



**PROCUREMENT AND SUPPLY
COMMONWEALTH HEALTHCARE CORPORATION**

**REQUEST FOR PROPOSAL (RFP)
FACILITY/PLANT OPERATIONS**

RFP24-CHCC/FACILITY-008

SUBMISSION DEADLINE: February 26th, 2024 TIME: 10:00AM (CHST)

“FUEL, LUBRICATION AND TESTING SERVICES”

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)

**FACILITY/PLANT OPERATIONS
"FUEL, LUBRICATION AND TESTING SERVICES"**

RFP24-CHCC/FACILITY-008

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 providing fuel, lubricant and testing services for the Commonwealth Health Center (CHC) Hospital. This RFP package contains the necessary information and guidelines for interested vendors to develop and submit proposals.

II. BACKGROUND AND OVERVIEW OF CHCC:

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

III. LOCATION

The property is located in Saipan at 1178 Hinemlu' St. Garapan.

IV. NATURE OF WORK AND DETAILED SPECIFICATIONS:

During the period of the agreement, the prospective contractor agrees to provide fuel and lubricants, various types of generators, and other related healthcare/facility equipment. The contractor will work under the general direction of the CHCC Facility Manager and Plant Operations Manager. The contractor is expected to deliver the services in an efficient, trustworthy, and professional manner.

The specification list below includes the primary fuel and lubricant desired in the scope of work and detailed duties & responsibilities. Please include any additional recommended accessories as separate line items with the individual pricing.

V. SCOPE OF WORK AND DETAILED DUTIES AND RESPONSIBILITIES

1. The Contractor will deliver and provide CHC Hospital with the following fuel, lubricants, and testing:

#	Description	Qty	Unit of Measure	Amount
A.	Fuel (LSADO) The proposed unit cost per US Gallon shall be inclusive of all delivery charges, liquid fuel taxes, and other applicable taxes.	50,000	Gallon	
B	REMOLIA X Super 15W-40 Lubricant or comparable	As needed		
C	Oil Sample Analysis / Test Frequency: 3 generators, every quarter	4		

2. The quantities identified above are the estimated annual requirements of the CHCC and may be changed depending on actual usage, as determined by the CHCC Plant Operations unit.

The contractor is expected to deliver about **1,900 gallons of fuel to CHC Hospital** every 2 weeks or as requested by the Plant Operations unit personnel to ensure uninterrupted supply to the facility’s operations per Centers for Medicare & Medicaid Services (CMS) requirement for the hospital to be in compliance with the Condition of Participation (CoP) set forth at 42 CFR Part 482 specifically to §482.41 Condition of Participation: Physical Environment.

§482.41(a) Standard: Buildings The condition of the physical plant and the overall hospital environment must be developed and maintained in such a manner that the safety and well-being of patients are assured.

§482.41(a)(2) - There must be facilities for emergency gas and water supply.

3. Prior to each delivery, the CHCC’s Plant Operations unit will determine the quantity and volume of fuel and lubricants to be delivered.
4. The Contractor must meet and comply with all applicable OSHA Safety Standards and US EPA Environmental Standards during on-site fuel delivery operations. Contractor must submit proof of Training Certification of employees.

5. The Contractor must provide all required Safety Data Sheets (SDS) for any chemical product(s) to be used at the facility.
6. The Contractor shall arrange and coordinate training for their staff on the existing CHCC SPCC Plan.
7. The Contractor will provide the following related services to CHCC (Building I and II):
 - A. Upon signing of the proposed contract:
Contractor will conduct a complete lubrication survey to verify suitability of the recommended lubricants to CHCC equipment. The Contractor will submit a written report outlining findings and recommendations to the Facility Manager within 30 days from issuance of the Notice to Proceed.
 - B. Engine Maintenance through Progressive analysis (EM/PA):
The prospective Contractor will test and analyze up to three (3) samples of engine lube oil a quarter, at no additional charge to CHCC. The EM/PA analysis should help provide advanced warning to avoid the costly equipment overhaul or repair.
 - C. Tank Preventive Maintenance:
The prospective contractor shall provide maintenance service for all Above Ground Storage Tanks (diesel fuel storage tanks) at the CHCC. The tanks must be inspected to ensure that it meets/exceeds local and US EPA standards.
 - (1) Tank Cleaning:
The prospective Contractor will provide exterior tank cleaning services, including the berm for CHCC fuel storage tanks as applicable and required by established regulations, at no additional cost to CHCC. The schedule to clean the tank will be coordinated with the CHCC Plant Operations unit.

VI. INFORMATION AND FORMAT REQUIRED IN THE BID

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)
2. Statement of company's capabilities and experience
3. Provide a minimum of three (3) references (arrange references from most recent project)
4. The name of authorized personnel to negotiate the bid and contract (should also be the contact person)
5. Provide a copy of a CNMI Business License and/or W-9 Form.

6. Proof of Insurance coverage for the contractor and property liability insurance of at least \$100,000.
7. Employee Certification as applicable
8. Other information that may be helpful to the evaluation team.

VII. 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 **RFP24-CHCC.FACILITY-008**. 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 bid will be held in strictest confidence and no details of any bid 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 bids for any reason and waive any defect in said bids, 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 procurement@chcc.health no later than: 1000hrs (10am) Chamorro Standard Time on February 26TH, 2024.**

Please note submission instructions:

- All submissions must include the **RFP24-CHCC/FACILITY-008** 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 (3) hard copies in addition to the original proposal (4 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 bids 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 & Inquiries:

All questions or requests for clarification must be made in writing through email until close of business **February 19th, 2024**. No oral comment, response, answer, or direction from other CHCC Personnel is binding unless also furnished in writing to all prospective bidders by

Email all inquiries to:

Joaquin V. Deleon Guerrero
Facility Manager
Email: jack.guerrero@chcc.health
Telephone: 234-8950 extension 2308

Cc: Carmelina Taitano
Administrative Assistant
Email: Carm.taitano@chcc.health
Tel No. 670-234-8950 ext 2704

Or

Cora P. Ada
Procurement Director
Email: Cora.ada@chcc.health
Tel. 670-234-8950 ext. 3561

f. 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 **“Exhibit A”**.

VIII. EVALUATION CRITERIA

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

a. Technical criteria

- i. 25% Qualifications and Experience 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
- iii. 25% Cost Proposal

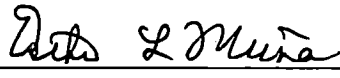
Total = 100%


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.

IX. 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: 1/24/24
Esther L. Muna, PhD, FACHE, MHA
Chief Executive Officer

Approved By:  Date: 1/24/24
Cora Ada
Director of Procurement & Supply



COVID COMPLIANCE

This applies to Bidders/Proposers

EXHIBIT 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)