



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

**PEST CONTROL SERVICES**  
**(SAIPAN, TINIAN AND ROTA FACILITIES)**

**RFP25-CHCC/ FACILITY-017**

**SUBMISSION DEADLINE: SEPTEMBER 2, 2025    TIME: 10:00AM (CHST)**

INTERESTED PARTIES CAN DOWNLOAD THIS REQUEST FOR PROPOSAL FROM THE CHCC WEBSITE [WWW.CHCC.HEALTH]. ONCE AT THE SITE, NAVIGATE TOWARDS THE BOTTOM AND SELECT THE **REQUEST FOR PROPOSALS** TAB. CLICK ON THE URL FOR THIS RFP/ITB.

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**

### **PEST CONTROL SERVICES (SAIPAN, TINIAN AND ROTA FACILITIES)**

### **RFP25-CHCC/FACILITY-017**

#### **I. INTRODUCTION:**

The Commonwealth HealthCare Corporation located in the Commonwealth of the Northern Mariana Islands is soliciting competitive sealed bids from qualified contractors interested in providing pest control services for the Commonwealth Healthcare Corporation and its locations on Tinian and Rota. This RFP package contains the necessary information and guidelines for interested contractors to develop and submit proposals.

#### **II. NATURE OF WORK**

During the period of this agreement, the successful vendor agrees to provide pest and rodent treatment and control services to the Commonwealth Healthcare Corporation (CHCC) and its locations. The successful vendor must provide a treatment and control program that utilizes methods and practices that would effectively reduce, if not completely eliminate, the level of nuisance pests or rodents in CHCC using environmentally safe products that are acceptable and approved by Federal and CNMI regulatory authorities. The successful vendor shall furnish the necessary management, labor, materials, supplies, and equipment. The successful bidder shall follow the CHCC suggested sanitation guidelines and maintenance procedures.

The successful vendor shall work under the general supervision of the Manager of General Support Services and Manager of Plant Operations. The successful vendor shall deliver the services in an efficient, trustworthy, and professional manner.

#### **III. LOCATION:**

The property is located in Saipan at 1178 Hinemlu' St. Garapan, Tinian and Rota.

#### **IV. DETAILED DUTIES AND RESPONSIBILITIES**

1. The successful vendor shall provide treatment and control of pests and rodents services in the following areas at least once a month or as required by CHCC:
  - Exterior of CHCC Facility: Entire outside perimeter to include 40-ft containers and all courtyards.
  - Interior of Level II: Entire inside area of level II, including all corridors at base boards, labor and delivery, new born nursery and NICU, all nurse station kitchen counters, laboratory, ambulatory clinics.
  - Pharmacy, emergency, physical therapy, surgery, radiology, and patients' rooms, break rooms and lounge rooms. In sensitive areas, scheduling may be required or bait must be used as an alternate source of treatment.
  - Interior of Level I: Entire inside area of level I, including all corridors, dental clinic, medical records, dining rooms, entire kitchen, laundry and linen, biomed area, Health Network Program, Pharmacy store room, Morgue and Chapel, Plant Operations / Maintenance building, and all Administrative area.
  - Inside Building II in its entirety, to include all Level I and II maintenance department, offices, clinics and treatment rooms, conference rooms, lounge rooms, corridors / hallways and waiting areas.
  - Outside perimeter and entire inside of Material Supply Office (MSO) located at Lower Base.
  - On the island of Tinian, the Lucia "Chiang" Villagomez Arizapa Health Center" (LCVAHC) campus and facility in its entirety.
  - On the island of Rota, the Rota Health Center campus and facility in its entirety.
2. The successful vendor must use materials and supplies that are registered and approved by the U.S. Department of Environmental Protection Agency and CNMI Bureau of Environmental and Coastal Quality. The successful vendor must use the material in accordance with the manufacturer's direction. The successful proposer may not use any aerosol materials in performing the required services.
3. The successful vendor shall provide copies of labels and Safety Data Sheets (SDS) to the Manager of General Support Services for approvals of all materials or supplies that are going to be used in the provision of services. Any changes in product must be requested prior, in writing, to the Manager of General Support Services.
4. The successful vendor must treat and control, including but not limited to the following pests and rodents: roaches, ants, ticks, silverfish, crickets, moths, wasps, bees, spiders, termites, rats, mice, and shrews.

5. General Pests Treatment and Control: The successful vendor shall treat and control insects and pests in the inside of the CHCC facilities using odor free materials labeled specifically for control of each specific insects or pests. In food handling areas, successful vendor must use products specifically approved by FDA for use in food handling / service areas. The control of general pests is defined as existence or infestation of two or less pests within any controlled space.

The successful vendor shall treat and control insects and pests in the exterior of the CHCC facilities using materials and supplies specifically for exterior / outdoor use.

The successful vendor shall advise the Manager of General Support Services when conditions are found within the CHCC facilities that encourage or promote pest entry or reproduction.

The successful vendor must obtain certification from U.S. Environmental Protection Agency or BECQ that employees assigned to the CHCC contract agreement are qualified to handle pesticides in commercial establishments. The copies of the certificates will be requested during the execution of the contract. It is the responsibility of the successful vendor to provide a copy of the certification(s) to the Manager of General Support Services for any new employee assigned to CHCC.

6. Treatment and control of fleas and ticks: CHCC representative or the contractor shall remove from the site the host/carrier of the fleas or ticks. The successful vendor, in coordination with the Manager of General Support Services, shall define the limits of the infestation and arrange for treatment of the infested area. For the treatment of the infested area on the interior of the building, successful vendor shall use materials or products specifically labeled for treatment of flea and ticks for interior areas. For the exterior area, the successful vendor shall extend the treatment of the infested area to a minimum of 50 feet in all directions. The successful vendor shall use materials or products specifically labeled for flea or tick treatment for exterior area.

The control of fleas and ticks shall be defined as complete elimination of the flea and tick population.

7. Treatment and Control of Rodents: The successful vendor shall eliminate interior infestation of rodents through the use of glue boards, snap-traps, or another mechanical device. The successful vendor shall not use any poisonous materials, products, or baits in the interior of the building. The successful vendor in coordination with the Manager of General Support Services shall survey the site and identify all rodents' points of entry to the building.
8. The successful vendor shall control exterior rodent population by the use of approved baits placed in tamper proof boxes and firmly secured in their designated location. The successful vendor shall place the tamper proof boxes at acceptable intervals in areas of potential rodent travel or infestation. The successful vendor shall label all tamper proof boxes with proper identification and shall have date sensitive tags.

Control of rodents is defined as non-existence of interior rodents and no visible signs of exterior rodents.

9. **Termites Spot Treatment:** In the event that termite infestation is noticed, the successful vendor shall stop the spread of the termite to other areas with the use of an approved material(s) or product(s). The successful vendor shall immediately advise the Manager of Manager Support Services of termite infestation(s).
10. **General Pest Schedules:** The successful vendor shall inspect and treat all contracted sites at a minimum of once a month. Monthly services shall be scheduled beforehand for facility awareness and possibly on weekends where facility activity is minimal. **The frequency of visits may be increased in the event that a specific problem site requires more treatment.**
11. **On Call Services:** The successful vendor shall respond within 24 hours of notification by the Manager of General Support Services, Manager of Plant Operations, Nursing Supervisor on duty, or Director of Facilities Management or designee of any insects, pests, termite, or rodent infestation.
12. **Contracted staff must sign-in with the Facilities / Maintenance Office upon arrival before rendering any services. The successful vendor and its employees must wear a uniform and proper identification when providing services for any of the CHCC facilities.**
13. **The successful vendor shall be responsible for the compliance of all safety requirements and recommendations issued by BECQ, EPA, OSHA, DOT and/or product manufacturer. The successful vendor shall submit to the Manager of General Support Services their plan for safe operation and contingency plan to be followed in case of incident (accidental spill).**
14. **After each site visit or treatment, the successful bidder shall prepare and submit a report to the Manager of General Support Services. The report shall include but not limited to the following information, time and date of visit or treatment, areas treated, name of technician, materials used, name of site representative (CHCC staff), next scheduled visit, and items of concerns or recommendations.**

## **V. 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 located at the bottom of the site. Click on the URL for this **RFP25-CHCC/FACILITY-017**. You will be required to enter information 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](mailto:procurement@chcc.health) no later than: 1000 (10:00am) Chamorro Standard Time on September 2, 2025.

**Please note submission instructions:**

- All submissions must include the **RFP25-CHCC/FACILITY-017** 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 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. Question & Inquiries**

All questions or requests for clarification must be made in writing through email by close of business **August 25, 2025**. No oral comment, response, answer, or direction from other CHCC Personnel is binding unless also furnished in writing to all prospective bidders.



Email all inquiries to:

Sherry Guerrero  
General Support Services Manager  
Email: [sherry.guerrero@chcc.health](mailto:sherry.guerrero@chcc.health)  
Tel: 670-234-8950 ext. 2704  
Fax: 670-234-8930

Or/Cc:

Cora P. Ada  
Procurement Director  
Email: [Cora.ada@chcc.health](mailto:Cora.ada@chcc.health)  
Tel. 670-234-8950 ext. 3561

## **VI. INFORMATION AND FORMAT REQUIRED IN THE PROPOSAL**

All proposals submitted by vendors must contain the following:

1. A 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 prior experience, which demonstrates the company's capabilities and capacity to perform the project as evidenced and the agency's record of performance of past or current contracts or projects of similar nature. Include in this section a brief description of the adequacy of the agency's resources to satisfy the requirements of this RFP.
3. A description of overall service plans and approach to the project.
4. Price per month per location.
5. A minimum of three (3) references, include contact person and telephone numbers
6. The name of personnel authorized to negotiate the proposal and contract (should also be the contact personnel).
7. Provide a copy of CNMI Business License and W-9 Form.
8. Proof of Insurance coverage for the contractor and property liability insurance of at least minimum of \$100,000.00.
9. Other information that the vendor thinks may be helpful.

The Commonwealth Healthcare Corporation reserves the right to request for additional information or documents that they consider necessary and relevant to assist them in the reviewing this RFP.

## **VII. 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% Adequacy and Suitability of the Company and equipment (or ability to obtain them)
- iii. 25% Expertise of the Principal or Key Staff
- 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.



## 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 Contractor will be advised to negotiate their fees with CHCC. Should the negotiation fail to result in an agreement, CHCC reserves the right to cancel the negotiation and select the next Contractor, which in CHCC's opinion, is the most qualified proposer and based upon the Evaluation Results. If the contract is not agreed to with any of the responsible Contractors, the RFP will be cancelled and re-advertised pursuant to §140-80.1-210 Competitive Sealed Proposals.

Approved By:  Date: 7/29/25  
fr Esther L. Muna, PhD, FACHE, MHA  
Chief Executive Officer

Approved By:  Date: 7/29/25  
Cora Ada  
Director of Procurement & Supply