



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

**LUCIA “CHIANG” VILLAGOMEZ ARIZAPA HEALTH CENTER”
(LCVAHC aka TINIAN HEALTH CENTER)
HOUSEKEEPING SERVICES**

RFP25-CHCC/LCVAHC-018

SUBMISSION DEADLINE: SEPTEMBER 5, 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 (RFP)

LUCIA “CHIANG” VILLAGOMEZ ARIZAPA HEALTH CENTER (LCVAHC aka TINIAN HEALTH CENTER) HOUSEKEEPING SERVICES

RFP25-CHCC/LCVAHC-018

I. Introduction

The Commonwealth of the Northern Mariana Islands (CNMI) Commonwealth Healthcare Corporation (CHCC) – Lucia “Chiang” Villagomez Arizapa Health Center (LCVAHC) – is seeking **professional janitorial services** to support the ongoing cleanliness, safety, and hygiene of its healthcare facility located on the island of Tinian. As a critical access point for outpatient and preventive healthcare services in the region, LCVAHC requires consistent and high-quality custodial services that align with healthcare-grade cleaning standards and infection control protocols.

The purpose of this service engagement is to ensure that all clinical, administrative, and public areas of the facility are properly maintained to support optimal health outcomes, regulatory compliance, and a safe, welcoming environment for patients, staff, and visitors. Services must be performed **on-island**, with janitorial personnel available during operating hours and capable of responding to after-hours or emergency cleaning needs as required.

Objectives:

The primary objective of this project is to implement a **comprehensive janitorial services program** that:

- Ensures daily cleaning and disinfection of high-touch surfaces, patient rooms, restrooms, waiting areas, clinical spaces, and administrative offices.
- Maintains compliance with all applicable CNMI and federal regulations for healthcare facility sanitation and infection prevention and control.
- Provides proper segregation, handling, and disposal of medical and general waste, including regulated biohazard materials.
- Establishes a documented schedule for routine and deep cleaning, as well as emergency response cleaning protocols.

- Supplies and stocks essential hygiene and sanitation products (e.g., hand soap, paper towels, sanitizers, toilet tissue).
- Includes the washing, de-soiling, folding, and organizing of bed linens and patient gowns into designated storage lockers to support patient care and facility readiness.
- Supports CHCC's mission by contributing to a clean and safe healthcare environment that protects both public and employee health.

II. Statement of Objectives and Needs

The CHCC/LCVAHC is contracting the housekeeping services of specified areas at to augment/support the existing in-house housekeeping staffing. The objective is to improve and maintain the cleanliness and sanitary condition at LCVAHC.

During the period of the agreement, the contractor is expected to provide trained and qualified housekeeping personnel to provide cleaning service in accordance with established CHCC Housekeeping Policy Manual and other accepted housekeeping and infection control practices for healthcare facilities such as those published in the Guidelines for Environmental Infection Control in Health-Care Facilities, Recommendations of CDC and the Healthcare Infection Control Practices Advisory Committee (HICPAC), CDC MMWR, Recommendations and Reports, Published June 6, 2003 / **52 (RR10); 1-42.**

The prospective contractor must have experience in housekeeping services in either hospital, industrial, or commercial setting. To qualify for the award of the contract, the prospective contractor must be able to show credentials and proof that it has the capability to provide the manpower, equipment, and financial resources to meet the requirements specified in this RFP.

During the term of the contract, the prospective contractor must be able to accommodate an increase in the scope of work (increase in area of responsibility). The CHCC/LCVAHC has the discretion to increase or decrease the scope of work, as the need arise.

III. Designated Areas Assigned to the Prospective Contractor

Listed in the table below are the areas in the Lucia Chiang Villagomez Arizapa Health Center (LCVAHC) that shall be assigned to the prospective contractor to clean and maintain. Included in the table are the following information, which should be useful to the proposer in preparing a reasonable response to this RFP:

- The office/clinic hours of operation. These are the specific times that the offices/clinics are in use and open to the public.
- The proposed frequencies that the designated areas shall be cleaned and maintained.
- The estimated square footage of the designated areas.

Propose Areas for Housekeeping Contract Coverage

Designated Area	Hours of Operation	Cleaning and Maintenance schedule/Tasks	Square Footage
Pharmacy	0730-1700hrs. Mondays to Fridays	Schedule 1x/week general cleaning on Fridays after 1700 hrs. Daily trash collection. Additional cleaning shall be on call as needed basis.	275
Dental	3 days a month Wednesday - Friday	Schedule general cleaning after each day. Terminal cleaning must be done after last patient treatment daily.	442
Business Office/Medical Records	Monday-Friday 0730-1630	Schedule 1x/week general cleaning on Fridays after 1630 hrs. Daily trash collection. Additional cleaning shall be on call as needed basis.	370
Patient Waiting Area	Monday-Friday 0730-1630	Periodic routine inspection (at least every 2 hours) and maintain cleanliness during normal working hours. General cleaning after normal business hours (1630hrs.). Maintain cleanliness and sanitary condition Monday to Friday as needed.	718
Environmental Health	Monday-Friday 0730-1630	Schedule 1x/week general cleaning on Fridays after 1630 hrs. Daily trash collection. Additional cleaning shall be on call as needed basis.	126
Public Health 1 (Immunization)	Monday-Friday 0730-1630	Schedule 1x/week general cleaning on Fridays after 1630 hrs. Daily trash collection. Additional cleaning shall be on call as needed basis.	260
Public Health 2 (Programs)	Monday-Friday 0730-1630	Schedule 1x/week general cleaning on Fridays after 1630 hrs. Daily trash collection. Additional cleaning shall be on call as needed basis.	126
Public Health 3 (Programs)	Monday-Friday 0730-1630	Schedule 1x/week general cleaning on Fridays after 1630 hrs. Daily trash collection. Additional cleaning shall be on call as needed basis.	431
Public Health Waiting Area	Monday-Friday 0730-1630	Periodic routine inspection (at least every 4 hours) and maintain cleanliness during normal working hours. General cleaning after normal business hours (1630hrs.). Maintain cleanliness and sanitary condition Monday to Friday as needed.	352

Examination Room 1	Monday-Friday 0730-1630	Periodic routine inspection (at least every 4 hours) and maintain cleanliness during normal working hours. General cleaning after normal business hours (1630hrs.). Maintain cleanliness and sanitary condition Monday to Friday as needed. Terminal cleaning monthly.	117
Examination Room 2	Monday-Friday 0730-1630	Periodic routine inspection (at least every 4 hours) and maintain cleanliness during normal working hours. General cleaning after normal business hours (1630hrs.). Maintain cleanliness and sanitary condition Monday to Friday as needed. Terminal cleaning monthly.	117
Examination Room 3	Monday-Friday 0730-1630	Periodic routine inspection (at least every 4 hours) and maintain cleanliness during normal working hours. General cleaning after normal business hours (1630hrs.). Maintain cleanliness and sanitary condition Monday to Friday as needed. Terminal cleaning monthly.	156
Laboratory w/ restroom	Monday-Friday 0730-1630	Periodic routine inspection (at least every 4 hours) and maintain cleanliness during normal working hours. General cleaning after normal business hours (1630hrs.). Maintain cleanliness and sanitary condition Monday to Friday as needed. Terminal cleaning monthly.	553
Radiology w/ restroom	Monday-Friday 0730-1630	Periodic routine inspection (at least every 4 hours) and maintain cleanliness during normal working hours. General cleaning after normal business hours (1630hrs.). Maintain cleanliness and sanitary condition Monday to Friday as needed. Terminal cleaning monthly.	590
Exam rooms Hallway	Monday-Friday 0730-1630	Periodic routine inspection (at least every 4 hours) and maintain cleanliness during normal working hours. General cleaning after normal business hours (1630hrs.). Maintain cleanliness and sanitary condition Monday to Friday as needed.	264
Nursing Station	24 hours Operation	General cleaning after normal business hours (1630hrs.). Maintain cleanliness and sanitary condition Monday to Friday as needed.	1085

Emergency Room	24 hours Operation	General cleaning after normal business hours (1630hrs.). Maintain cleanliness and sanitary condition Monday to Friday as needed. Terminal cleaning monthly.	320
Holding Room 1 w/bathroom	24 hours Operation	General cleaning after normal business hours (1630hrs.). Maintain cleanliness and sanitary condition Monday to Friday as needed. Terminal cleaning monthly.	266
Holding Room 2 w/bathroom	24 hours Operation	General cleaning after normal business hours (1630hrs.). Maintain cleanliness and sanitary condition Monday to Friday as needed. Terminal cleaning monthly.	176
Holding Room 3 w/bathroom	24 hours Operation	General cleaning after normal business hours (1630hrs.). Maintain cleanliness and sanitary condition Monday to Friday as needed. Terminal cleaning monthly.	176
Triage Room	24 hours Operation	General cleaning after normal business hours (1630hrs.). Maintain cleanliness and sanitary condition Monday to Friday as needed.	64
Staff Kitchen	24 hours operation	General clean twice daily: after lunch (1230 hrs.); and, after normal business hours (1630 hrs.).	96
Kitchen Hallway	Monday-Friday 0730-1630	Clean daily after normal work hours and as requested/needed.	368
Resident Provider's Office w/ Restroom	Monday-Friday 0730-1630	Schedule 1x/week general cleaning on Fridays. Daily trash collection. Additional cleaning shall be on call as needed basis.	218
Visiting Provider's Office	Monday-Friday 0730-1630	Schedule 1x/week general cleaning on Fridays. Daily trash collection. Additional cleaning shall be on call as needed basis.	91
Waiting Area Restrooms (Male/Female)	Monday-Friday 0730-1630	Periodic/routine inspection (at least every 2 hours) and maintain cleanliness during normal working hours. General cleaning must be done after normal business hours (1630 hrs.). Initial inspection and cleaning at 0600 hrs. Maintain cleanliness and sanitary condition as needed.	Male 81 Fem 72
Staff Restroom	Monday-Friday 0730-1630	Periodic/routine inspection (at least every 2 hours) and maintain cleanliness during normal working hours. General cleaning must be done after normal business hours (1630 hrs.). Initial inspection and cleaning at 0600 hrs. Maintain cleanliness and sanitary condition as needed.	80

Multi-purpose Building	Monday-Friday 0730-1630	Maintain cleanliness during normal working hours. General cleaning after each usage.	589
Resident Director's Office	Monday-Friday 0730-1630	Schedule 1x/week general cleaning on Fridays. Daily trash collection. Additional cleaning shall be on call as needed basis	352

IV. General Specifications

Below is a list of the general requirements of the proposed housekeeping service contract:

1. The prospective contractor must assign qualified housekeeping personnel to CHC. The prospective contractor's housekeeping personnel and supervisor assigned to CHC/hospital must have the capability and ability to perform the housekeeping duties as outlined in the CHCC Housekeeping Services Policy Manual marked as **Exhibit A**. During the contract period, the CHCC shall have the right to review personnel files and verify credentials of the contractor's employees. The Corporation shall have the authority to select the appropriate staff to be assigned to CHC to perform the services required in the Agreement.
2. The prospective contractor shall be required to provide a **proposed work schedule**, indicating the number of employees assigned in each shift. Please refer to the Information and Format Requirements, Section VI of this RFP. Staffing shortage caused by absenteeism must not interfere with the quality of performance of this contract and the CHCC shall not be required to incur additional costs due to staffing shortage. The CHCC may require the Contractor to submit on a bi-weekly basis the work schedule of its employees to the Manager of General Support Services.
3. The Contractor is responsible in paying the salaries, wages, and benefits of its employees in accordance with the applicable federal and local laws. The CHCC shall not be responsible for paying overtime, sick, holiday, annual leave and other employee salary and benefit related fees due to the contractor's personnel.
4. The Contractor is responsible in supervising its employees. The contractor's supervisor, which could be a Working Supervisor, must report and coordinate its activities with the Resident Director of LCVAHC. The Resident Director must have access to assigned staff on duty at all times.
5. All Contractor employees assigned to LCVAHC must observe all policies and rules and regulations in effect at CHCC, including safety and security procedures. While on LCVAHC premises, contractor's employees must wear company uniform and proper identification, at all times. The uniform must clearly indicate the name of the company and must be of the same color and design. The identification must clearly show the company's name and employee's full name, picture, and Contractor's authorized signature. CHCC/LCVAHC will not allow contractor's employees to remain on the facility without proper uniform and identification. The

Contractor's employee, under no circumstances shall represent themselves as employees of CHCC/LCVAHC.

6. CHCC/LCVAHC is a "Tobacco-Free and Betelnut use is not allowed on CHCC facilities. Contractor employees shall not smoke on any CHCC premises at any time, please refer Policy 3007 marked as **Exhibit B**.
7. The prospective contractor and/or its employees shall agree to adhere to and sign the CHC Statement of Confidentiality, marked as **Exhibit C** to this RFP. Violation by any of the Contractor's employee of the security and confidentiality clause is a ground for termination of the contract.
8. The Contractor shall ensure that all its employees assigned to LCVAHC are of good moral character. Contractor shall provide a copy of an **original Police Clearance** of its employees to the Resident Director prior to their assignment to LCVAHC.
9. Personnel provided by the prospective contractor shall have no previous conviction of a felony or involvement in gross carelessness or gross negligence of duty.
10. Upon the request of the Chief Executive Officer (CEO), Resident Director, the prospective contractor must be prepared to immediately remove and replace personnel, who are unacceptable to the Corporation for any reason/cause whatsoever, at no additional cost to the Corporation.
11. The prospective contractor's employees shall comply with the CHCC/LCVAHC break time policy, which could only be taken at designated areas. At no time that the prospective contractor's employees shall take their breaks in any of the workstations or Clinic staff lounges. No food or drink, except water, shall be allowed at the designated work area.
12. Contractor's employee must leave CHCC/LCVAHC Facility immediately after its shift and must not loiter or enter any areas not assigned for their use, especially around nursing stations. The Contractor's employees shall not be allowed to disturb or remove any items from desk drawers, desktops, cabinets, shelves, etc. The Contractor's employee shall not use office equipment and telephone not specifically designated for their use.
13. The Contractor's Housekeeping Supervisor shall continually monitor personnel to ensure that all security guidelines are complied and no theft shall occur. The Contractor's supervisor shall be responsible in reporting any theft discovered to Resident Director and the Department of Public Safety, as appropriate, immediately after discovery of incident. The Contractor's supervisor shall use the CHCC/LVAHC Incident Report Form (Form No. CHC-62-0513-marked as **Exhibit D**) for reporting all incidents. Any recovered item(s) shall be submitted to Security for documentation and return to owner(s), as appropriate. Copy of the documentation shall be furnished to the Risk Management Office for filing with the filed Incident Report.
14. The Contractor shall be responsible for any loss of personal and/or government property due to intentional and/or gross negligence of its employee(s) and shall be responsible for reimbursement, compensation, or replacement of such loss.
15. The Contractor's employees shall not be allowed to carry or bring with them any valuables and personal belongings to their assigned work areas. The Contractor employees shall place all personal belongings (large bags and purses should be

avoided) in their assigned locker or break room before proceeding to their assigned work areas. The Contractor shall be responsible in providing pad locks for the assigned lockers.

16. For safety and security purposes, the LCVAHC shall exercise, to the extent permissible by law its right to either routinely/randomly inspect prospective contractor's employees prior to entering or leaving LCVAHC.
17. Contractor employees shall not be allowed to wear jewelry, wristwatches, or other objects or items that could be the potential cause of an injury or exposure to chemicals and hazardous pathogens. (See Housekeeping Manual).
18. The Contractor's Supervisor shall prepare and submit daily report to the Nursing Supervisor on duty or Resident Director on various areas of concerns noted during each shift, such as maintenance, burglary, theft, security, etc.
19. The Contractor and its employees shall perform all housekeeping duties and responsibilities in accordance with the accepted hospital housekeeping standards outlined in the CHCC Housekeeping Policy Manual. It is the responsibility of the Contractor to comply with the standards and requirements of the Occupational Safety and Health Administration (OSHA), including the Bloodborne Pathogen Standards and hazard Communication standard, etc. (See CHCC Waste Management – marked as **Exhibit E** and Autoclave Operation – marked as **Exhibit F.**)
20. The Contractor is responsible in complying with all other applicable safety and health and infection control practices (including standard precaution, etc.). See Infection Control in Service Education -marked as **Exhibit G.**
21. The contractor shall participate in the CHCC Quality Assurance Performance Indicator Program. The Contractor is also encouraged to make recommendations regarding quality assurance and infection control program.
22. The Contractor is subject to quality assurance, quality control, and infection control inspection at all times. The Contractor is expected to receive acceptable rating for all monitoring standards and guidelines established by CHCC and regulatory agencies. In the event that the Contractor receives an unacceptable rating, Contractor must correct problem immediately and bring the rating to an acceptable level. Failure by the Contractor to correct the problem or improve the rating, after written notices from CHCC/Infection Control or General Support Services, may result in termination of the contract.
23. 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. **Contractor must submit OSHA Training Certification to the Resident Director/Procurement & Supply Director**
24. The Contractor's employees shall comply with the CHCC's Alcohol and Drug Free Workplace policy, marked as **Exhibit H** and shall undergo and pass an Alcohol and **Drug Free Test** prior to their assignment at CHC/LCVAHC. Results must be sealed and provided to Resident Director/Procurement & Supply Director. CHCC/LCVAHC 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.
25. Contractor is required to do drug tests and remove any employee found positive.

26. 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 Resident Director, within 3 days of the date of injury. The 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.
27. The Contractor's employees assigned to LCVAHC 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 Resident Director and Procurement & Supply Office a copy of the result of physical examination and immunization record of the employees prior to their assignment to CHC.**
28. The Contractor shall be responsible for their employees Insurance such as Workmen's Compensation.
29. The Contractor shall be required to provide its own Utility Cart System Kit that can hold all the cleaning supplies and equipment safely and securely. The Contractor may recommend the type, size, and number of Carts necessary to be able to perform the housekeeping services required in this RFP. The equipment must meet the infection control standard and occupational hazard safety standards. The Manager of General Support Services shall approve the recommendation of the Contractor.
30. The prospective contractor shall be responsible in providing the janitorial and housekeeping cleaning tools and equipment, including capital equipment, to support their operation at CHC. The tools and equipment should include but not limited to the following:

- Compact Floor Scrubber/Burnisher Machine
- 8 gal. Wet & Dry Vacuum
- Upright Vacuum
- Buffing Machine
- Mop Bucket with wringer for each contractor employee
- Housekeeping Cart with lock for each contractor employee
- Dust Pan for each contractor employee
- Mini Dust Pan with brush for each employee
- Spray Bottle for each Chemical for each contractor employee
- Chemical Safety Goggle for each contractor employee.
- Wall Mop for each contractor employee
- Hand Scrubber for each contractor employee
- 5-quart pail for each contractor employee
- Squeezy for each contractor employee
- Scraper for each contractor employee
- Scrub brush
- 6 ft. Platform Ladder, at least three or as needed

Step Stool/Step Stand, as needed
15' - 20' Extension Ladder
Chemical Resistant Impervious Gloves
Heavy Duty Scrubbing Pads
Standard Duty Scrubbing Pads

For infection control, the CHCC shall require the Contractor to use its janitorial and cleaning tools, supplies, carts, and equipment exclusively for LCVAHC Facility only. In no way shall the Contractor or its employees are to remove the tools, supplies, and equipment from LCVAHC. The Corporation shall provide a locked room to store the tools, supplies, and capital equipment.

Please refer to Information and Format Requirements, Section VI (1) of this RFP.

31. 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.
32. The Contractor shall be required to provide **I-797A proof of CW-1 Status** of employees assigned to CHCC/LCVAHC 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.
33. It is important that LCVAHC must have easy and quick access to the contractor or designated supervisor. Therefore, the Contractor shall be responsible in providing a cellular phone to its designated contact personnel. The contact personnel must response to LCVAHC's call within five (5) minutes. All costs associated with said communication system shall be the obligation of the Contractor.
34. The Contractor shall be responsible in paying Business Gross Receipts tax, federal and local income taxes, Workmen's Compensation, Social Security, Medicare, and other applicable taxes as provided by law.
35. At the effective date of the contract, the contractor shall to submit to the Resident Director the current listing of the employees allowed to work at the LCVAHC facility. The contractor is required to submit a new updated list whenever there is change in personnel. The employees in the list must have meet all the requirements of the job and subject to security clearances as may be required by CHCC/LCVAHC. The Resident Director may request for the immediate removal and replacement of any unauthorized personnel assigned to provide service under the proposed contract.
36. The Contractor shall be responsible for obtaining and maintaining general liability coverage and other liability coverage as is normally required in this type of

business, in the amount of at least **\$100,000**. The Contractor shall be required to submit evidence of liability coverage in a form acceptable to the CNMI government before a final contract will be executed. The Contractor shall agree to indemnify, defend, and hold harmless the CNMI government as to any claim or lawsuit that arises as the result of the action of the Contractor's employees. All litigation costs, including attorney's fees, associated with any lawsuit or other claim filed that involves employees of the contractor shall be the obligation of the contractor. The Contractor must list the CNMI government as an additional named insured of the policy.

37. The Contractor's employees shall participate in any/all Security, Fire Safety, or Disaster Drills.
38. The Contractor must adhere to all Operating Policies referenced to the "Additional Exhibits" below.

V. PROVIDED BY COMMONWEALTH HEALTHCRE CORPORATION

The CHCC shall provide the successful Contractor with the materials/items listed below:

1. Applicable Policies and Procedures
 - i. Housekeeping Procedure (Policy #4518) - Exhibit A
 - ii. Betelnut & Tobacco Chewing - Exhibit B
 - iii. Confidentiality Statement – Exhibit C
 - iv. Incident Report-Form CHC-62-0513 - Exhibit D
 - v. CHC Waste Management – Exhibit E
 - vi. Autoclave Operation – Exhibit F
 - vii. Infection Control – In Service and Education – Exhibit G
 - viii. Alcohol & Drug Free Policy - H

ADDITIONAL EXHIBITS:

- ix. Infection Control- Cleaning Definitions – Exhibit I
- x. Infection Control – Privacy Curtain Cleaning Procedure - Exhibit J
- xi. Preparation of Cleaning Solutions – Exhibit K
- xii. Workplace Bullying and Harassment – Exhibit L
- xiii. NO SMOKING – Exhibit M
- xii. Work Restrictions for Illness – Exhibit N

Due to the volume of exhibits, please email Ms. Mary Anne Nelmidia at maryanne.nelmida@chcc.health to request for electronic files.

2. The CHCC shall provide all cleaning solutions, chemicals, and supplies to the Contractor. The cleaning solutions and chemicals shall be issued to the Contractor on a weekly and as needed basis and should be placed in their cleaning cart. The CHCC shall provide the Contractor copies of Material Safety Data Sheets of all cleaning products and chemicals used by the CHCC Housekeeping Services.

3. CHCC/LCVAHC shall provide the toilet supplies such as, toilet tissues, paper napkin, and hand soap and sanitizers. Contractor housekeeping staff shall be responsible in inspecting and placing such supplies in the public toilets and other appropriate locations assigned to the contractor.
4. LCVAHC shall provide a break room for the Contractor's employees' use.

VI. INFORMATION & FORMAT REQUIREMENTS

All proposals submitted by prospective contractor must contain the following information:

1. The prospective contractor is required to submit a breakdown of its price quotation as follows:
 - Cost of services, monthly/annual. Please refer to the information provided in Section III of this RFP. Included in this section the proposed work schedule, which should include the number of personnel and supervisor/team leader assigned to each shift.
2. A listing of the Board of Directors and Officers-**if applicable**, and a listing of the employees during the last three years. If the prospective vendor does not have an existing employee base, provide an outline of the vendor's plan to recruit the necessary and qualified manpower to meet the requirements of this RFP.
3. State the company's capabilities and capacity to perform the project as evidenced by the company's record of performance of past or current contracts. Include in this section a brief description of the adequacy of the company's resources to satisfy the requirements of this RFP. Enclose a copy of the company's financial statements or annual tax return for the last two years.

In this section, include a statement supporting the company's familiarity with the standard rules and regulations governing the type of services requested. Include a statement regarding familiarity with infection control, universal precaution, and quality assurance. Include a statement supporting the company's familiarity with the applicable CNMI laws and regulations.

Attach relevant documents that may assist the evaluation team in assessing the company's capabilities, capacity, and financial stability to provide the services requested in this RFP.

4. List of references (arranged in chronological order from most recent projects).
5. Provide a valid copy of CNMI business license and articles of incorporation or other proof of organization for entities other than a corporation, i.e., sole proprietorship, or partnership. If not currently incorporated or licensed in the CNMI, the successful

bidder must establish its existence in the CNMI and obtain a CNMI business license prior to the execution of the contract. No receipts will be accepted as a substitute to the Business License.

6. Name and telephone number of representative(s) authorized to negotiate contracts.

VII. GENERAL & 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/LCVAHC-018**. You will be required to enter information to allow us to track all requests for this opportunity.

b. Pre-proposal meeting

The LCVAHC will hold a mandatory pre-proposal meeting on **August 8, 2025** at 9:00AM at their main facility for all interested parties to raise questions and concerns prior to the submission date of this RFP. After the pre-proposal meeting, the LCHAHC will allow all interested parties to conduct an on-site visit of the Facility. The meeting should not be viewed as a substitute for any written information requested in this RFP. Failure to attend/participate will result in automatic disqualification of the proposer.

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 1-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 no later than: 1000hrs (10am) Chamorro Standard Time on September 5, 2025.**

Please note submission instructions:

- All submissions must include the RFP25-CHCC/LCVAHC-018 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 **August 29, 2025**. No oral comment, response, answer, or direction from other CHCC/LCVAHC 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:

Keith Nabors
Resident Director
Tel No. 670 433-9233
Cel No. 670 287-3825
Email: keith.nabors@chcc.health

and

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

VIII. EVALUATION CRITERIA

Proposals shall be evaluated and selection made based on evaluation factors set forth below:

a. Technical Criteria

1. Qualification and experience (25%)
 2. Manpower capability (25%)
 3. Capability to provide Equipment (25%)
 4. Cost (25%)
- Total 100%

b. Cost Proposal

Price is also a factor, which will be considered and evaluated in comparison with the overall merit of proposals. Technical merit is more important than price and the Corporation reserves the right to award to other than the lowest priced bidder. 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: 8/1/25
 Esther L. Muna, PhD, MHA, FACHE
Chief Executive Officer

Approved By:  Date: 8/1/25
Cora Ada
Director of Procurement & Supply