



Commonwealth Utilities Corporation
Office of the Executive Director



INVITATION FOR BIDS

CUC-IFB-15-004

SECURITY GUARD SERVICES

The Commonwealth Utilities Corporation (CUC), Office of the Executive Director is soliciting competitive sealed bids from qualified firms to provide Security Guard Services for various posts at CUC, Saipan, Tinian and Rota, Commonwealth of the Northern Mariana Islands.

The Bid Package may be obtained from the CUC Procurement and Supply Office, 3rd Floor, Room No. 3, Joeten Dandan Commercial Building, Saipan, between 7:30 a.m. to 11:30 a.m. and 12:30 p.m. to 4:00 p.m., Monday through Friday, except on government observed holidays upon completion of registration and presentation of a receipt evidencing a non-refundable payment to the CUC Treasury Section, by cash, check, wire transfer or credit card in the amount of \$100.00 for one package set. Prospective Bidders must pre-register with the CUC Procurement & Supply Division by December 29, 2014 to be considered.

A Pre-Bid Conference followed by a site visitation of CUC Saipan Facilities will be held on **December 30, 2014** at 10:00 a.m. (ChST) at the CUC Main Conference Room, 3rd Floor, Room No. 17, Joeten Dandan Commercial Building. A site visitation of CUC Rota Facilities will be conducted on January 2, 2015 at 10:00 a.m. (ChST). A site visitation of CUC Tinian Facilities will be conducted on January 5, 2015 at 10:00 a.m. (ChST).

Contractors must provide proof of "Indemnity Liability Insurance," specifically covering security workers assigned to CUC's compound. Coverage must be a minimum of \$200,000.00. The Contractor shall agree to and indemnify and hold CUC harmless from and against all liability, loss, damage or injury, and all cost and expenses (including attorneys' fees and costs of any suit related thereto) suffered or incurred by the Cooperative, arising from or related to Contractor's negligent performance under the contract.

Bidders shall provide a certification signed by a principal of the company stating that the company is currently in full compliance with all applicable CNMI and Federal Labor Laws and has been for the past Five (5) years. Bidders shall submit a listing of all of its employees (US & Foreign) with corresponding job titles and a certification of good standing from the CNMI Department of Labor. Failure of the company to provide the certification is grounds to reject the entire bid.

One (1) original and Five (5) hard copies must be submitted in a sealed envelope marked "CUC-IFB-15-004, Security Guard Services", to the CUC Procurement & Supply Office, 3rd Floor, Room No. 3, Joeten Dandan Commercial Building, P.O. Box 501220, Saipan, MP 96950, **no later than 10:00 AM (ChST, Saipan Time) on January 15, 2015** at which time they will be publicly opened and read aloud. Late submissions and conditional bids will not be considered.

A *Bid Guarantee* of fifteen (15%) percent of the total bid price must accompany the bids. The security deposit may be in cash, certified check, cashier's check, or bid bond executed by a surety

company holding a certificate of authority from the United States Secretary of Treasury as an acceptable surety. A *Payment Bond* of one hundred (100%) percent and a *Performance Bond* of one hundred (100%) percent of the total bid price will be required upon the execution of the contract by the successful bidders. The Payment and Performance bond must be executed by a surety company holding a certificate of authority from the United States Secretary of Treasury as an acceptable surety. Surety Company must be authorized to do business in the Commonwealth of the Northern Mariana Islands.

All insurers' questions, concerns and qualification shall be handled by the Department of Commerce Office of the Insurance Commissioner (OIC). The OIC is tasked with regulating and monitoring compliance to the CNMI's Insurance Code (Title 4, Division 7). Bidders are required to submit a clearance from the OIC certifying their insurer of choice is in compliance with the CNMI's Insurance Code.

This Invitation for Bids does not commit CUC to the award of a contract or contracts, nor to pay any cost incurred in the preparation and submission of bid in anticipation of a contract. This request and the ensuing contract shall be executed pursuant to the CUC Procurement Regulations. The contractor shall be required to comply with all CNMI and applicable Federal Laws. All responses to this Invitation for Bids should take into account any and all taxes, including excise tax, which will become the obligation of the bidder, awarded a contract.

All bidders are advised that CUC assumes no responsibility in any act of omission on the part of the bidders due to lack of information or understanding of the bid requirements in the course of Contractor's preparation of a bid under the contract.

Questions or requests for clarification will be entertained only from pre-registered prospective bidders and must be submitted in writing no later than 10:00 a.m. (ChST) on **December 31, 2014** to Manny B. Sablan, Purchasing Officer, CUC Procurement & Supply Division via email address manny.sablan@cucgov.org with a copy to Vincent Pangelinan, Safety Officer, CUC Compliance & Safety Division via email address vince.pangelinan@cucgov.org.

CUC 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 CUC. All bids shall become the property of CUC.

ALAN W. FLETCHER
Executive Director

MANNY B. SABLAN
Purchasing Officer