



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

**Extension of Submission Date
RFP23-CHCC/LABORATORY-013A**

SUBMISSION DEADLINE: JUNE 12th, 2023 TIME: 10:00AM (CHST)

**“LABORATORY EXPANSION PROJECT #2”
(Coordinate, Design, Oversight Monitoring and Construction)
for CHC Hospital / Laboratory Department**

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 St. Garapan, Saipan, MP 96950



REQUEST FOR PROPOSAL (RFP)

“LABORATORY EXPANSION PROJECT #2” (Coordinate, Design, Oversight Monitoring and Construction) for CHC Hospital / Laboratory Department

RFP23-CHCC/LABORATORY-013

I. PURPOSE AND DESCRIPTION OF BID:

The Commonwealth Healthcare Corporation (CHCC), located in the Commonwealth of the Northern Mariana Islands is soliciting bids from qualified vendors that are interested in engineering, demolition and construction including furnishing and finishing of the Laboratory Expansion Project #2 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 bids.

II. BACKGROUND AND OVERVIEW OF CHCC:

Commonwealth Healthcare Corporation (CHCC) oversees the Commonwealth Health Center (CHC) which is an 86 bed, Medicare certified hospital located on the island of Saipan, in the Northern Mariana Islands (CNMI). The Two-level hospital opened in 1986. The hospital's scope of services includes an Emergency Dept., Laboratory, Pharmacy, Obstetrics, Post-partum, Neonatal Intensive Care Unit, Surgery, General Medicine, Pediatrics, Dialysis Unit, Oncology Center and various outpatient clinics.

III. LOCATION:

The property is located in Saipan, CNMI.

IV. DETAILED SPECIFICATIONS:

Laboratory EAST Expansion Project (approximately 1,974 square feet = 32' x 62')

A. Scope of Work:

1. Project coordination with CHCC
2. Complete drawings of the Laboratory EAST Expansion project.
3. Assist CHCC in reviewing proposed contractor's fee proposal.

4. Construction monitoring based on the contractor's critical work schedule.
5. Post construction coordination with CHCC including as built and punch list corrections.
6. Permitting will be part of the Contractor's contract.
7. Project schedule will be part of the Contractor's contract.

B. Engineering to include:

- 1). Civil Design – Grading to convey run-off from the roof, plumbing and sanitary
- 2). Architectural Plans & Details – Architectural finishes, building sections and roof coating with elastomeric paint
- 3). Structural Plans & Details
- 4). Electrical Plans & Details – including all receptacles, lighting, AC Disconnect switch, Communication panel, fire and smoke detector alarms
- 5). Mechanical Plans & Details – Central Air Conditioning System, Fire Sprinkler Systems, Plumbing & Sanitary – Sprinkler to connected to existing Fire Sprinkler System
- 6). All required Government Regulatory Permits – Zoning, Earthmoving & Erosion Control, Coastal Resource Management, DPW Building Permit, Fire Department Clearance

C. Demo and Construction of Lab East Expansion

- 1) Demo of shading structure and walls to connect the new lab space.
- 2) Construction of New Lab space (EAST) in front of existing Laboratory
- 3) Concrete support structure and concrete roof
- 4) Elastomeric Roof coating
- 5) Roof drains
- 6) Concrete floor with drain access plates
- 7) Connection of plumbing in new space to existing plumbing
- 8) Sub-panel for expanded area tied into Building #2 existing electrical system
- 9) Electrical receptacles
- 10) Cat6 wiring/cabling and installation for Communication Data
- 11) Aluminum Doors with half-lite glass
- 12) Aluminum Windows
- 13) Sherwin Williams Pre-Catalyzed Water Based Epoxy Paint on all walls.
- 14) Suspended Ceiling System with Vinyl Wrapped Cleanable Tiles
- 15) Armstrong Medintech or Meditone Wide Sheet Vinyl Flooring with welded seams and flash cove 4” on Walls
- 16) Office spaces
- 17) Storage spaces
- 18) Restroom/Toilet
- 19) Sidewalk outside the perimeter

20) Laboratory signage on building

D. Finishing and furnishing – plus installation

We are requiring Helmer Brand as they offer full range of vaccine refrigerators and freezers with superior temperature uniformity, recovery and stability. This brand meets the CDC and VFC guidelines and regulations.

- | | |
|--|--------|
| 1. Helmer HLR256 Laboratory Refrigerator | QTY: 2 |
| 2. Helmer HLF125 Laboratory Freezer | QTY: 1 |
| 3. Helmer IPF 125 Plasma Freezer | QTY: 1 |
| 4. Helmer IUF126 Ultra Low Temperature Freezer | QTY: 1 |
| 5. LAB Cabinets Phenolic Resin Laboratory Cabinets
Drop-in Epoxy Sinks and Gooseneck Faucets. | |
| 6. Black Epoxy Countertops | |
| 7. Wire Shelving with wheels caster | |

E. Overall Coordination Phase

- 1) Management
- 2) As Built & Pre-Design
- 3) Follow-up Coordination

F. Design Phase –

Preliminary Layout – CAD drawing

- 1) Construction Plans and Details
- 2) Electrical & Mechanical
- 3) Printing Services
- 4) Soil testing
- 5) Surveying
- 6) HAZMAT
- 7) Environmental
- 8) Archaeological

G. Construction Oversight Monitoring

1. Construction Oversight Monitoring
2. Post Construction

V. INFORMATION AND FORMAT REQUIRED IN THE PROPOSAL

All bids submitted by the prospective vendor must contain the following:

1. Brief history and description of the company (including the date the company was founded and date of operation in the CNMI) or companies if a Joint Venture is planned for the Design/Build project is proposed.

2. Statement of companies' capabilities and experience
3. Overall plan and approach to RFP, provide schedule and proposed method for the following activities:
 Planning, Design, plan preparation, Plan review, Permitting, Safety, Environment of Care concerns, Interim Life Safety Measures, Traffic flow, Phasing, Construction techniques, Quality control, independent testing and methods, Equipment procurement and installation, Final occupancy plans and others as the bidder sees necessary to convey their approach to successful completion of this project.
4. Provide a minimum of three (3) references (arrange references from most recent project)
5. List of proposed Personnel and their Experience for this project.
6. The name of authorized personnel to negotiate the bid and contract (should also be the contact person).
7. Existing resumes of individual personnel who will be performing Construction and Project Management.
8. Provide a Copy of CNMI Business License/W-9
6. Financial Statement/Credit Line (FINANCIAL CAPACITY)
7. Proposed Fee for the scope of work (refer to Section IV) and payment plan
8. Name of authorized personnel to negotiate the proposal
9. Other information that may be helpful to the evaluation team.
10. Proof of Insurance Coverage:

Coverage required by Design Team: During the Term of this Agreement, the Design Team shall, at its sole cost and expense, procure and maintain such policies of commercial general liability, auto liability, builder's risk, excess liability, professional liability, valuable papers, transit coverage and workers compensation/employers liability insurance with policy limits satisfactory to CHCC as set forth to insure Consultant and Consultant's employees against liability for damages directly or indirectly related to the performance or non-performance of any provision of Products or Services provided hereunder, and the use of any CHCC property and facilities provided by CHCC in connection with this Agreement for Products or Services provided off of the Project Site or on the Project Site. CHCC shall be designated an additional insured on commercial general liability, auto liability and excess policies to the full extent provided by CNMI Law. Proof of such coverage shall be provided by Contractor to CHCC. Contractor shall be required to provide the coverages even if construction of the Project has been completed.

Insurance Requirements

Prior to entrance on any CHCC project site and prior to performing any work under this Agreement, Contractor shall obtain the insurance set out in this Schedule from a company or companies acceptable to CHCC as follows:

Workers' Compensation Insurance. Contractor shall provide, at its sole cost and expense, Workers' Compensation Insurance to cover full liability under the Workers' Compensation Laws of the CNMI at the statutory limits required by said jurisdiction's laws.

Employer's Liability Insurance. Contractor shall provide, at its sole cost and expense Employer's Liability Insurance with the following minimum limits of liability:

- \$1,000,000 Bodily Injury by Accident/Each Accident
- \$1,000,000 Bodily Injury by Disease/ Each Employee
- \$1,000,000 Bodily Injury by Disease/ Policy Limit

Commercial General Liability Insurance. Contractor shall provide, at its sole cost and expense Commercial General Liability Insurance, on an "occurrence basis", including insurance for premises and operations, independent contractors, products/completed operations, and contractual liability. This Agreement is an insured contract under the Commercial General Liability Policy. Such Commercial General Liability Insurance must afford coverage for explosion, collapse and underground hazards. The insurance required by this Section shall be in limits not less than the following:

- \$1,000,000 General Aggregate
- \$1,000,000 Products and Completed Operations Aggregate
- \$ 500,000 Personal & Advertising Injury
- \$1,000,000 Each Occurrence
- \$ 100,000 Fire Damage (Any one fire)
- \$ 5,000 Medical Expense (Any one person)

Automobile Liability Insurance. Contractor shall provide, at its own expense, Automobile Liability Insurance for claims arising from the ownership, maintenance, or use of a motor vehicle at, upon, or away from the Project Site. The insurance shall cover all owned, non-owned, and hired automobiles used in connection with the Work, with the following minimum limits of liability:

- \$1,000,000 Combined Single Limit Bodily Injury and Property Damage per Occurrence.

Said certificate shall state that the policy required has been endorsed to name CHCC as an Additional Insured.

Certificates of Insurance.

- (a) Upon execution of the Agreement and before entrance onto the Project Site, Contractor shall provide to CHCC a Certificate of Insurance setting out coverages and limits. Contractor shall give CHCC not less than sixty (30) days prior written notice in the event of cancellation or non-renewal.
- (b) To the fullest extent permitted by law, Contractor waives all rights against the CHCC and their agents, officers, directors, and employees, for subrogation and the recovery of damages to the extent these damages are covered by insurance.
- (c) All required insurance shall be maintained without interruption from the date of commencement of the work under the Agreement throughout the entire period this Agreement is in effect. Contractor will provide CHCC with a Certificate of Insurance setting out the coverages described herein, limits and amendments to the certificate

necessitated by changes to the work to be performed under the Agreement until the date of final payment.

(d) All insurance policies shall be primary and non-contributing with, and not in excess of, any other insurance available to CHCC.

(f) Evidence of such insurance shall be furnished to the CHCC within 10 days after the date of release of NTP.

SUBCONTRACTORS' INSURANCE

All subcontractors are required to have General Liability, Workers' Compensation and Auto Liability with adequate limits based on the scope of their work. Design/Builder shall be held responsible for any modification in these insurance requirements as they apply to Subcontractors. Design/Builder shall maintain Certificates of Insurance from all Subcontractors attaching endorsements enumerating, among other things, the waivers in favor of, and insured status of, the Indemnitee, as required herein, and make such Certificates available to CHCC upon request. The term "Subcontractor(s)" applies to subcontractors of any tier.

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/LABORATORY PROJECT-013](#). 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 [May 12th, 2023 \(Friday\) at 10:00 AM](#). Due to the locations of the work within the facility, all vendors are required to sign the attached [CHCC's Statement of Confidentiality](#), marked as "Appendix A". All interested vendors must attend and may take measurements and ask additional questions.

General assembly will be at the Facility Office located right next to CHCC Chapel. Statement of Confidentiality Document will be collected prior to assessment.

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, procurement@chcc.health** no later than: **1000hrs (10am) Chamorro Standard Time on June 5th, 2023.**

Please note submission instructions:

- All submissions must include the **RFP23-CHCC/LABORATORY-013** 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 **May 29th, 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:

Jesse Tudela
Chief of Ancillary Services
P.O. Box 500409
Saipan MP 96950
jesse.tudela@chcc.health
Tel. # 234-8950 ext. 3101

Cc:

Joaquin DL Guerrero
Facility manager
P.O. Box 500409
Saipan MP 96950
jack.guerrero@chcc.health
Tel. # 234-8950 ext. 2308

Cc:

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 B".

VII. EVALUATION CRITERIA

After the evaluation process, CHCC plans to make an award(s) to the vendor(s) whose proposal is most advantageous to the Corporation considering the evaluation factors set forth below

a. Technical criteria


- i. 25% Experience and Qualifications in similar or related projects
- ii. 25% Technical approach to meet deliverables and meet timelines of the project. Must be financially stable and must have adequate equipment and tools.
- iii. 25% Project Approach - demonstrate understanding and ability to meet requirements
- iv. 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:  Date: 5/1/23
Esther L. Muna, PhD, MHA, FACHE
Chief Executive Officer

Approved By:  Date: 5/1/23
Cora Ada
Director of Procurement & Supply



Commonwealth Healthcare Corporation

Commonwealth of the Northern Mariana Islands
1 Lower Navy Hill Road Navy Hill, Saipan, MP 96950



(Appendix A)

STATEMENT OF CONFIDENTIALITY

During a contractor's access period to any CHCC/CHC facility, he or she may encounter access to various types of information relating to patients and/or to patient care, employee records and privileged CHCC/CHC information. All such information must be regarded as privileged, and proven violations of confidentiality will constitute cause for civil litigation.

This confidentiality of information is to be maintained at all times, whether or not the contractor is still at any CHCC/CHC premises.

CONTRACTOR'S ACCEPTANCE OF CONFIDENTIALITY STATEMENT

This is to confirm, that I have read and understand the above CHCC/CHC Statement of Confidentiality. I accept that I must hold such information confidential and I am aware that a proven violation of confidentiality shall constitute cause for civil litigation and other consequences regarding disclosure of protected information.

Signature of Contractor Staff

Date

Print Name of Contractor Staff

Date

P.O. Box 500409 CK, Saipan, MP 96950
Telephone: (670) 236-8201/2 FAX: (670) 233-8756



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)