



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

**REPLACEMENT OF ELEVEN (11) FAN COIL UNITS (FCU)
(Supply, Ship, Install, Test and Commission)**

RFP26-CHCC/RHC-FACILITY-001

SUBMISSION DEADLINE: NOVEMBER 24, 2025 TIME: 4:30PM (CHST)

INTERESTED PARTIES CAN DOWNLOAD THIS INVITATION TO BID 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

Replacement of Eleven (11) Fan Coil Units (FCU) (Supply, Ship, Install, Test, and Commission)

RFP26-CHCC/RHC-FACILITY-001

I. INTRODUCTION:

The Commonwealth Healthcare Corporation (CHCC) Rota Health Center (RHC), located in the Commonwealth of the Northern Mariana Islands, is soliciting proposals for the replacement of eleven (11) Fan Coil Units (FCUs). RHC recently installed a new HVAC system (Chillers/ACCU/AHU/Pumps/HRU), and it is recommended that the existing FCUs be replaced to fully optimize the performance and efficiency of the new system. This RFP package contains all necessary information and guidelines for interested vendors to develop and submit their proposals.

II. BACKGROUND AND OVERVIEW OF CHCC:

The Commonwealth Healthcare Corporation (CHCC) oversees the Rota Health Center (RHC), which is a medical facility located on the island of Rota, Commonwealth of the Northern Mariana Islands (CNMI). The RHC facility's scope of services includes an Outpatient Clinic, Emergency Department, Laboratory, Pharmacy, Radiology, Immunization Clinic, and various administrative offices.

III. LOCATION:

The property is located in Rota, Songsong Village.

IV. SCOPE OF WORK for Replacement of 11 Fan Coil Units

- 1) Removal and disposal of existing FCUs
- 2) Installation of new FCUs – CARRIER or Equivalent. FCU sets to include coils, filter, double drain pan, vibration isolators, thermostat
- 3) Install chilled water piping (from gate valve to FCU units) and electrical connections (load side only)
- 4) Ducting transition layout and installation of supply, return, and fresh air ducts with insulation.
- 5) Install Y-strainer, modulating valve, and balancing valve.
- 6) Flush the system and perform leak testing.
- 7) Insulate water pipes using rubber insulation and wrapping tape.

- 8) Perform wiring for power supply, thermostat connection, modulating valve connection, float switch connection, and temperature setting.
- 9) Conduct test run of the unit to verify automatic fan operation and modulating valve function.

RHC AREAS:

TAGS	AREAS
FCU G-2	CARDIAC/OBSERVATION
FCU G-7	DOUBLE BED ROOM
FCU G-9	DOUBLE BED ROOM
FCU N-2	CLEAN LINEN & SOIL UTILITY
FCU N-4	ISOLATION ROOM
FCU N-6	HALLWAY B WING
FCU N-7	NURSE SUPERVISOR OFFICE
FCU N-8	LABOR/DELIVERY ROOM
FCU N-9	MAINTENANCE ROOM
FCU LB-1	LOWER BASEMENT
FCU B-4	HOUSEKEEPING, SUPPLY CLERK

TOTAL FCU = 11 each

V. DETAILED SPECIFICATIONS:

SUPPLY, SHIPPING, INSTALLATION, TESTING, AND COMMISSIONING OF ELEVEN (11) NEW:

Fan Coil Units

QUANTITY: 11 units

TAGS	AREAS	CAPACITY		SA	OA	FILTER	CARRIER OR EQ
		TOTAL	SENS	CFM	CFM	MERV	
FCU G-2	CARDIAC/OBSERVATION	4,100	3,600	165	90	13	M0.42DC03
FCU G-7	DOUBLE BED ROOM	5,800	5,600	260	80	13	M0.42DC04
FCU G-9	DOUBLE BED ROOM	7,500	6,900	550	80	13	M0.42DC04
FCU N-2	CLEAN LINEN & SOIL UTILITY	11,040	8,850	400	200	13	M0.42DC06
FCU N-4	ISOLATION ROOM	8,540	6,640	300	160	13	M0.42DC06
FCU N-6	HALLWAY B WING	26,200	22,560	1045	200	13	M0.42DC04
FCU N-7	NURSE SUPERVISOR OFFICE	12,000	8,400	380	165	13	M0.42DC06

FCU N-8	LABOR/DELIVERY ROOM	24,960	19,970	920	120	13	M0.42DC010
FCU N-9	MAINTENANCE ROOM	8,400	6,720	400	60	13	M0.42CS04
FCU LB-1	LOWER BASEMENT	46,800	26,400	1200	375	13	M0.BH SIZE12
FCU B-4	HOUSEKEEPING, SUPPLY CLERK	5,300	3,100	125	40	13	M0.42DC04

VI. GENERAL AND ADMINISTRATIVE INFORMATION:

a. Posting of Proposal

Interested parties can download this Request for Proposal (RFP) from the CHCC Website [www.chcc.health]. Once at the site, navigate to the RFP tab located at the bottom of the site. Click on the URL for this **RFP26-CHCC/RHC-FACILITY-001**. 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 no later than: 1630hrs (4:30pm) Chamorro Standard Time on November 24, 2025.**

Please note submission instructions:

- All submissions must include the **RFP26-CHCC/RHC-FACILITY-001** 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 four (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 **November 19, 2025**. No oral comment, response, answer, or direction from other CHCC Personnel is binding unless also furnished in writing to all prospective bidders by

Email all inquiries to:

Jesse M. Tudela, EdD
COO for Ancillary & Support Services
Email: jesse.tudela@chcc.health
Tel: 670-234-8950 ext. 3101
Fax: 670-234-8930

Or/Cc:

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

VII. INFORMATION AND FORMAT REQUIRED IN THE PROPOSAL

All proposals submitted by vendors must contain the following:

1. Cover letter from Vendor stating interest and ability to successfully complete the above-described project.
2. Brief overall plan and approach to the RFP.
3. The name of authorized personnel to negotiate the proposal fee (should also be the contact person).
4. Cost Breakdown
5. Warranty - minimum of 3-years coverage or higher.
6. Provide a copy of CNMI Business License (if applicable) and/or W-9 Form.
7. Proof of Insurance coverage for the contractor and property liability insurance of at least Minimum of \$100,000.00.
8. Other information that the vendor thinks may be helpful.

VIII. EVALUATION CRITERIA

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

a. Technical criteria

- i. 25% Qualifications and Experience in similar or related projects
- ii. 25% Technical approach to meet deliverables and meet timelines of the project.
Must be financially stable and must have adequate equipment and tools.
- iii. 25% Project Approach – demonstrate understanding and ability to meet
- iii. 25% Cost Proposal

Total = 100%

b. Cost Criteria

Price is also a factor for consideration and price will be evaluated in comparison with the overall merit of the proposals. Technical merit is more important than price and the Corporation reserves the right to award the contract other than the lowest priced proposal. As proposals become more equal in technical merit, the importance of price will increase.

IX. SELECTION PROCESS

Proposals submitted will be evaluated and selection will be made based on the evaluation criteria mentioned in Section VIII. 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: 
Esther L. Muna, PhD, FACHE, MHA
Chief Executive Officer

Date: 11/5/25

Approved By: 
Cora Ada
Director of Procurement & Supply

Date: 11/5/25