



## COMMONWEALTH HEALTHCARE CORPORATION



### REQUEST FOR PROPOSAL FACILITY-GENERAL SUPPORT SERVICES (GSS)

#### GROUND MAINTENANCE SERVICES RFQ24-CHCC/GSS-007

The Commonwealth Healthcare Corporation (CHCC) is a public corporation and autonomous agency of the Government of the Commonwealth of the Northern Mariana Islands (CNMI). In accordance with its Procurement Rules and Regulations, NMIAC Subchapter 140-80.1-205(1), CHCC hereby seeks the services of qualified Contractor to provide Ground Maintenance Services thru RFQ24-CHCC/GSS-007.

The Request for Proposals will be available on January 25<sup>th</sup>, 2024 online at [www.chcc.health](http://www.chcc.health), navigate to the RFP tab on the left navigation bar, click on the URL for this RFQ24-CHCC/GSS-007.

A mandatory pre proposal meeting and on-site assessment will be held on January 30<sup>th</sup>, 2024 at 9:00AM at the CHC Continuing Education Room right before the cafeteria. The Statement of Confidentiality will be collected prior to the actual on-site assessment.

Contractors shall submit proposals and all supporting documents to Corazon P. Ada, Director, CHCC Division of Procurement and Supply Office located at the Main Administrative Building or via email at [procurement@chcc.health](mailto:procurement@chcc.health) no later than: 1000hrs (10:00am) Chamorro Standard Time on February 26<sup>th</sup>, 2024.

/S/ DR. ESTHER L. MUNA  
CHCC CHIEF EXECUTIVE OFFICER  
UPPLY

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



# Commonwealth Healthcare Corporation

Commonwealth of the Northern Mariana Islands  
1178 Hinemlu St. Garapan, Saipan, MP 96950



## REQUEST FOR PROPOSAL (RFP)

### FACILITY-GENERAL SUPPORT SERVICES (GSS) GROUND MAINTENANCE SERVICES

**RFP24-CHCC/GSS- -007**

#### I. BACKGROUND INFORMATION

The Commonwealth Healthcare Corporation (CHCC), located in the Commonwealth of the Northern Mariana Islands is soliciting proposals from qualified vendors that are interested in providing outside ground maintenance services at the locations specified in Section III of this RFP. This RFP package contains the necessary information and guidelines for interested vendors to develop and submit proposals.

#### II. NATURE OF WORK

During the period of the agreement, the prospective contractor is expected to perform regular and timely ground maintenance services at the main CHCC facility and four (4) other locations as specified in Section III of this RFP. The prospective contractor will work under the general supervision of the Manager of General Support Services. The prospective contractor is expected to deliver the services in an efficient, trustworthy, and professional manner.

The prospective contractor must have extensive experience in the outside ground maintenance services. To qualify for the award of the contract, the vendor must be able to show proof that it has the manpower, equipment, and financial resources to provide the daily and bi-weekly services as specified in Section IV of this RFP. The prospective contractor must provide all the tools, equipment and fuel necessary to perform the services. It is their responsibility for transporting employees to and from the work locations, including removal of lawn debris and/or trash generated through ground maintenance operations.

#### III. LOCATION OF WORK

The contractor agrees to provide all equipment and fuel necessary to perform the services and is responsible for transporting employees to and from the work locations.

The contractor is required to perform regular and timely outside ground maintenance services at the following locations:

1. Commonwealth Healthcare Center at Lower Navy Hill (CHCC premises includes: from the power poles along the Chalan Pale Arnold Road and Navy Hill Road to approximately 3 feet around the fence line starting from the upper northeast section of the CHCC security fence to the southwest section adjacent to the NMHC Pagan View Housing).
2. CHCC Warehouse located in Lower Base (Includes the parking area across the Warehouse Building to around the old bunkers)
3. CHCC Main Water Tank
4. Water Well (Lower Navy, above the CHCC Building)
5. New Parking Lot
6. Building N29 in Navy Hill
7. Environmental Health Disease Prevention (EHDP) in Navy Hill

#### **IV. DETAILED SCOPE OF WORK**

The scope of work covers the entire CHC premises, including all parking areas, courtyards, entranceways, maintenance compound, along the inner and other fence line, and other inner ground areas. CHC premises includes: from the Telephone poles along the Chalan Pale Arnold Road and Navy Hill Road and approximately 3 feet around the fence line starting from the upper northeast section of the CHC security fence to the southwest section adjacent to the NMHC Pagan View Housing

##### **A. Daily**

The contractor must perform the following daily services at the Commonwealth Health Center, Lower Navy Hill.

1. At least one (1) employee of the contractor shall report to the Manager of General Support Services daily from 6:00 a.m. to 3:00 p.m. to collect refuse, cigarette buds, and other debris from entranceways, courtyards, grounds, and parking lots, and to discard such debris at designated garbage bins.
2. Empties all trashcans located outside the CHC building, including the courtyards.
3. Inspects, trim and clean flowers, shrubs and trees as directed by the Manager of General Support Services.
4. Trims and discards tree branches as directed by the Manager of General Support Services and removes and disposes them at the designated municipal dumpsite on the same day.
5. Cleans all entranceways at CHC before the beginning of business using brooms, etc. Business hours starts at 7:30 a.m.

6. Removes betelnut stains and chewing gums on exterior floors, walkways, building walls, including at the chapel and maintenance compound areas.

**B. Bi-Weekly**

The contractor must perform the following bi-weekly services at all locations as specified in Section III of this RFP.

1. Cutting and edges all grassy areas within the specified boundaries.
2. Mows lawn, starting at edge of roadway and CHC fence lines, courtyards and around the building. All grass cutting shall not be less than 1 inches of the ground on leveled ground surfaces; not less than 2 inches on all hilled surfaces; and, not less than 8 inches on steep slopes west and north of the CHC Building II.
3. Trims bushes, shrubs, plants, and trees in accordance with CHCC specifications.
4. Trims flowers and ornamental plants.
5. Rakes, sweeps, and collects cuttings and other ground debris within the contracted premises on the same day the work was performed.
6. Collects and disposes ground trash, coconut leaves and other trimming/cutting debris at the designated public/municipal dumpsite (Lower Base Transfer Station or Marpi Landfill).
7. Rakes excess grass cuttings, deposits the debris in plastic bags, and discards in designated public/municipal dumpsite.
8. Washes the maintenance compound pavement using hoses and nozzle and/or power washer. Informs the Maintenance Department and General Support Services of such schedule at least 3 days prior to work being performed.
9. Cleans parking lots using push brooms and other applicable tools/equipment.
10. Removes all grasses and vegetation over growing on to parking lots and paved roads.
11. Cuts grass inside the courtyards including the psychiatric courtyard. (Note: access must be obtained from the Psychiatric Unit, call 234-8950 extension 2500).
12. Removes coconut fruits and old leaves (leaves hang downward from the tree).
13. Inspects and trims all coconut leaves before it reaches/touches the building. Coconut and other tree leaves and branches shall be trimmed at least two (2) feet from touching the building walls or roof.

14. Disposes of debris from mowing, trimming, etc. at the designated public/municipal dumpsites (Lower Base Transfer Station or Marpi Landfill).
15. Inspect and trim and/or cut tree branches hanging too low and/or posing potential hazards (dead branches) to pedestrians. Such tasks should be scheduled and performed during weekends (Saturdays or Sundays).
16. Inspects and removes dead tree stumps (including uprooting, as necessary) and dispose of the debris at the designated local/municipal dumpsite (Lower Base Transfer Station or Marpi Landfill).

**c. Quarterly**

The contractor must perform the following quarterly services at all locations as specified in Section III of this RFP.

1. Power washes/cleans all curbs, pedestals and drainages, using power washer and other tools/equipment. Washing/cleaning of curbs, pedestals and drainages shall be schedule and done only during weekends (Saturdays or Sundays).
2. Washes all walkways, retaining walls), step stones and stairways in the courtyards (A, B & C) and maintains them free of algae, mold/mildew, stains and excessive dirt/soil build-up and free of any hazardous condition (e.g., slip and trip hazard, etc.) to pedestrians. The proposed contractor shall be responsible to conduct inspections/assessment of the courtyards to ensure safe condition is maintained in the courtyards. Washing/cleaning of courtyards shall be schedule and done only during weekends (Saturdays or Sundays).
3. Contractor shall perform cleaning of the CHC parking lots. All cleaning schedule shall be arranged with the Facility Manager.

**d. Other Duties & Responsibilities**

1. The proposed contractor shall be responsible to schedule and coordinate all projects with the Manager of General Support Services to ensure that security and appropriate parties are advised and courtyards are closed when such projects/cleaning is to be done.
2. The proposed contractor shall be responsible for posting all and any safety sign(s) necessary/required prior to initiating any contract task/duties, as applicable.
3. The prospective contract shall be responsible to ensure that hospital access roads are cleared of any obstructions immediately after storms/typhoons and other natural disasters and dumps debris at the designated public/municipal dump sites (Lower Base Transfer Station or Marpi Landfill).
4. The prospective contractor, upon request by CHCC, shall schedule and perform additional power washing of the curbs, disabled parking stalls and pedestals. This would normally be

necessary when CHC maintenance has scheduled painting of the curbs, disabled parking stalls and pedestals.

5. The prospective contractor shall collect and remove all typhoon/storm and other natural disaster debris from the CHC compound/premises immediately after the disaster situation/condition is cleared.
6. The prospective contractor shall assess CHC premises immediately after a disaster condition has been cleared, including inspection of all large trees and shall remove any broken/cracked branches, leaves and other conditions that pose a potential hazard condition to pedestrians and/or facility.
7. Cut-down trees, shrubs and other plants, upon request by CHCC, and remove and dispose debris at the designated public/municipal landfill (Lower Base Transfer Station or Marpi Landfill).

**V. MANDATORY EQUIPMENT REQUIREMENT**

The proposer shall have in its immediate possession/disposal (or have immediate access) to the following equipment for use to perform contract tasks and duties at CHCC work sites when needed to accomplish and assure effective performance all services specified in this RFP:

1. Bush Cutter to include cutting lines, strap, oil, fuel and fuel containers and other related consumable supplies.
2. Lawn mower or riding mower
3. Personal Protective/Safety Equipment i.e., coveralls, safety goggles, rubber boots or equal to or better in the interest of personal safety.
4. Rakes, trash collection containers, dust pan and other related consumables i.e., trash bags as applicable.
5. Equipment/debris trailer as applicable to transport collected debris or Utility Truck as applicable.
6. Water blasting machine inclusive water hose and other required related supplies i.e., fuel and containers, oil.
7. Other related equipment not mentioned above as applicable to perform the specified scope of work above.

**VI. 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.
4. Proposed fee per annum broken down by location of work (refer to Section III).

5. Provide a list of a minimum of three (3) references (arrange references from most recent projects).
6. Provide a listing of Board of Directors or Officers and number of employees in the last three years.
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. Provide a copy of a CNMI Business License.
10. Insurance coverage for the contractor and property liability insurance of at least \$100,000.00.
11. Copy of Company's Financial Statement
12. Other information that maybe helpful to the evaluation team.

#### **ADDITIONAL REQUIREMENTS:**

1. If the Contractor is going to utilize non-resident workers for this contract, it must be prepared to strictly adhere to all CNMI Labor and Immigration laws. The Corporation strongly recommends that the proposer familiarize itself with the Department of Labor and Immigration requirements in order to respond to this RFP appropriately. The CNMI has stringent rules and regulations regarding the recruitment and hiring of non-resident workers. It shall be the responsibility of the Contractor to comply with the laws, rules, and regulations affecting non-resident worker hiring.
2. The Contractor shall be required to provide I-797A proof of CW-1 Status of employees assigned to CHCC and secure the necessary labor and immigration permits and comply with all CNMI Labor and Immigration laws and requirements, and shall, in no way, obligate the CHCC for any expenses associated with these costs.
3. The Contractor shall be responsible for paying all medical expenses incurred by their non-resident workers as mandated by the Non-Resident Worker's Act. Those that have outstanding obligations with the CHCC will be required to clear these amounts before a final contract is executed.
4. The Contractor shall ensure that all its employees assigned to CHCC are of good moral character. Contractor shall provide a copy of an **original Police Clearance** of its employees to the Manager of General Support Services prior to their assignment to CHCC.
5. **The Contractor shall be responsible in providing in-service training of all its employees on OSHA/NIOSH (National Institute of Occupational Safety and Health) standards and requirements.**
6. The Contractor's employees shall comply with the CHCC's Alcohol and Drug Free Workplace policy, marked as **Exhibit A** and shall undergo and pass an Alcohol and Drug Free Test prior to their assignment at CHC. CHCC shall not be billed separately for the cost of the tests. Contractor shall have its employees tested for alcohol and drug abuse annually and a report submitted to the Manager of General Support Services.
7. Contractor is required to do drug tests and remove any employee found positive.
8. The Contractor shall be responsible for filing On-the-Job Injury Report and Claim of its employees incurred during their assignment at CHC with the regulatory agencies and/or insurance companies. The Contractor shall provide a copy of the On-the-Job Injury Report to the Manager of General Support Services, within 3 days of the date of injury. The

**EXHIBIT A**

**Part 800 - Drug & Alcohol Abuse Policy**

**§ 140-90.1-801 Basis for the Policy**

The Commonwealth Healthcare Corporation (CHCC) is committed to protecting the safety, health and well-being of its employees and of all people who come into contact with its workplace(s) and property and/or use its services. Drugs and alcohol pose a direct and significant threat to our goal. An employee who uses drugs and alcohol and then goes to work at CHCC puts his or her life in danger and threatens the lives of co-workers and of the public. Drugs and alcohol do not allow us to reach our full potential. Drug and alcohol abuse prohibits us from having a safe and efficient workplace.

Modified, 1 CMC § 3806(a).

History: Amdts Adopted 39 Com. Reg. 39218 (Feb. 28, 2017); Amdts Proposed 38 Com. Reg. 39037 (Nov. 29, 2016).

**§ 140-90.1-805 Rules of a Drug-Free Workplace**

(a) Application. This policy applies equally and without exception to all Commonwealth Healthcare Corporation HR Office no matter what position or employment status, including all management employees, contract employees and part-time employees.

(b) Prohibitions.

(1) The Commonwealth Healthcare Corporation prohibits the use, possession, sale, conveyance, distribution or manufacture of illegal drugs, intoxicants or controlled substance in any amount or manner while engaged in work or work-related activities or in any pay status. In addition, the Commonwealth Healthcare Corporation strictly prohibits the abuse of prescription drugs.

(2) Drugs and alcohol are strictly prohibited from CHCC vehicles.

(3) Employees may not accept from anyone (an employee, boss, customer, friend, relative, etc.) any drugs or alcohol, or money to purchase illegal drugs during working hours or while the employee is operating or riding in a CHCC vehicle.

(4) Employees who are on "stand by" are prohibited from drugs or alcohol usage. Do not come to work under the influence of drugs or alcohol.

(5) Refusing to submit to drug testing as provided for in this policy is a violation of work rules. Refusal to submit means the employee:

(i) Makes a verbal declination after being given a clear and specific order to submit to urine and/or breath testing.

(ii) Fails to provide adequate breath for testing or does not produce a urine specimen without valid medical explanation after he or she has received notice of the requirement to be tested.

(iii) Engages in conduct that clearly obstructs the collection process.

(6) Refusing to submit to treatment, or to meet the requirements of the treatment program, is a violation of this policy.

(7) An employee adversely affected in his or her use of any legally obtained drugs (prescription or non-prescription drugs) cannot be allowed to perform a safety sensitive job (as described in Section III, A, 1). Prior to commencing work, each employee must report immediately to his or her supervisor/manager the use of any prescription drug which may affect performance or that contains a cautionary label regarding the operation of equipment or vehicles.



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(c) Consequences of Conduct in Violation of Policy. The Corporation recognizes the need to offer treatment to employees with substance abuse problems. However, CHCC will not accept employee conduct that interferes with the Corporation's goal of having a drug and alcohol free workplace. Therefore any employee who:

- (1) Refuses to submit to a drug or alcohol test authorized by this policy,
- (2) Refuses to participate in, meet program requirements and complete a CHCC approved drug or alcohol treatment program, or
- (3) Uses a prohibited substance (verified by a "positive" drug or alcohol test) after having been referred previously to an approved drug or alcohol program because of a positive drug or alcohol test or an admission of substance abuse will be terminated under the applicable HR Office procedures.

Modified, 1 CMC § 3806(a).

History: Amdts Adopted 39 Com. Reg. 39218 (Feb. 28, 2017); Amdts Proposed 38 Com. Reg. 39037 (Nov. 29, 2016).

### **§ 140-90.1-810 Drug and Alcohol Testing**

(a) The Commonwealth Healthcare Corporation asserts its legal right and prerogative to test employees for substance abuse. Employees may be asked to submit to medical examination and/or to submit urine and/or breath to be tested for drugs or alcohol.

(b) Basis for Testing. To ensure the safety of both CHCC's employees and the public, employees will be required to undergo drug and/or alcohol testing under the following circumstances:

- (1) Employees who perform a safety-sensitive function or whose work exposes others to risk will be tested when hired and randomly thereafter. Safety-sensitive function means performing work involving hazardous tasks directly affecting the safety of others.
- (2) For the purposes of this policy listed on Attachment A are included but not limited to those designated as safety-sensitive.
- (3) Any employee may be tested for cause following an accident.
- (4) All employees will be subject to drug/alcohol testing if there is reasonable suspicion to believe the employee may be under the influence of some drug or alcohol. Reasonable suspicion for drug/alcohol testing means specific, articulated observations concerning the appearance, behavior, speech or body odors of the employee. In other words, a reasonable suspicion decision consists of specific facts, circumstances, physical evidence, physical signs and symptoms or a pattern of performance and/or behavior that would cause a trained supervisor to reasonably conclude an employee may have engaged in on the job drug or drug/substance including alcohol.

(c) Referral. An employee who tests positive for any prohibited substance will be referred to treatment. Referral to treatment will be confidential with the exception of those management HR Office necessary for the implementation of this policy. Refusal to accept treatment, or a second positive test are grounds for adverse employment action. Employees are allowed the opportunity for rehabilitation under the following conditions.

- (1) Voluntary self-referrals by the employee, prior to any type of incident or accident/incident or notification of random testing.

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(2) Management intervention/referral prior to any incident or accident/incident. Employees who are referred as part of a supervisory performance counseling or intervention based on admitted substance abuse problems are assured of confidentiality. Only those in the chain of responsibility may be aware of a referral/treatment request.

(3) Positive test referrals If any employee tests positive for the presence of alcohol or prohibited drugs, they shall be referred to a substance abuse professional for assessment and will be required to fulfill specified steps of treatment before being considered ready for evaluation for return to duty to any position at CHCC.

(d) Return to Duty. An employee, either referred by CHCC or self-referred, having previously tested positive for drugs or alcohol or voluntarily acknowledged being under the influence of drugs at any time or alcohol while on duty, will not be allowed to return to work until the employee:

(1) Successfully completes a program of treatment; and

(2) Tests negative for covered substances and is evaluated and released for duty by a substance abuse professional or a doctor; or

(3) Is released by a substance abuse professional (if the referred was alcohol related).

(e) Any employee, returning to duty after drug or alcohol treatment, may be subject to unannounced drug or alcohol tests for up to 60 months after returning to work.

Modified, 1 CMC § 3806(a).

History: Amdts Adopted 39 Com. Reg. 39218 (Feb. 28, 2017); Amdts Proposed 38 Com. Reg. 39037 (Nov. 29, 2016).

- Contractor is required to follow the CHC reporting protocol for On-the-Job Injury with possible exposure of any type of contamination, such as needle stick. The Contractor is responsible for any cost associated with any On-the-Job Injury of its employees.
9. The Contractor's employees assigned to CHC must be free from communicable diseases and therefore, must undergo a yearly physical examination that must include immunization for Hepatitis B (HBV), as required by OSHA standards (3128). **The Contractor shall be responsible for the cost associated with this requirement. The Contractor shall provide the Manager of General Support Services a copy of the result of physical examination and immunization record of the employees prior to their assignment to CHCC.**
  10. The Contractor shall be responsible their employees Insurance such as Workmen's Compensation.
  11. Contract must adhere to CHCC NO SMOKING Policy – marked as **Exhibit B**

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

## 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/GSS-GROUND MAINTENANCE SERVICES**. You will be required to enter the date to allow us to track all requests for this opportunity.

### b. **Pre-proposal meeting**

The Commonwealth Healthcare Corporation (CHCC) will hold a mandatory pre-proposal meeting on **January 29<sup>th</sup>, 2024 at 9:00AM** at the Commonwealth Health Center Continuing Education Room located by the cafeteria for all interested parties to raise questions and concerns prior to the submission date of this RFP. After the pre-proposal meeting, the CHCC will allow all interested parties to conduct an on-site assessment of the Facility. The meeting should not be viewed as a substitute for any written information requested in this RFP. Failure to attend will automatically disqualify the proposer.

For assessments outside of the main Hospital Facility, proposer may coordinate with GSS-Office thru Mr. Tom Palacios or with Ms. Carmelina Taitano.

A Statement of Confidentiality Document will be collected prior to actual on-site assessment. **(Exhibit C)**.

**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 for an initial 3-year contract pursuant to the terms of the standard government independent contract. Additional terms and conditions will be attached as exhibits to the standard independent contract as applicable.

**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](mailto:procurement@chcc.health) no later than: 1000hrs (10am) Chamorro Standard Time on February 26<sup>th</sup>, 2024.**

**Please note submission instructions:**

- All submissions must include the RFP24-CHCC/GSS-GROUND MAINTENANCE SERVICES-007 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) three 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.

**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. 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 **February 19<sup>th</sup>, 2024**. 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:

Thomas Palacios  
Manager, General Support Services  
Commonwealth Health Center  
tom.palacios@chcc.health  
P.O. Box 50409  
Saipan, MP 96950  
Telephone No. 234-8950 Ext. 2700

Cc:

Carmelina Taitano  
Administrative Asst.  
carm.taitano@chcc.health  
General Support Services (GSS)  
670-234-8950 ext 2704

and

Cora P. Ada  
Procurement Director  
P.O. Box 500409  
Saipan MP 96950  
[Cora.ada@chcc.health](mailto: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 **“Exhibit D”**.

### **VIII. 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**

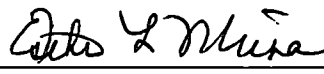
1. 50% Experience in similar or related projects
2. 25% Demonstrate understanding and ability to meet requirements
3. 25% Cost


#### **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 VIII**. 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  
Interim Chief Executive Officer

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

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# EXHIBIT B

**Commonwealth of the Northern Mariana Islands**  
**Commonwealth Healthcare Corporation**  
**Commonwealth Health Center**  
**OPERATING POLICY**

**CATEGORY: Administration**

**CODE: 3007**

**SUBJECT: NO SMOKING**

**Effective: 11/2013**

**RESPONSIBLE DEPARTMENT/DESIGNEE: General Support Services**

**PAGE: 1 of 3**

## I. PURPOSE:

- 1) To promote and maintain a healthy and smoke-free environment on all Commonwealth Healthcare Corporation (CHCC) facilities and off-sites clinics and facilities.
- 2) Demonstrate a posture consistent with the Corporation's commitment to the promotion of health, the prevention and healing of disease.
- 3) To ensure compliance with Public Law 16-46 (Smoke-free Air Act of 2008).
- 4) Respect the rights of others.

## II. POLICY:

It is the policy of the CHCC to promote the health and well-being of patients and personnel within the Commonwealth Health Center (CHC) and its off-site clinics and facilities. The CHC is a smoke-free facility. **NO SMOKING** is permitted on or within the CHC premises.

## III. RESPONSIBILITY:

1. All CHCC employees are responsible for adhering and enforcing this policy.
2. Department Administrators and Division Directors are responsible for ensuring that personnel within their department/division adhere to this no smoking policy.
3. Unit Managers and supervisors are responsible for ensuring that all employees under their supervision adhere to this policy.
4. Nursing Supervisors are responsible for adhering and enforcing this no smoking policy
5. Security is responsible for enforcing this no smoking policy and for reporting (via Form No. CHC 62-0513) any incidence to the Facility Manager for recommendations and/or implementation of corrective actions.
6. Maintenance Department is responsible for ensuring that adequate "NO SMOKING SIGNS" are posted throughout the facility, as appropriate.

## IV. PROCEDURES:



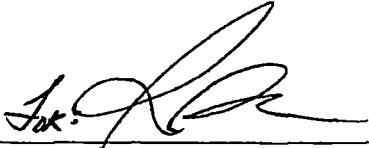
CHC OPERATING POLICY, cont.  
SUBJECT: No Smoking

CODE: 3007  
PAGE: 2 of 3

All CHCC staffs, management and to ALL visitors to any of the CHCC grounds, CHC, Community Guidance Center (CGC), Bureau of Environmental Health (BEH), Material Supply Office (MSO), Children's Development Assistance Center (CDAC), Kagman Community Health Center, and all Navy Hill CHCC Offices, there are **NO DESIGNATED SMOKING AREAS**. Smoking is not permitted at Parking Lots, grassy/tree areas around the CHC grounds and other CHCC off-site facilities.

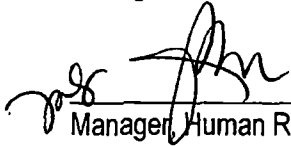
To learn more about quitting, please call the CGC Tobacco Quitline at 323-QUIT for more information.

REVIEWED AND APPROVED BY:



\_\_\_\_\_  
Manager, General Support Services

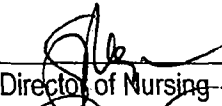
\_\_\_\_\_  
Date



\_\_\_\_\_  
Manager, Human Resources

\_\_\_\_\_  
11/20/13

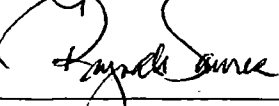
\_\_\_\_\_  
Date



\_\_\_\_\_  
Director of Nursing

\_\_\_\_\_  
11/19/13

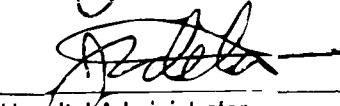
\_\_\_\_\_  
Date



\_\_\_\_\_  
Director, Community Guidance Center

\_\_\_\_\_  
11/19/13

\_\_\_\_\_  
Date



\_\_\_\_\_  
Hospital Administrator

\_\_\_\_\_  
11/20/13

\_\_\_\_\_  
Date



\_\_\_\_\_  
Chief Executive Officer

\_\_\_\_\_  
11/20/13

\_\_\_\_\_  
Date

Reviewed Last  
(Date & Initial)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



<b>MEDICAL EXAMINING PATIENT</b>	Nature of Injury - Findings - Treatment		Extent of Injury <input type="checkbox"/> None <input type="checkbox"/> Minor <input type="checkbox"/> Severe <input type="checkbox"/> Death			
	Name of Examining Physician (PRINT)		Signature/GRADE	Work Telephone No.	Date	Time
	<b>WITNESS OBSERVING INCIDENT</b>	Name		Telephone No.		
Home Address		City/State/Zip				
Name		Telephone No.				
Home Address		City/State/Zip				
<b>QUALITY ASSURANCE RISK MANAGEMENT COORDINATOR OR DESIGNATED INDIVIDUAL INVESTIGATING AND EVALUATING THIS INCIDENT</b>	Incident Report Routing Comments*					
	Problem Identified:					
Action Taken:						
Name of QA/RM Coordinator or Investigator (PRINT)		Signature	Date			

\*Notify and forward Incident Report form to Quality Assurance/Risk Management Coordinator.



# Commonwealth Healthcare Corporation

Commonwealth of the Northern Mariana Islands  
1178 Hinemlu' St. Garapan, Saipan, MP 96950



CHCC/P&S

## EXHIBIT C

### STATEMENT OF CONFIDENTIALITY

During a contractor's access period to any CHCC 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 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 premises.

### CONTRACTOR'S ACCEPTANCE OF CONFIDENTIALITY STATEMENT

This is to confirm, that I have read and understand the above CHCC 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

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



# COVID COMPLIANCE

This applies to Bidders/Proposers

## EXHIBIT D

### 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)