



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

RFP23-CHCC/FACILITY-002

SUBMISSION DEADLINE: JAN. 3rd, 2023 TIME: 10:00AM (CHST)

**“WATER TREATMENT SYSTEMS OPERATION AND MAINTENANCE SERVICES
FOR THE HOSPITAL AND HEMODIALYSIS”**

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)

“Water Treatment Systems Operation and Maintenance Services for CHC Hospital and Hemodialysis”

RFP23-CHCC/FACILITY-002

I. BACKGROUND INFORMATION AND OBJECTIVE

The Commonwealth Health Center is located on Lower Navy Hill on the island of Saipan in the Commonwealth of the Northern Mariana Islands. The Commonwealth Healthcare Corporation owns and operates its own Water Treatment Systems (WTS) 24 hours/day consisting of three (3) shifts, 365 days/year and requires Certified Water Operators to be on available duty at all times. The WTS are located at the Commonwealth Health Center Hospital, Lower Navy Hill, Saipan, MP 96950. The facility has treatment capacity for approximately 79 GPM (Gallons Per Minute) (or 4,740 GPH or 113,760 GPD) of potable water to hospital operations. The facility also produces 10 GPM (or 600 GPH or 14,400 GPD) of dialysis water for dialysis for its hemodialysis patient treatment. The Drinking Water Treatment Systems operates under the general supervision of a Certified Water Operator who oversees the day-to-day operations, testing and compliance requirements under the leadership of the CHCC Facility Management who oversees the administrative and budget aspects, and long-range planning.

The source of the CHC's water is groundwater and rain water. Raw water is supplied by the Commonwealth Utilities Corporation (CUC) through their ground water wells. Raw water is treated through the processes of filtration and reverse osmosis (RO) systems. Following filtration and RO process, water is disinfected using chlorine prior to storage in the 100,000 Gallon RO Product Water Storage Tanks. Finished water is distributed to the hospital floors through a series of piping systems via two separate variable pumps. RO reject, filter flushing and backwash water are disposed into the CHC's deep well.

This RFP package contains the necessary information and guidelines for interested vendors to develop and submit proposal.

II. NATURE OF WORK

During the period of the agreement, the prospective contractor is expected to perform Water Treatment Systems Operation and Maintenance Service at the Commonwealth Health Center (CHC) hospital at the specified locations in **Section III of this RFP**. The prospective contractor will work under the general supervision of the Facility Manager.

The prospective contractor will be responsible for the maintenance, operation and management of the CHC water treatment systems as provided herein in this RFP and to ensure compliance with the Commonwealth Drinking Water Regulations, communicates and provides written documentation and reports of activities and work under the general leadership of the Facility Director and Facility Manager. The prospective contractor is expected to deliver the services in an efficient, trustworthy, and professional manner.

III. LOCATION OF WORK

The successful proponent will be required to perform all contract duties and responsibilities as provided in this RFP at the Commonwealth Healthcare Corporation (CHCC). The specific locations are as follows:

1. The Plant Operations compound in the RO Room for RO A & B and RO Room for RO C.
2. The Plant Operations compound at the RO product water tanks number 1, 2 and 3 and Pump Houses.
3. Water sample sites per CHCC's Water Sampling Plan(s) for Buildings I and II.
4. Building II Hemodialysis RO Room and water sampling collection sites.
5. The CHC Main 100,000 Gallon Water Storage Tank located on Lower Navy Hill above CHC.
6. At the CHC deep well, as applicable

IV. SCOPE OF SERVICES AND DUTIES AND RESPONSIBILITIES

1. General

The services include the operation, routine maintenance and management, including asset protection of the facilities. The description of the services in this RFP is for general purposes only and does not necessarily reflect the entire scope of the services to be provided by the Preferred Proponent. Proponents should nevertheless address these general descriptions in their response to this RFP. Capital improvements may be funded wholly by the CHCC, or pursuant to some other financial assistance programs to be pursued by the CHCC. The CHCC will have final approval for any capital projects proposed by the Preferred Proponent during the term of the Service Agreement. All property, capital improvements, trademarks, manuals, software and all documents and records required to operate the water treatment systems shall belong to the CHCC. It is intended that, where applicable, the Proponent shall provide the CHCC with a license to use any software, design, or process to be used at any of the systems/facilities.

2 .General Description

The Scope of Services described below set forth the minimum requirements for the quantity and quality of work to be provided hereunder. Any material or equipment necessary for the proper operation and maintenance of the systems to be purchased by the Contractor shall meet or exceed the specifications described below or attached

hereto. As used herein, the term "work" refers to the articles, equipment, materials, supplies and labor as specified, designated or otherwise required by the RFP. Additional terms, conditions and requirements pertaining to the methods and manner of performing the work are described elsewhere in the RFP.

Except where specified to the contrary herein, all services shall be supplied with the equipment and accessories indicated in the standards for said work. No advantage shall be taken by the Contractor in omitting any unspecified minor article that goes into making the maintenance and services complete.

3. Specifications

Operation and maintenance of domestic and Hemodialysis water treatment systems, storage tanks, supply lines, pump house.

Operation and maintenance of the water treatment systems and facilities will include all necessary materials, chemicals, supplies, licensed/certified personnel, emergency response to protect public health, sampling, testing (sampling and testing for hemodialysis is done by Hemodialysis Biomedical Technician) and the generation and submission of all reports required for the operation and maintenance of CHC water treatment systems according to all applicable Federal, and Local regulations. Repairs to water treatment system equipment and distribution systems shall also comply with current industry standards and regulatory agency requirements.

The Preferred Proponent shall provide services in an efficient, trustworthy and professional manner.

4. Standards

Services to be performed shall be in accordance with Federal, and Local standards and regulations governing the operation and maintenance of domestic and hemodialysis water treatment and distribution systems at the CHC hospital. These standards and regulations include, but not limited to, CNMI Drinking Water Regulations (CNMIDWR) and the AAMI Standards (Association for the Advancement of Medical Instrumentation/American National Standards for Hemodialysis Systems).

The Preferred Proponent shall ensure the water treatment systems operation and maintenance services fulfill the following duties in the operation of the systems. Contractor's representatives shall interact with the CHCC Facility Management and Maintenance Department personnel.

Managers, or designees, to receive additional guidance or coordination necessary to ensure these tasks are performed in a manner consistent with CHCC's needs.

All services shall be performed in accordance with federal and local regulations.

Typical needs for water treatment systems operations and maintenance service may consist of, but not limited to the following:

1. Shall provide water treatment systems operations and maintenance services in coordination with the Facility Manager, Maintenance Supervisor or Hemodialysis Biomedical Technician Supervisor, as appropriate.
2. Shall be responsible for the direct supervision of the CHC water treatment and distribution systems in coordination with the Director of Facilities, Facility Manager, Maintenance Supervisor and Hemodialysis Biomedical Engineering Supervisor to ensure compliance with all requirements of current CNMI Safe Drinking Water Regulations and AAMI.
3. Shall provide and ensure that all operating personnel making process control/system integrity decisions about water quality or quantity that affect public health is a certified water operator holding a valid certification equal to or greater than the classification of the treatment facility and/or distribution system as provided in the CNMI Safe Drinking Water Regulations Subpart C, Section 1300.1 (b) and (c).
4. Shall ensure that a designated certified water operator is available for each operating shift (including weekends and holidays) as provided in the CNMI Safe Drinking Water Regulations Subpart C, Section 1300.1 (d).
5. Shall oversee the operations and maintenance for the CHC water treatment systems to ensure effective and efficient equipment operation, and to provide oversight and direction of the CHCC's Water Treatment Systems in compliance with the applicable CNMI Drinking Water Regulations (CNMIDWR) and AAMI Standards (Association for the Advancement of Medical Instruments/American National Standards for Hemodialysis Systems) for the hemodialysis water treatment systems.
6. The Proponent will provide a qualified water treatment technician who is capable for the operation and maintenance of the hemodialysis water treatment systems (RO unit) who will be responsible for ensuring the systems are operated in a safe and efficient manner while maintaining compliance with all regulatory and standards requirements. Water treatment technician shall have a minimum of at least three (3) years work experience in the operation and maintenance of a hemodialysis RO system(s).
7. The Proponent shall provide a designated Certified Water Operator who shall be available on-call 24 hours per day to respond to any and all CHC calls and for responding to emergencies within 30 minutes from the time the initial call was made, or, provide a Certified Water Operator to be on-duty for every operational shift (CHC has three operational shifts).
8. The Proponent shall provide a contact number or other means of contacting the designated 24 hour on-call Certified Water Operator to the Facility Manager, Maintenance Department and the Hemodialysis Biomedical Engineering upon entering into a contract with CHCC for the proposed Water Treatment Systems Operation and Maintenance Service Contract.
9. The Proponent shall immediately notify the Facility Manager of any deficiency with the water treatment systems operations and conditions in potable water and hemodialysis water quality that are outside the acceptable parameters and/or not in compliance with regulatory and standards requirements.

10. The Proponent shall be responsible for providing its transportation and normal associated hand tools, laptops or all other water testing devices necessary for performing the scope of services for the proposed contract. The CHCC will not be responsible to provide any major tools and equipment or any means of communication (e.g., cell phone, hand radio, etc.) for use to meet its contract duties and responsibilities.
11. The Proponent's Certified Water Operator (\geq than Level II) shall serve as a member and attends all scheduled CHCC Legionella Risk Management and Control Committee meetings and assist in the preparation of the Legionella Risk Management and Control Plan for domestic water treatment and distribution system.
12. Attend CHCC Infection Control Committee meetings, as needed, upon request by the Committee, Facility Manager or Manager of General Support Services.
13. Assumes and performs roles and responsibilities as assigned by the Legionella Risk Management and Control Planning Committee and in the CHCC Legionella Risk Management Plan with regards to water treatment and distribution systems.
14. Prepare, review and update Operations & Maintenance (O&M) Plans for the CHC's water treatment systems, its components and other water distribution systems in accordance and consistent with equipment manufacturer's instructions and recommendations and applicable standards and regulations.
15. Reviews and updates existing water sampling plans for consistency with the CNMI Drinking Water Regulatory requirements, as applicable. ASHRAE 188 and CDC recommendation for sampling of Legionella.
16. Shall be responsible for all and any permit requirements and commissioning of all new water treatment equipment system and components by a third party or by the appropriate commissioning agency, as applicable.
17. Shall be responsible to work with the Facility Management Office to develop Quality Assurance Measures, for the CHC water treatment system water quality and for compliance with regulatory water testing requirements, including collection and compiling and computation of data, preparation and submission of Quality Assurance Reports to the Facility Management Office and/or CHCC Quality Management Program.
18. Makes recommendations/proposes improvements and upgrades for the water treatment system equipment and facilities that would ensure regulatory compliance, as applicable, including estimated costs for such recommendations/proposals, as applicable.
19. Informs the Facility Manager and/or the Maintenance Supervisor of noticeable facility repair needs beyond the scope of the proposed contract. Building and facility maintenance repairs beyond this Water Treatment Systems Operations and Maintenance Service RFP is the responsibility of the CHCC Facility Management and Maintenance Department.

20. Work with the CHCC Facility Management Office to develop a Computerized Equipment Management System.
21. Ensures equipment operations and maintenance are performed in accordance with the manufacturer's instructions and recommendations and recommendations by other nationally recognized water treatment standards, as applicable.
22. Shall be responsible for all costs and necessary arrangements (including emergency water sampling) associated with the collection of all necessary water samples for laboratory testing/analysis by an EPA or BECQ certified laboratory as required by the CNMI Drinking Water Regulations (e.g., monthly coliform tests, Lead and copper test, full suite, etc.).
23. Shall collect water sample for Legionella testing/analysis quarterly, and in the event of a Legionella outbreak. Laboratory testing/analysis for Legionella shall be performed by a laboratory that have demonstrated proficiency in the detection of Legionella in accordance with the following: U.S. Centers for Disease Control and Prevention (CDC) Environmental Legionella Isolation Techniques Evaluation (ELITE) program; European external quality assessment/proficiency testing program for Legionella isolation through Public Health England; An equivalent, nationally accredited proficiency test provider. Laboratory performing microbiological culture testing of environmental water samples should be accredited by a regional, national, or international accrediting body according to a nationally or internationally recognized standard, such as ISO/IEC 17025; or, as provided in ASHRAE 188 ANNEX C.
24. Must be able to collect or arrange for the collection of water samples for laboratory testing/analysis such a CDC ELITE accredited laboratory for Legionella on a quarterly basis at selected sample sites (or Legionella Sampling Plan), whenever a Legionella outbreak occurs as a result of contamination of the (change to – and infection control and/or epidemiological investigation has concluded/suspects that the CHC potable water is the probable source of infection) surveillance CHC potable water system, as determined necessary per request by the Facility Director, Facility Manager and/or Public Health Epidemiology. Estimated cost for Legionella water sampling and testing/analysis by a CDC ELITE laboratory or as provided in this scope of work must be included in the proposal and will be billed by the Proponent separately, when such service becomes necessary.
25. Submits all water treatment system reports, including but not limited to daily water quality monitoring, water tank monitoring, laboratory water testing/analysis, equipment inspection, equipment failure, repairs and maintenance reports, usage of chemical supplies, monthly activity report, monthly summary of water quality report, etc. to the CNMI BECQ Water Division and to the Facility Manager, Maintenance Supervisor or Hemodialysis Biomedical Technician Supervisor, as applicable.
26. Shall perform routine daily system inspections and monitoring of feed water and RO product water quality twice daily for alkalinity (pH), conductivity, total dissolved solids (TDS) and chlorine level: once in the morning and once in the afternoon to determine the quality of the water and ensure the quality of the RO product is maintained within recommended/established safe levels.

27. Daily monitoring and recording of all water pressure gauges: a. after the feed pump, b. before the carbon filter, c. before the 5-micron filter, and d. before the RO membrane or as applicable).
28. Monitors (take samples of) and records the free chlorine (residual chlorine) level and water temperature daily at the Facility's entry point and at the distal outlets at Building I Level I and (Dental Clinic and Psychiatric Unit) and Building II Level I and II (FCC and Maintenance Bathroom). Samples shall be taken in accordance with CDC guidelines/recommendations.
29. Conducts routine inspections of the RO rooms, pump houses and RO product water storage tanks and arranges and/or schedules and performs all necessary cleaning and sanitizing activities, including the exterior of the RO product water storage tanks, as needed, to ensure a clean and safe conditions and compliance with applicable CHCC policies, standards and regulations.
30. Shall be responsible for practicing good housekeeping and for ensuring a clean/sanitary and safe conditions in the RO Rooms (including equipment and its components), pump houses and pumps, and the interior and exterior of the RO product water tanks. RO and Pump Rooms shall be cleaned daily (or as needed) and RO product water storage tanks interior shall be cleaned at least annually and exterior as deemed necessary to prevent the growth of algae and excessive collection of debris that could promote the growth of pathogens and increase the risk of contamination of CHC's potable water supply.
31. Shall be responsible for painting inside the water treatment system (RO) rooms and pump houses to ensure clean and sanitary condition and once a year during the period of the proposed contract.
32. Recommends and/or report to the Facility Manager any necessary building/structural repairs and maintenance, including electrical systems not covered within the contract scope of services, as deemed necessary.
33. During the term of the proposed Contract, the Proponent shall conduct an assessment of the condition of the interior of the CHC Main 100,000 Gallon Water Storage Tank (Orange Tank) and submit a separate proposal and plan for cleaning the CHC Orange Tank to include: Estimated Cost for the proposed cleaning the Orange Tank that includes a proposed plan to ensure continuity of water delivery (both potable and non-potable water supply), a proposed plan on how to address supply water for the fire sprinkler system, a proposed plan to ensure availability of potable water for the hemodialysis water treatment system, a proposed plan for the disposal of the sludge and debris from the tank cleaning that is in compliance with applicable USEPA and CNMI Hazardous Waste Disposal Regulations pertaining to sludge, as applicable, and a proposed plan for repainting the Tank exterior surface. Proposal for the CHC Orange tank shall include disposal of the waste water and/or sludge in accordance with applicable federal and local regulations.
34. Perform preventative maintenance on the potable water treatment systems and its components per manufacturer's recommendations and other nationally recognized organizations and standards, as appropriate.

35. Shall perform all necessary calibration of equipment and devices, including but not limited to water testing devices (e.g., Digital Colorimeter, Ultra meter and chemical dosing pumps) per manufacturer's instruction and recommendations.
36. Shall perform routine backwashing and flushing of the water treatment equipment, as needed, to enhance equipment performance and equipment life.
37. Shall take water temperature at selected sites and keep a log for review and monitor areas that present risk for potential for growth of Legionella and other opportunistic waterborne pathogens.
38. Shall perform routine/monthly exercising of valves on the water treatment system facilities to ensure operability.
39. Shall monitor water levels in the water storage tanks, including the Orange Tank from 0700 hrs. - 1700 hrs. and report all low water levels (of concern) to the Facility Manager and Maintenance Supervisor.
40. Shall monitor and/or respond to any and all water treatment system and water storage tanks alerts/alarms, as applicable.
41. Shall be responsible for reviewing daily water quality monitoring reports, laboratory test results and other data and for making necessary adjustments on the water treatment system(s) and its components, including chemical dosing pumps, as determined necessary to ensure compliance with Section 1300.1 (c) and (d) and other parts of the CNMI drinking Water Regulations, as applicable.
42. Shall be responsible for the repairs for all plumbing system breaks (e.g., pipes, valves, etc.) including cost for repairs at the areas and systems covered in the scope of this RFP.
43. Shall be responsible for interpreting data under unique circumstances or reconcile conflicting data from laboratory tests and other sources of information and report interpretation of information to the Facility Manager, as appropriate.
44. Shall ensure that the (Proponent's) Certified Water Operator (\geq Level II for Water Treatment and Distribution System) or qualified water treatment system technician shall be responsible for supervising all operations, maintenance and repairs of the CHC water treatment systems, including subcontractor employees and CHCC personnel assisting with any repairs and maintenance activities on the water treatment systems and its components and physical facilities.
45. Shall be responsible for correcting any EPA and/or BECQ citation with regards to Drinking Water Regulations, including citations for deficiencies identified during sanitary surveys.
46. Shall communicate and coordinate necessary corrective actions with CNMI BECQ and Facility Manager on issuance of any emergency water quality notifications and cancellations.

47. Shall be responsible for the preparation and distribution of any emergency water quality notices and cancellations to CHCC consumers, per CNMI Drinking Water Regulation requirements.
48. Shall provide accurate information in response to consumer questions and complaints with regards to CHC potable/drinking water quality and/or CHC water treatment systems.
49. Shall attend any and all audits and inspections by the CNMI BECQ, if requested by BECQ, Facility Director, Facility Manager and/or Maintenance Supervisor.
50. Shall document shift operation activities by completing necessary paperwork/forms.
51. Shall submit within six months from the date of the contract Notice to Proceed, a comprehensive assessment of plant equipment condition, projected life expectancy, and estimated replacement cost of key equipment and components for each system. Subsequent comprehensive assessments will be required on an annual basis due at the end of the calendar year.
52. Shall assist in the development of the Drinking Water Management Plan for the CHC domestic water treatment and distribution system.
53. Shall perform daily monitoring of the CUC feed water quality before the entry point to the CHC Main 100,000 Gallon Water Storage Tank and develop a form for record data information for periodic review.
54. Shall develop a form for tracking and documenting usage of parts and supplies and other materials and expenses for each specific equipment/system for future planning reference and review.
55. Shall provide all documents and reports as requested/required by to the Facility Manager, Maintenance supervisor and Hemodialysis Biomedical Engineering Supervisor, as appropriate, in electronic form. The reports may include but not limited to the following:
 - Daily CUC Feed Water Quality Monitoring Report - Monthly
 - Daily RO Feed Water Quality Monitoring report (TDS, pH, Conductivity and Chlorine) – monthly (or as necessary)
 - Daily RO Product Water Monitoring Report for Total Dissolved Solids (TDS), Conductivity, pH and Residual (Free) Chlorine – Monthly (or, when outside recommended/safe parameters)
 - Daily Monitoring of Water Pressures per selected locations and/or pressure gauges – Monthly, and Quarterly Summary Reports.
 - Daily Monitoring RO Product Water Flow Rate Report – Monthly Summary
 - Daily RO Water Rejection Flow Rate - Monthly

- Daily RO Product Water Storage Tank(s) Level Monitoring Report – Monthly (or as needed)
- Monthly Coliform Monitoring (including disinfectant and/or residual chlorine) – Monthly (per DWR)
- Water Treatment System Operation Monitoring Report – Monthly Summary
- Contractor Daily Activity Report – Monthly Summary of Significant Activities
- RO Water Storage Tanks Inspection – Monthly (including all conditions requiring immediate attention and Annual Summary Report
- Quality Assurance Reports – Monthly, Quarterly, Annually, as applicable
- Hazardous Material Incidents Reporting – Immediately Upon a spill, as required by federal and local regulations, as applicable, and Annual Hazardous Material Spill Summary Reports to Facility Management)
- Emergency Water Alert Notifications – Coordinate Through CHCC Facility Management for Approval/Acknowledgement (as applicable per federal and local regulations)
- Water Treatment Systems and Product Tank(s) Alarm System Monitoring and Testing Report – Monthly
- Small Water System Annual Report to the Drinking Water Program – Annually (If required by BECQ or CHCC)
- Consumer Confidence Report (CCR) – Annually (per CNMI SDWR unless exempted by BECQ in writing)

56. Shall be responsible for ensuring compliance with the USEPA, DOT and CNMI regulations and OSHA standards for hazardous materials (including biosolids), including but not limited to transportation, storage, handling and disposal, etc.

57. Shall develop and have in place a Backup and Contingency Water and other necessary emergency plans acceptable to the CHCC, including a Hazard Communication and Workplace Safety Program that meets OSHA standards.

58. Shall properly handle and dispose of all debris and materials that may accumulate from time to time in water treatment system rooms and other operating areas of the water system facilities, as applicable.

59. Deliver frequent and detailed reports, to the CHCC Facility Management Office that demonstrate compliance and support all future planning.

60. Provide adequate number of personnel to be on standby at CHC during declaration of a Tropical Storm Condition II or Typhoon Condition II until such time that an "All Clear"

is given, as determine necessary by the Facilities Director or Director of Public Health and Hospital Emergency Preparedness Program.

61. Hemodialysis RO System Operations and Maintenance Service Requirements:

- a. Provides daily monitoring of the Hemodialysis water treatment systems to ensure that the system continually produce water that confirms water produced by the system is suitable for Hemodialysis purposes (per AAMI (American National Standards for Hemodialysis Systems)) as well as to confirm the integrity and proper functioning of all system components;
- b. Monitoring and recording of the Hemodialysis water treatment systems water production, water pressures and temperature and other monitoring requirements, as required by standards at selected locations, and per the Hemodialysis' daily Monitoring and Maintenance Checklist and reports any conditions outside the established ranges/parameters to the Hemodialysis Unit Administrative Manager, Hemodialysis Unit Nursing Manager or Charge Nurse and Facility Manager; and,
- c. Performs repairs on the water treatment system within the Hemodialysis RO Room, as needed per Hemodialysis biomedical engineering or facility management's request.

Propose fee schedule for each potable water treatment system shall be considered to include all compensation to adequately provide all operation and maintenance services meeting the needs described above except where specifically indicated or in other sections of this RFP.

5. OTHER RESPONSIBILITIES:

1. Proponent shall assume all costs for any fines or penalties levied against the CHCC as a result of contaminated water or improper operations of the water treatment systems by the Contractor of its employees.
2. Proponent shall be responsible for maintaining adequate equipment parts and supplies as recommended by the manufacturer and experience based of equipment operations (e.g., LMI pumps, chemicals, test kits, etc.).

6. QUALIFICATIONS:

1. The Proponent must have extensive knowledge, skills and experience in the field of water treatment, water treatment systems and water distribution systems.
2. The Proponent must be or have on their employment a CNMI BECQ Certified Water Operator(s) at \geq Level II for Water Treatment and Distribution System.
3. The Proponent must have all necessary tools, equipment, devices and any other items and consumables in their immediate possession necessary to accomplish the scope of this RFP.

4. The proponent must have adequate financial resources to support and accomplish the scope of this RFP.
5. The Proponent shall provide a skilled water treatment technician who knowledgeable with the operation and maintenance of a hemodialysis water treatment systems (RO) and applicable standards and regulations applicable for hemodialysis water treatment with a minimum of at least three (3) years' work experience in the operation and maintenance of a hemodialysis (RO) treatment system.

Proof of qualification as required in Item 1, 2 and 3 above must be furnished with the RFP submission.

7. MANDATORY EQUIPMENT / SUPPLIES

The Proponent shall have in its immediate possession or on stock of supplies all necessary equipment and devices necessary to accomplish the scope of services specified in this RFP, including but not limited to testing/analyzing devices for TDS, pH, and Conductivity, Chlorine (e.g., Colorimeter and Ultra meter), water testing supplies and consumables, etc.

A. WATER TESTING EQUIPMENT:

The Contractor shall have in their immediate possession all necessary water testing equipment, devices and instruments, including supplies necessary to perform all routine on-site water monitoring responsibilities, including but not limited to the following:

1. Total Dissolved Solids (TDS), pH (Alkalinity) and Conductivity / Resistivity / TDS Meters and Testers (e.g., Ultra meter II)
2. Chlorine Testing/Analyzer (e.g., Colorimeter II)
3. Water Testing Supplies and Consumables, as applicable.

B. OTHER EQUIPMENT/CONSUMABLE SUPPLIES:

The Proponent shall determine the types and number of equipment parts and components recommended by the manufacturer to be kept on stock including other supplies such as LMI pumps, RO membranes, 5-micron filters, chemicals (e.g., chlorine, soda ash, etc.) that are essential to the operation of the water treatment systems based on records and logs of usage/consumption. An estimated line-item cost for equipment parts, components and chemical supplies, etc. shall be furnished with the proposal. Quarterly allotments for these will be based on estimated average consumption/usage of part, components and supplies. Usage and consumption will be documented and such documents (tickets, invoices, slips, etc.) shall be acknowledged by the Facility Manager, Maintenance Supervisor or the Hemodialysis Biomedical Engineering Supervisor. Copies of such documents shall be provided to the Facility Management Office for filing and recordkeeping.

8. LIABILITY

The Proponent shall assume all costs for any fines or penalties levied against the CHCC as a result of the Proponent's employee's failure to maintain the water treatment systems in good and effective operating condition and in compliance with all applicable federal and local regulations and standards that results in loss of water treatment capability, loss of CHC's water supply, or contamination CHC's potable water system, including for illness and loss of life resulting from the Contractor's failure to implement expedient actions to prevent the spread of waterborne diseases.

V. INFORMATION AND FORMAT REQUIRED IN THE PROPOSAL

All proposals submitted by the prospective contractors 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) down by location of work
5. List of a minimum of three (3) references (arrange references from most recent projects).
6. Certificate(s) for Certified Operators for Level II Operators
7. Listing and type of equipment to be used in this project.
8. The name of the authorized personnel to negotiate the proposal and contract (should also be the contact personnel).
9. Copy of valid CNMI Business License (Receipt is not acceptable)
10. Proof of insurance coverage for the contractor and property liability insurance of at least \$100,000.
11. Copy of Company's Financial Statement and Tax Clearance.
12. 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. 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/FACILITY-002**. You will be required to enter the date to allow us to track all requests for this opportunity.

b. 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.

c. 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 January 3rd, 2023.

Please note submission instructions:

- All submissions must include the **RFP23-CHCC/FACILITY-002** 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.

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. 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.

f. 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.

g. Questions, Clarification, or Inquiries:

All questions or requests for clarification must be made in writing through email until close of business **December 28, 2022**. 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:

Joaquin DL Guerrero
Facility manager
P.O. Box 500409
Saipan MP 96950
jdiguerrero.chcc@gmail.com
Tel. # 234-8950 ext. 2308

Or

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

h. 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".

All questions or requests for clarification must be made in writing. Facsimile / email transmission of questions or requests for clarification is acceptable.

VII. EVALUATION CRITERIA

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. 20% Experience in similar or related projects
 2. 20% Demonstrate understanding and ability to meet requirements
 3. 20% Approach to the project
 4. 20% Manpower Credential and Equipment/Consumable Supplies availability
 5. 20% Financial Capability
- Total 100%

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 VIII. Upon selection, the successful vendor 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 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, MHA, FACHE
Chief Executive Officer

Date: 11/30/22

Approved By: 
Cora P. Ada
Director of Procurement

Date: 11/30/22



COVID COMPLIANCE

This applies to Bidders/Proposers



(Appendix A)

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)