire space). Color of choice shall be determined by EHDP. Paint specifications: semi-gloss with active mold resistant chemical.
- f. Replace overhead lighting fixtures and replace with LED surface mount fixture
- g. Typhoon shutters on windows and doors
- h. Replace broken window
- i. Remove window and seal/patch/paint opening
- j. Realign hose connection for A/C unit. Wall patching
- k. Remove & replace defective A/C units in office space. Wall patching and paint.
- l. Electrical Work (Internet/Phone lines, fire alarm system)
 - i. Electrical power (110 volts)- realign electrical outlets, overhead lighting, overhead electrical outlets for projector; realign fire alarm system. Reconnection of all electrical outlets to breaker.
 - ii. Replace & realign defective fire alarm system
 - iii. Reconnection of all electrical outlets to breaker.
 - iv. 6 drops for network, phone, and printer connections
 - v. Provide all necessary materials including CAT6 cables, surface mounts, keystone jacks, junctions box, face plates, etc.
 - vi. All drops are to run from N7 (Admin Office) to training room, secured in PVC pipe
 - vii. Include mounting accessories, and installation for projector and wireless access point
 - viii. All cables must be terminated and tested properly
 - ix. Install internet conduit to enable internet connection into the building and workstations.
- 5. Remove: dispose of all raw materials in accordance with all legal requirements.
 - a. Contractor shall properly dispose of waste materials in accordance with all legal requirements.

V. INFORMATION AND FORMAT REQUIRED IN THE PROPOSAL

All proposals submitted by the prospective vendors must contain the following information:

- 1. Brief history and description of the company (including the date the company was founded and date of operation in the CNMI.)
- 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 III).
5. List of a minimum of three (3) references (arrange references from most recent projects).
6. The name of the authorized personnel to negotiate the proposal and contract (should also be the contact personnel.)
7. Copy of valid CNMI Business License and/or W-9 Form
8. Copy of company financial statement.
9. Other information that may be helpful to the evaluation team.
10. Contractor must be amenable to adjust the Scope of Work in the event costs exceeds Budget allocated.

VI. GENERAL AND ADMINISTRATIVE INFORMATION

a. Posting of Proposal

Interested parties can download this Request for Proposal (RFP) from the CHCC Website [www.chcc.health]. Once at the site, navigate to the RFP tab on the left navigation bar. Click on the URL for this **RFP23-CHCC/EHDP-006**. You will be required to enter the date to allow us to track all requests for this opportunity.

b. Mandatory On-site assessment

All interested vendors must attend to assess the building. A mandatory on-site assessment of the project area will be held on **February 28, 2023 (Tuesday) 9:00 AM**. All interested vendors must attend and may take measurements and ask additional questions.

General assembly will be at the EHDP Main Office located at Upper Navy Hill, Saipan.

c. General Provision

Until the selection process is completed, the content of the proposal will be held in 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 in part or its entirety this RFP, if it is in the best interest of the Corporation.

CHCC will enter a contract 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.

d. Place, Date, and Time of Submission

Proposers shall submit proposals and all supporting documents to **Corazon P. Ada, Director, CHCC Division of Procurement and Supply, at chcc.procurement@gmail.com no later than: 1000hrs (10am) Chamorro Standard Time on March 24th, 2023.**

Please note submission instructions:

- All submissions must include the **RFP23-CHCC/EHDP-006** 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/ITB # and Project Title in the header, plus page number in the footer.

Proposers may opt to submit out (4) hard copies in addition to the original proposal (5 in total) to the CHCC Division of Procurement and Supply, CHCC Main Office, Saipan.

Failure to follow the instructions regarding the submission of RFP/ITB responses may result in the CHCC's choice to disqualify such proposals.

e. 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.

f. Signed Statement of Acknowledgement

Agreement to comply with the Davis Bacon Act of 1931, by providing bi-weekly payroll records to the Commonwealth Healthcare Corporation, which will be used as evidence of compliance and for audit purposes.

The Davis Bacon Act of 1931 is a United States Federal Law that establishes the requirement for paying the local prevailing wages on public works projects for laborers and mechanics. It applies to "contractors and subcontractors performing on federally funded or assisted contracts in excess of \$2,000 for the construction, alteration, or repair (including painting and decorating) of public buildings or public works.

g. Bid Security:

Bid Security shall be required for construction contracts in excess of \$25000 or when the CHCC P&S Director determines it is in the interest of the Commonwealth. Bid security shall be on a bid bond, in cash, by certified check, cashier's check or other form acceptable to the government. A surety company shall hold the certificate of authority from the U.S. Secretary of the Treasury as an acceptable surety or other surety acceptable to the Attorney General.

Bid Security shall be an amount equal to at least 15% of the amount of the bid.

h. 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.

i. Questions, Clarification, or Inquiries:

All questions or requests for clarification must be made in writing through email until close of business **March 20th, 2023.** No oral comment, response, answer, or direction from other CHCC Personnel is binding unless also furnished in writing to all prospective bidders by the CHCC's Procurement Director in the form of an amendment to the RFP. Email all inquiries to:

John Tagabuel
Director of EHDP

P.O. Box 500409
Saipan MP 96950
John.tagabuel@chcc.health
Tel. # 670-664-4870/72/73/77

Or

Cora P. Ada
Procurement Director
P.O. Box 500409
Saipan MP 96950
Cora.ada@chcc.health
Tel. #234-8950 ext. 3561

j. Assurances of our Contract Agreement

Contractor certifies compliance with CMS QSO-22-07 Guidance for the Interim Final Rule-Medicare and Medicaid Programs; Omnibus Covid-19 Healthcare Staff Vaccination. This rule establishes requirements regarding COVID-19 vaccine immunization of staff among Medicare-and Medicaid-certified Providers and Suppliers. Proposers MUST fill out the attached COVID-19 Compliance Form marked as "Appendix A".

VII. EVALUATION CRITERIA

This section pertains to the measurement of points of the scope of work, responsiveness, and capabilities. The award will be made to the proposer whose proposal is most advantageous to the Corporation considering the evaluation factors set forth below:

a. Technical Criteria

1. 50% = Ability to meet the requirements stated in Section IV.
2. 25% = Timeline to deliver items.
3. 25% = Cost proposal.

b. Cost Criteria

Price is also a factor for consideration and price will be evaluated in comparison with the overall merit of the proposals. Technical merit is more important than price and the Corporation reserves the right to award the contract other than the lowest priced proposal. As proposals become more equal in technical merit, the importance of price will increase.

VIII. SELECTION PROCESS

Proposals submitted will be evaluated and selection will be made based on the evaluation criteria mentioned in Section VII. Upon selection, the successful vendor will be advised to negotiate the contract with CHCC. Should the negotiation fail to result in an agreement, CHCC reserves the right to cancel the negotiation and select the next proposer, which in CHCC's opinion, is the most qualified proposer. If the contract is not agreed to with any of the responsible proposers, the RFP will be cancelled and re-advertised.

Approved By: 
Esther L. Muna, PhD, FACHE
Chief Executive Officer

Date: 2/21/23

Approved By: 
Corazon P. Ada
Director of Procurement & Supply

Date: 2/21/23



COVID COMPLIANCE

This applies to Bidders/Proposers

(Appendix B)

Compliance Requirements. COVID-19 PROOF OF VACCINATION

Pursuant to CMS QSO-22-07 Guidance for the Interim Final Rule – Medicare and Medicaid Programs; Omnibus Covid-19 Healthcare Staff Vaccination – this rule establishes requirements regarding COVID-19 vaccine immunization of staff among Medicare and Medicaid certified Providers and “Suppliers”.

Contractor/Vendor’s Certification and Signature:

The undersigned certifies that it gives its assurances to comply with the foregoing provisions and its representations are accurate, complete and current.

(Signature)

Date: _____

(Typed or Printed Name)

(Title)