



NORTHERN MARIANAS HOUSING CORPORATION

P.O. BOX 500514, Saipan, MP 96950-0514

Email: nmhc@nmhc.gov.mp

Website: <http://www.nmhcgov.net>

INVITATION FOR BIDS

This ad is paid by NMHC with HUD Funds

NMHC IFB 2023-010

Building Maintenance Services for NMHC's Housing Units in Saipan

The Northern Marianas Housing Corporation (NMHC) is hereby giving notice that NMHC is soliciting sealed bids for the Building Maintenance of NMHC's Housing Units in Saipan.

The Project Package beginning **August 28, 2023**, at the NMHC Central Office in Garapan. Saipan, during regular working hours (7:30 a.m. to 4:30 p.m.) Monday thru Friday except CNMI holidays. A non-refundable payment of **Fifty Dollars (\$50.00)** is required for each set of the project package. Payment must be made payable to NMHC and receipt of payment must be presented when obtaining the project package at the reception counter.

A Mandatory Pre-Bid Conference will be held at the NMHC Central Office Conference Room in on September 07, 2023, 10:00 a.m. In addition, a Mandatory site Visit/Inspection of the project site will be conducted immediately after the Pre-Bid Conference. Failure to attend both the Mandatory Pre-bid conference and the Mandatory site Visit/Inspection will be considered a non-responsive bidder.

Sealed bids must be marked **NMHC-IFB 2023-010**. For bidders within the CNMI, an original and three (3) copies of sealed bids must be submitted to the NMHC Central Office, Garapan, Saipan, MP 96950, **no later than 10:00 a.m., local time September 27, 2023**. Bids received after the date and time will not be accepted. Bidders located outside of the CNMI may obtain an additional seven (7) working days for receipt of their bids by submitting a Notice of Intent to Bid. Notice of Intent to Bid must be received by the Procurement Officer no later than 10:00 a.m., local time, **September 27, 2023**, and must be transmitted via facsimile to (670)234-9021, or via email to officemanager@nmhcgov.net. For bidders located outside the CNMI, an original and three (3) copies of sealed bids must be postmarked by the U.S. Postal Service or the official government postal service of a foreign country no later than **September 27, 2023**, and must be received at NMHC no later than **October 06, 2023**. Note that failure to submit the required number of copies may be cause for rejection of a bid.

Bids will be publicly opened and read at the NMHC Central Office, Garapan, Saipan at 10:00 a.m., local time, **October 09, 2023**. However, if no notice of intent to bid were received from bidders outside the CNMI, bids will be opened at 10:30 a.m., local time on **September 27, 2023**.

Bidders must have an "Active" Unique Entity Identification (UEI) registration with SAM.GOV.

All labor on this project shall be paid no less than the minimum wage rate of \$7.25 per hour which took effect on September 30, 2018 as established by Federal law including subsequent increases as announced by the U.S. Department of Labor and/or CNMI Department of Labor, whichever is higher.

Bidding Procedures shall be in compliance with the NMHC Procurement Regulations (NMIAC §100-60)

Breach of Ethical Standard

Gratuities. It shall be a breach of ethical standards for any person to offer, give or agree to give any employee or former employee, or for any employee or former employee to solicit, demand accept, or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparation of any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing or in any other advisory

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capacity in any proceeding or application request for ruling, determination, claim or controversy, or other particular matter, pertaining to any program requirement or a contract or subcontract or to any solicitation or proposal therefore. ***NMIAC Section 100-60-725(a)***

Kickbacks. It shall be a breach of ethical standards for any payment, gratuity or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor or any person associated therewith as an inducement for the award of a subcontractor or order. ***NMIAC 100-60-725(b)***

Contingent Fees. It shall be a breach of ethical standards for a person to be retained, or to retain a person, to solicit or secure government contracts upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, except for retention of bona fide employees or bona fide established commercial selling agencies for the purpose of securing business. ***NMIAC 100-60-730***

NMHC hereby notifies all bidders that it will affirmatively ensure that, in any contracts entered into pursuant to this advertisement, small, minority businesses and women's business enterprises will be afforded equal opportunity to submit bids and will not be discriminated against on grounds of race, color, religion, sex, disabilities or national origin.

This project is also subject to Section of the Housing and Community Development Act of 1968 which requires the successful bidder to the "maximum extent feasible", take affirmative steps to provide training, contracting and employment opportunities and help ensure that the economic opportunities generated by these HUD funds are provided to local low-income residents in Saipan.

The bidder submitting the lowest responsible bid will be subject to a responsibility determination in conformance with the NMHC Procurement Regulations Section 100-60-301. The responsible bidder submitting the lowest responsible bid will be awarded a contract with NMHC.

NMHC reserves the right to reject any and all bids for any reason and to waive any defects in the bids if determined to be in its best interest. All bids received shall become the property of the Commonwealth Government.

/s/
Jesse S. Palacios
Corporate Director
Northern Marianas Housing Corporation (NMHC)

/s/
Merced "Marcie" M. Tomokane
Chairwoman
NMHC Board of Directors

**Commonwealth of the Northern Mariana Islands
Northern Marianas Housing Corporation
P.O. Box 500514
Saipan, MP 96950**

Project Package/Scope of Work

Building Maintenance Services for NMHC's Housing Units in Saipan

Scope of Work

Introduction:

The Northern Marianas Housing Corporation (NMHC) owns several buildings located at scattered sites throughout Saipan, Commonwealth of the Northern Mariana Islands. These include its central office in Garapan and two (2) major housing subdivisions located at Mihaville (48 units) and Koblerville (34 units). The NMHC's Asset Management Division (AMD) staffs, through the Property Manager, generally coordinate and oversee the repair and maintenance of all the housing units in Saipan.

NMHC requires the services of a reputable, responsible and licensed firm doing business in Saipan to provide skilled manpower to perform routine repair and maintenance of the houses including move-outs and emergency repairs. Services to be performed are when needed only (upon NMHC's request only) – not all units may require maintenance and repair work. NMHC does not anticipate that repairs to a unit will be 8 hours per day, each day through the duration of the contract.

The contractor shall bid for labor only, including the use of company-owned equipment, tools, power tools, and other incidentals necessary to perform all work specified herein or as directed by NMHC.

Incidentals shall include potable water for employee use throughout the workday, The contractor is also responsible for providing transportation for personnel to and from each job site in the form of a service car. As a responsible firm contractor, you must have service cars on the project site to use in emergencies and to perform essential services.

The contractor shall provide lubricants, grease, gasoline, or diesel to any machine requiring fuel. For Example, the use of generators, water blaster, jackhammers, and chainsaws. When no available utility in the project area or unit is provided the contractor shall be responsible to provide the necessary power and water to the project site.

NMHC will require a wide range of electrical repairs and installations from appliances to electrical panel installation and repairs. Therefore, a verification of a certified electrician may not be required but a competent electrician will be provided. The contractor's electrician will be tested in the knowledge of load calculation and NEC standards.

The following describes the most common and routine repairs of the Section 8 Housing Units:

1. Repair any mason work for plastering works, rebuilding concrete kitchen counter & ceramic installation with grouted finish.
2. Repair or replace all cabinets, closets/storages, doors, door hardware, door jambs and other wooden materials within unit.
3. Repair or replace windows, window screens, screen doors, typhoon shutters and clamps.
4. Clear clogged up sewer pipes inside and outside. Include digging and concrete chipping work if necessary, snaking clogged up waste lines, other plumbing apparatus or approved EPA chemicals to clear up waste materials from pipes to clear to public sewer lines. Locating of existing ground clean outs under dirt to extend to existing grade level, to be exposed and secure with cement finish around it;

5. Repair or replace leaky pipes and/or other plumbing fixtures. Repair of roof cracks, temporary removal of solar panels for water blasting roof top, apply roof coats using elastomeric roof paint, primer and final coating; then reinstall solar panels back to its station.
6. Solar power expertise to deactivate and reactivate power inverters and remove and reinstall solar panels if roof cracks need to be repaired underneath.
7. Use concrete bonding combined with tin set mortar and cement plaster finishing to fix and repaint damaged or fractured concrete walls and ceilings.
8. Repair or replace vinyl floor tiles.
9. Repair or replace any ceramic tiles at kitchen and bathroom.
10. Repair all electrical appliances (electric range, refrigerator and hot water heaters), repaint exterior surface if necessary (only when needed).
11. Repair or replace smoke alarms, worn-out lighting fixtures, light switches, outlets, including covers, panel breakers, replacement of burned-out wires, weather head cap, weather head pipe, guy wire, clamps, replacement of old power meters box to combination meter box, as well as other electrical problems.
12. Repair replace existing cloth line pipe post for each unit when needed
13. Paint interior and exterior walls and ceiling, including door jambs, closet, linen closets, cabinets, and other wooden surfaces.
14. Dispose all debris and/or hazardous materials from the repairs of each dwelling units.
15. Cut and remove any tree or big branches that touches the dwelling units and high risk to the dwellers (only when needed).
16. Perform move-out and emergency repairs as requested by NMHC, Housing Preservation Technician.
17. Backfilling work for trip hazards and pot holes in each unit's premises as necessary.
18. Perform other maintenance related duties not noted above, but in line with Section 8 housing units and its Central Office.

Contractor:

To record the daily work performance of the contractor's workers, the NMHC Housing Preservation Technician will provide a copy of our needed daily Workers Assignment Timesheet Form. Asset Management Division team will then provide a demonstration on how to fill out the form.

This form is used to track daily work item assignments for each employee for the billing record. The NMHC Building Maintenance Coordinator will oversee and the Housing Preservation Technician will examine the timesheet form for the workers' assignment.

Inspections by NMHC:

The Contractor understands and agrees that NMHC staff will make routine inspections while the work is in progress.

Bid Price:

Contractors shall submit a single hourly rate for all occupational classifications (i.e., carpenter; cement mason; electrician; plumber; painter; and appliance repair (to include painting of appliances) that are required to perform the works listed herein. NMHC will award a contract to a responsible contractor whose bid is the lowest responsive bid.

Duration of Contract:

Contract shall be awarded based on the lowest, responsive bid from a responsible bidder. Contract shall be for a period of one (1) year with the option to renew for another year based on the contractor's satisfactory performance and delivery of services to NMHC, contingent on funding availability, and under the same terms and conditions of the contract.

Payment Schedule:

NMHC shall pay contractor based on actual work done. Contractor shall provide an invoice supported by timesheets approved and certified by the contractor's official timekeeper/payroll accountant, copies of cancelled checks, and work/job order. Timesheets and/or invoices shall be submitted to NMHC Central Office in Garapan on a weekly basis for review and certification as to accuracy by NMHC Central Office.

In addition, contractors must submit along with their timesheets, the Section 3 summary report which is required to show good faith efforts made by the contractor in providing low-income persons training, contracting and employment opportunities as required by the Housing and Community Development Act of 1968.

Invoice(s) shall be submitted to the NMHC Central Office in Garapan for processing at least every month. The NMHC will pay the contractor within 30 days after receipt of an invoice.

Failure to provide the above-referenced documents will result in the delay of payments. ***The NMHC further notes that contractors should have adequate financial resources to ensure that workers are adequately paid and not be dependent solely on payments from NMHC.***

Other requirements:

The contractor shall provide the safety gears and trainings for his workers to avoid future accident.

The NMHC hereby notifies all bidders that it will affirmatively ensure that, in any contracts entered into pursuant to this advertisement, small, minority businesses and women's business enterprises will be afforded equal opportunity to submit bids and will not be discriminated against on grounds of race, color, religion, sex, disabilities or national origin.

The successful bidder will be required to take affirmative steps to utilize small, minority firms and women's business enterprises, and to provide training, contracting and employment opportunities to low-income residents residing in Saipan.