



NORTHERN MARIANAS HOUSING CORPORATION

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

Email: nmhc@nmhc.gov.mp

Website: <http://www.cnmi-cdbgdr.com>

INVITATION FOR BIDS (IFB)

(This ad is paid by NMHC by HUD funds)

NMHC IFB 2026-001

BID SUBMISSION DATE: June 17, 2026, 2:00 p.m.

CONSTRUCTION OF 2-NEW CLASSROOM BUILDINGS FOR THE NORTHERN MARIANAS COLLEGE (NMC)

Project Package will be available on May 18, 2026, 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 Two Hundred Dollars (\$200.00) 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.

Brief description of the project package is available on the NMHC Website at www.nmhc.gov.net "Resources Menu/Procurement Tab" or the CDBG-DR Website at www.cnmi-cdbgdr.com "Procurement Tab".

The provisions on the NMHC Procurement regulations, NMIAC 100-60-725 AND 100-60-730 Prohibiting Gratuities, Kickbacks and Contingent Fees shall apply.

A Mandatory Pre-Bid Conference will be held at the Northern Marianas College (NMC) Library located in As Terlaje, Saipan on **May 29, 2026, 10:00 a.m.** For bidders located outside the CNMI, may access the zoom video teleconference link provided below. In addition, a mandatory site visit/inspection of the project site will be conducted immediately after the pre-bid conference. For bidders located outside the CNMI, a written designation authorization informing NMHC of its representative prior to the mandatory pre-bid meeting. Failure to attend both the mandatory pre-bid conference and the mandatory site visit inspection will be considered a non-responsive bidder.

Zoom Video Teleconference Link:

<https://marianas.zoom.us/j/3090023310?omn=84607402004>

Meeting ID: 309 002 3310

For more information, contact Mr. Jacob Muna, Office Manager, at (670) 234-6866/9447 or via email at officemanager@nmhc.gov.net during business hours, 7:30am – 4:30pm Monday through Friday, except CNMI holidays.

/s/

Zenie P. Mafnas
Corporate Director

/s/

Merced "Marcie" M. Tomokane
Chairwoman, NMHC Board of Directors



NORTHERN MARIANAS HOUSING CORPORATION

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

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INVITATION FOR BIDS (IFB)

(This ad is paid by NMHC with HUD Funds)

NMHC IFB 2026-001

Construction of 2-New Classroom Buildings for the Northern Marianas College (NMC)

The Northern Marianas Housing Corporation (NMHC) is soliciting sealed bids for the above-mentioned project located in the island of Saipan.

This project is partly funded by the U.S. Department of Housing and Urban Development (HUD) through its Community Development Block Grant – Disaster Recovery (CDBG-DR) program and the Northern Marianas College through its grant from the Federal Emergency Management Agency (FEMA) program.

The Project Package will be available beginning **May 18, 2026**, 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 **Two Hundred Dollars (\$200.00)** 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.

All potential bidders are requested to thoroughly review the bid packet prior to the mandatory pre-bid meeting.

A Mandatory Pre-Bid Conference will be held at the **Northern Marianas College (NMC) Library** located in As Terlaje, Saipan on **May 29, 2026, 10:00 a.m.** For bidders outside the CNMI, may access the zoom video teleconference link provided below. 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.

Zoom Video Teleconference Link:

<https://marianas.zoom.us/j/3090023310?omn=84607402004>

Meeting ID: 309 002 3310

Sealed bids must be marked **NMHC IFB 2026-001**. For Bidders within the CNMI, an original, five (5) copies of sealed bids and one (1) USB flash drive must be submitted to the NMHC Central Office, Garapan, Saipan MP 96950, **no later than 2:00 p.m. June 17, 2026**. Bids received after the date and time will not be accepted. Bidders located outside 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 Bid must be received by Mr. Jacob Muna, Office Manager/Procurement Officer no later than **2:00 p.m. local time, June 17, 2026**, and must be transmitted via facsimile to (670) 234-9021, or via email to officemanager@nmhc.gov.net. For bidders outside the CNMI, an original, five (5) copies and one (1) USB Flash Drive of sealed bids must be postmarked by the U.S. Postal Services or the official government postal service of a foreign country no

later than **June 17, 2026** and must be received at NMHC no later than **June 29, 2026**. 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 on **June 17, 2026, 2:30 p.m.** local time. However, if a bidder outside the CNMI submits a notice of intent to bid, bids will be opened at **2:00 p.m.** local time on **June 30, 2026**.

Bid Security: Bids shall be accompanied by a bid guarantee of not less than fifteen percent (15%) of the amount of the bid which may be a Bid Bond (form enclosed) in cash, by certified check or cashiers' check.

Payment and Performance Bonds: 100% payment and performance bond is required for this project. The winning bidder shall furnish the required payment and performance bond at the time of execution of a contract or as prescribed by the NMHC Procurement Officer.

Project Duration: The period of performance to complete the project is eight hundred eight (808) calendar days after the Notice To Proceed date. The selected lowest responsive and responsible bidder shall obtain the necessary permits within the established period of performance. Liquidated Damages for delays beyond the established completion date will be assessed \$3,000.00 per calendar day.

Bidder's Qualification: Before a bid is considered for an award, the bidder will be required by NMHC to submit a statement regarding their previous experience in performing similar work, their business, technical organization, financial resources, on-going contract if any and plant available to be used in performing the contract. For more information, please see the Instruction to Bidders.

Bidder's Acknowledgement: The bidder acknowledges and confirms they have read and understand all the instructions, program requirements and the project requirements of this bid.

Questions and Clarifications: Bidders that had attended the mandatory pre-bid meeting shall submit their Request For Information (RFI) on or before June 05, 2026, no later than 4:00 p.m. via email at officemanager@nmhcgov.net.

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

Breach of Ethical Standard

NMIAC § 100-60-725 (a) Gratuities and Kickbacks

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 purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing or any other advisory capacity in any proceeding or application, determination, claim or controversy, or other particular matter, pertaining to any program requirement or a contract or subcontract or to any solicitation or proposal therefor.

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 100-60-730 Prohibition Against Contingent Fees

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 NMHC 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.

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.

NMHC reserves the right to reject any and all proposals 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/

Zenie P. Mafnas
Corporate Director

/s/

Merced "Marcie" M. Tomokane
Chairwoman, NMHC Board of Directors

Northern Marianas Housing Corporation (NMHC)

NMHC IFB 2026-001 CONSTRUCTION OF 2-NEW CLASSROOM BUILDINGS FOR THE NORTHERN MARIANAS COLLEGE (NMC)

INSTRUCTIONS TO BIDDERS

1. BID INFORMATION:

- A. The Project Package will be available beginning May 18, 2026, at the NMHC Central Office in Garapan. A non-refundable payment of Two Hundred Dollars (\$200.00) 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.
- B. A mandatory pre-bid conference will be held on May 29, 2026, 10:00 a.m. at the Northern Marianas College (NMC) Library located in As Terlaje, Saipan. For bidders located outside the CNMI, may access the zoom video teleconference link provided below. In addition, a mandatory site visit/inspection of the project site will be conducted immediately after the pre-bid conference. For bidders located outside the CNMI, a written designation authorizing NMHC of its representative prior to the mandatory pre-bid meeting. Failure to attend both the mandatory pre-bid conference and the mandatory site visit inspection will be considered a non-responsive bidder.

Zoom Video Teleconference Link:

<https://marianas.zoom.us/j/3090023310?omn=84607402004>

Meeting ID: 309 002 3310

- C. Bid submission: June 17, 2026, no later than 2:00 p.m. Bids received after 2:00 p.m. will not be accepted. Bids will be publicly opened at 2:30 p.m. However, if NMHC receives a "Notice of Intent to Bid" on June 17, 2026, at 2:00 p.m. all bids will be publicly opened on June 30, 2026 at 2:00 p.m.
- D. One (1) original, five (5) copies, and, one (1) USB flash drive of bids shall be submitted on the forms furnished by the NMHC, and shall be sealed and addressed to the Mr. Jacob Muna, Office Manager/Procurement Officer, Garapan, P. O. Box 500514, Saipan, MP 96950
- E. Attention is called to the fact that bidders not only offer to assume the obligations and liabilities imposed upon the bidder in the form of the contract but expressly make certain of the representations and warranties made therein. No effort is made to emphasize any particular provision of the project documents, but bidders must familiarize themselves with every provision and its effect.

2. TIME OF COMPLETION:

Northern Marianas Housing Corporation (NMHC)

- A. The Contractor shall complete the work no later than **Eight Hundred Eight (808) calendar days** after the established Notice to Proceed date.
- B. Failure to complete the work within the time specified, liquidated damages will be assessed in the amount of **Three Thousand Dollars (\$3,000.00)** for each and every day the work is delayed beyond the established completion date.

3. SCOPE OF WORK:

Please see bid packet for the scope of work. The Scope of Work for this Project is defined by the Drawings, Specifications, General Conditions, Supplementary Conditions, and all other Contract Documents included in the Bid Packet, including but not limited to all notes, details, schedules, and referenced standards. Bidders are required to review all Contract Documents in their entirety and shall be responsible for understanding the full extent of the Work prior to submitting a bid.

The Bid Schedule is provided solely for pricing and administrative convenience and does not define or limit the Scope of Work. It is not intended to serve as a comprehensive listing of all required tasks or materials. The absence of a specific item, task, material, or component in the Bid Schedule does not relieve the Bidder from providing all labor, materials, equipment, and services necessary to complete the Work as shown, described, or reasonably inferable from the Contract Documents.

The Bidder's Lump Sum Price shall include all work, materials, and services required to deliver a complete and fully functional Project, including all incidental, accessory, and supplementary work necessary to meet the design intent, code requirements, and manufacturer requirements, whether or not such work, materials, or services is individually listed in the Bid Schedule.

No additional compensation will be granted for work required by the Contract Documents solely because such work is not separately identified in the Bid Schedule

4. PREPARATION OF BIDS:

- A. The bidder must submit their bid/proposal on the forms furnished by NMHC. All blank spaces on the bid proposal forms must be correctly filled in where indicated for each and every item for which a quantity is given, and the bidder must state the prices (both written in ink or typewritten) in words and numerals for which he proposes to do each item of the work contemplated or furnish each item of the materials required. In case of conflict between words and numerals, the words, unless obviously incorrect, will govern.
- B. The bidder shall sign their bid/proposal in the blank space provided therefore, if this bid/proposal is made by a partnership or corporation, the name and address of the partnership or corporation shall be shown, together with the names and addresses of the partners or officers. If the bid/proposal is made by a partnership, it shall be signed by one of the partners; if made by a corporation, it shall be signed by one of the officers thereof.
- C. This bid/proposal packet contain the following documents:

Northern Marianas Housing Corporation (NMHC)

1. Invitation for Bids (IFB) NMHC IFB 2026-001
2. Acknowledgement of receipt of bidding documents (This Form)
3. Instruction to Bidders
4. Statement of Bidder's Qualification Form
5. Description of the Required Bidder's Qualifications Submission
6. Bid Proposal
7. Bid Form
8. Specifications and Plans
9. Bid Bond Form
10. Instruction to provide your CNMI Business License (clear copy)
11. Contractor's Assurances Form
12. Non-Collusion Affidavit Form
13. Certification of Non-Segregated Facilities Form
14. Certification of Bidder regarding FLSA & Davis-Bacon Act Form
15. Contractors Statement Form
16. Certification Regarding Drug-Free Workplace Requirements Form
17. Equal Employment Opportunity Certification Form
18. Small Minority Women-Owned Business Concern Representation Form
19. NMHC Organizational Conflict of Interest Statement Form
20. NMHC Debarment Form
21. Special Condition Project Sign Acknowledgment Form
22. Provide List of Project References
23. Past Performance Evaluation Questionnaire (bidder shall use the provided template and to ensure to provide at minimum 3-past performance evaluation questionnaires)
24. List of Equipment & Tools
25. Current Employee Listing & List of Licensed Professionals
26. List of Subcontractors (if any) Form
27. List of Vendors (if any) Form
28. Section 3 Business Plan/Business Certification
29. Draft Contract Template with Exhibits A and B
30. Payment and Performance Bond Forms
31. Notification and Request for Approval New Sub-Contractor Forms
32. Section 3 Information (Final Rule Requirements)
33. Section 3 Worker Self-Certification Forms
34. Section 3 Worker Certification Employer Certification and Project Information Form
35. Request for Information (RFI) Template Form
36. Davis Bacon Labor Standards- Agency/Contractor's Guide
37. Davis Bacon and Labor Standards Contractor Guide Addendum
38. Davis Bacon and Related Acts Weekly Certified Payroll Form
39. General Decision Information
40. Posters (Employee Rights under Fair Labor Standards Act; Equal Employment Opportunity; Employee Rights under the Davis-Bacon Act; Section 3 Posted Notice to Project Residents.

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5. BID SUBMISSION DOCUMENT REQUIREMENTS:

- 1) Invitation for Bid (IFB) NMHC IFB 2026-001
- 2) Signed acknowledgement of Instruction to Bidders
- 3) Bid Proposal Form
- 4) Bid Form
- 5) Bid Schedule
- 6) Bid Bond- Ensure to completely fill-out the information on the form
- 7) CNMI Business License (clear copy)
- 8) Contractor's Assurances form
- 9) Non-Collusion Affidavit form
- 10) Statement of Bidder's Qualification form
- 11) Description of the Required Bidder's Qualifications Submission signed acknowledgment and required document submission
- 12) Certification of Non-Segregated Facilities form
- 13) Certification of Bidder Regarding FLSA & Davis Bacon Act form
- 14) Contractors Statement form
- 15) Certification Regarding Drug-Free Workplace Requirements form
- 16) Equal Employment Opportunity Certification form
- 17) Small Minority Women-Owned Business Concern Representation form
- 18) NMHC Conflict of Interest form
- 19) NMHC Debarment form
- 20) Special Condition Project Sign Acknowledgement form
- 21) List of Project References form
- 22) List of Tools & Equipment form
- 23) Current Employee Listing (to include valid permits & identification) & List of Licensed Professionals
- 24) Submittal Registry Log Template from Bidder form
- 25) List of Subcontractors (if any) form
- 26) List of Vendors (if any) form
- 27) Section 3 Business Plan & Business Certification

28) Bidders are required to submit the following documents in a separate sealed envelope:

(Please write on the sealed envelope "CONFIDENTIAL".)

- a. Past Performance Evaluation Questionnaires from previous clients in the last seven (7) years for projects of similar nature and scope (bidder shall submit a minimum of 3 past performance evaluation questionnaires);
- b. Letter of Recommendation from previous clients preferably for projects of similar nature and scope (bidder shall submit a minimum of 5 letter of recommendation letters from previous clients);
- c. Provide Original Certificate of Good Standing from the CNMI Department of Labor (latest);

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- d. Provide latest Original Tax Clearance from the CNMI Department of Revenue and Taxation
- e. Company Profile
- f. Workers Compensation Insurance to include Workers Compensation Insurance Policy from the insurer.
- g. Provide last 3-months CNMI BGRT
- h. CNMI Employer Quarterly withholding Tax filings
- i. Annual Corporate Income Tax Return (2024 & 2025)
- j. 3-Months Bank Statements (latest bank statement within 3-months); and
- k. Audited Financial Statements from Calendar Year 2024 & 2025
- l. Description of the Required Bidder's Qualification Submission signed acknowledgment and required document submission

(Note: NMHC may request for clarification from bidder based on the submitted documents.)

6. **BID GUARANTEE:**

- A. All bids exceeding \$25,000.00 shall be accompanied by a bid guarantee of not less than fifteen percent (15%) of the amount of the bid, which may be a bid bond (form enclosed), in cash, by certified check or cashiers' check.
 - (1) the bidder shall not withdraw its bid for a period of ninety (90) days after the scheduled closing time for the receipt of bids;
 - (2) if a bid is accepted, the bidder will enter into a formal contract with the NMHC in accordance with the contract for construction included as part of the contract documents; and
 - (3) the required Performance Bond and labor/materials Payment Bond will be submitted upon execution of the contract.
- B. In the event of the withdrawal of said bid within the said period, the bidder shall be liable to the NMHC for the full amount of the bid guarantee as representing the damage to the NMHC on account of the default of the bidder in any particular case hereof. The bid guarantee shall be returned to bidders after NMHC and the accepted bidder have executed the contract and the NMHC has approved the executed Performance and Payment Bonds.
- C. A surety company shall hold a Certificate of Authority from the United States Secretary of the Treasury as an acceptable surety or other surety acceptable to the Attorney General. Checks or money orders submitted as a bid guarantee shall be made payable to the Northern Marianas Housing Corporation, P. O. Box 500514, Saipan, MP 96950.

7. **NON-COLLUSION AFFIDAVIT:**

- A. Each person submitting a bid for any portion of the work covered by the bid documents shall execute an affidavit, on the form provided with the bid package, to the effect that he has not

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colluded with any other person, firm, or corporation regarding any bid submitted. Such affidavit shall be attached to the bid.

8. RIGHT TO ACCEPT AND REJECT BIDS:

- A. The NMHC reserves the unqualified right, in its sole and absolute discretion, to reject any and all bids, or to accept that bid or combination of bids, if any, which in its sole and absolute judgment will under all circumstances best serve the NMHC interests. In the event that the successful bidder fails to execute the contract upon his part or furnish satisfactory surety upon the bond, the NMHC, after declaring forfeited the security deposit of such bidder, reserves the option to accept the bid of any other bidder within ten (10) days from such effect as to such bidder as though he were originally a successful bidder.

9. CONTRACT SECURITY:

- A. The successful bidder shall be required to furnish 100% of the price specified in the contract for Performance Bond and labor/materials Payment Bond. The Payment and Performance bonding company offered by the Contractor must be able to demonstrate that it possesses unencumbered assets in an amount equal to or greater than the amount required to be bonded. The bonding company must hold a Certificate of Authority from the CNMI Insurance Commissioner to do business in the CNMI. (Pursuant to NMIAC 100-60-301 (c) 1 & 2)

10. STATUTORY REQUIREMENTS:

- B. The Contractor and subcontractors employed in the completion of the project shall comply with all applicable Federal, State, and Local Laws and in particular the following Federal laws, Executive Orders, and regulations issued thereunder:
 1. The Contract Work Hours Standards Act, as amended (40 USC 327332);
 2. The Copeland "Anti-kickback" Act, as amended (40 USC 276) (18 USC874);
 3. Title VI and the Civil Act of 1964, as amended (42 USC 200 d-4) and Executive Order 11246 11375, as amended, and specifically to the following:
 - (a) The Contractor will not discriminate against any employee or applicant for employment because of race, color, sex, or national origin. The Contractor will take affirmative action to ensure the applicants are employed, and the employees are treated during employment, without regard to their race, color, sex, or national origin. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.
 - (b) The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Contracting Officer setting forth the provisions of this nondiscrimination clause.

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- (c) The Contractor will, in all solicitations or advertisements for employee's place by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, sex, religion, or national origin.
 - (d) The Contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement another contract or understanding, a notice to be provided by the Agency Contracting Officer, advising the labor union or workers representative of the Contractor's commitment under Section 202 of Executive Order No. 11246 of September 24, 1965, and shall post copies of the notice in the conspicuous places available to employees and applicants for employment.
 - (e) The Contractor will comply with all provisions of Executive Order No. 11246 of September 24, 1965, and of the rules, regulations, or relevant orders of the Secretary of Labor.
 - (f) The Contractor will furnish all information and reports required by Executive Order No. 11246 of September 24, 1965, and the rules, regulations, and orders of the Secretary of Labor, and will permit access to his books, records, and accounts by the Contracting Agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders, each contractor and subcontractor of Federally financed construction work is required to file an Equal Employment Opportunity Employer Information Report (EEO - 1 on standard Form 100) annually on March 31.
- (4) In the event of the Contractor's non-compliance with the non-discrimination clauses of this contract or with such rules, regulations, or orders, this contract may be canceled, be declared ineligible for further Government contracts in accordance with procedures authorized in Executive Order No. 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.
- (5) The Contractor will include the provisions of paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order No. 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The Contractor will take such action with respect to any subcontractor purchase order as the Contracting Agency may direct as a means of enforcing such provisions, including sanctions for non-compliance: Provided, however, that in the event that the Contractor becomes involved in, or is threatened with litigation with subcontractor or vendor as a result of such direction by the Contracting Agency, the Contractor may request the Government to enter into such litigation to protect the interest of the Government.

11. **NON-DISCRIMINATION IN EMPLOYMENT:**

- C. Contracts for work under this proposal will obligate the Contractors and subcontractors not to discriminate in employment practices.

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- D. Bidders must submit with their initial bid a signed statement as to whether they have previously performed work subject to the President's Executive Order No. 11246 (September 24, 1965).
- E. Bidders must, if requested, submit a compliance report concerning their employment practices and policies in order to maintain their eligibility to receive the award of the contract.
- F. Successful bidders must, if requested, submit a list of all subcontractors who will perform work on the project and written signed statements from authorized agents of the labor pools with which they will or may deal from employees on the work together with supporting information to the effect that said labor pool's practices and policies are in compliance and are in conformity with Executive Order No. 11246 (September 24, 1965) and that said labor pools will affirmatively cooperate in or offer no hindrance to the recruitment, employment and equal treatment of employees seeking employment and performing work under the contract, or a certification as to what efforts have been made to secure such statements when such agents or labor pools have failed or refused to furnish same prior to the award of the contract.

12. ACCESS TO WORK:

- G. The Contractor shall provide access to the work at all times to the Contracting Officer whenever the work is in preparation or process and shall provide proper facilities for such access and inspection.

13. CONTRACTOR'S LICENSE:

- H. The Contractor is required to submit with his bid proposal proof of compliance with the licensing laws of the State, Territory, or County where incorporated or doing business and a copy of their CNMI business license.

14. CONTRACT:

- A. An award of the contract will not be made until after necessary investigations to the responsibility of the lowest bidder in accordance with the NMHC Procurement Regulations. Award of the contract will be made by NMHC to the lowest and most responsible bidder meeting the requirements of NMHC. The lowest bidder will be required to furnish NMHC with additional documents relative to the company's financial statement, availability of manpower with valid entry permits, and work authorization. If using contract workers including a Clearance Certification from the CNMI Department of Labor; Workers' Compensation Insurance; Clearance of tax liabilities from the Division of Revenue and Taxation; List of on-going or completed projects; List of machinery and other equipment; Payment and Performance Bond which will be obtained at the time of execution of a contract.

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- B. Pursuant to Executive Order No. 11246 as amended, on Equal Employment Opportunity a prime contractor and subcontractor who sign a contract on a federally assisted construction project are required under certain conditions to present written Affirmative Action Programs. At preconstruction conferences, the successful bidder and his known principal subcontractors shall be required to present and discuss the approach to be taken by the successful bidder and subcontractors to implement the requirements of affirmative action for equal employment and training in accordance with Executive Order No. 11246, as amended, as well as other Labor Standards, payroll, and record-keeping requirements.
- C. After the bids have been opened and declared, no bid shall be withdrawn except with the consent of NMHC, but the same shall be subject to acceptance of NMHC for a period of ninety (90) calendar days.

15. **DISQUALIFICATION OF BIDDERS:**

A. The NMHC reserves the right to disqualify bidders for any of the following reasons:

1. Bidders that are debarred or suspended from participating in any CNMI Government bidding or Federal bidding;
2. Evidence of collusion among bidders. Participants in such collusion will receive no recognition as a bidder for any future work of the NMHC until such participant shall have been reinstated as a qualified bidder;
3. Failure to conform to essential and material requirements of the invitation for bids including but not limited to specifications or time of delivery and other requirements of the invitation for bid.
4. Imposition of conditions or restrictions in the bid which modify the requirement of the invitation or limit the bidder's liability to NMHC;
5. Unreasonable as to price;
6. A bid from a non-responsible bidder as defined in the NMHC Procurement Regulations NMIAC 100-60-245.

16. **METHOD OF AWARD:**

- A. Bidding procedure involving only a base bid If the base is within the amount of funds available to finance the construction contract, then a contract award will be made to that responsible bidder submitting the lowest base bid;
- B. Bidding procedure involving a base bid and alternate additive bids - If the base bid is within the amount of funds available to finance the construction contract and the NMHC wishes to accept alternate additive bids, then a contract award will be made to that responsible bidder submitting the lowest combined bid, consisting of the base bid plus alternate additive bids (applied in any numerical order in which they are listed on the bid form). Under this

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procedure, if the owner wishes to make an award on only the base bid, then the contract award will be made to that responsible bidder submitting the lowest base bid.

17. ADDITIONAL REQUIREMENT:

- A. This project is funded whole or in part by a grant from the U. S. Department of Housing and Urban Development (HUD), under its Community Development Block Grant (CDBG) provided to the Commonwealth. The contractor shall acknowledge that a project sign is located prominently at the project site prior to construction and shall be maintained for the duration of the construction period.
- B. Contractors and Subcontractors must comply with regulations stipulated in the "Contractor's Assurances" incorporated as part of the bid documents, and must not discriminate on the basis of race, color, religion, gender, age, disability, or national origin in employment or provision of services.
- C. Attention is called to Section 3 of the Housing and Community Development Act of 1968 which requires recipients of U.S. Department of Housing and Urban Development (HUD) funds and the contractors they do business with relative to the project, to help ensure that the economic opportunities generated by these HUD funds are provided to local low-income residents and the businesses that serve them "to the maximum extent feasible." All construction Contractors, to the maximum extent feasible, shall provide training, contracting, and employment opportunities to low-income residents residing in NMHC's projects.
- D. The successful bidder will also be required to affirmatively ensure that, in any contract entered into pursuant to CDBG projects, Minority and/or Women's Business Enterprises (MBE/WBE) or General Contractors with MBE/WBE will be accorded full participation.
- E. Attention is also called to the Labor Standard Provisions for Wage Rate Determination as noted in the Department of Labor General Decision. Bidders are advised that all wage rates for employees performing work, labor, and services 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, or the U. S. Department of Labor General Decision No. CM20250002, whichever is greater.
- F. Davis-Bacon and HUD-determined maintenance and nonroutine maintenance prevailing wage rate determinations which apply to ALL MANPOWER employed by Contractor and Subcontractor working on CDBG projects as administered by NMHC. These labor standards provisions provide payroll, record keeping, and prevailing wage rate requirements which are monitored throughout the duration of the project.
- G. **DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT** - [Docket No. FR-6331-N-O1J - General Applicability Waiver of Build America, Buy America Provisions as Applied to Recipients of HUD Federal Financial Assistance.

Northern Marianas Housing Corporation (NMHC)

H. Project Management Platform (PROCORE):

1) General:

- a. The Owner/Owner Representative utilize Procore, a cloud-based construction management platform, as the primary system for project documentation, communication, and coordination.
- b. The Contractor shall use Procore for the duration of the Project for all construction administration and communication functions, including but not limited to:
 - Submittals/Submittal Logs.
 - Requests for Information (RFIs).
 - Meeting Minutes.
 - Transmittal and document distribution.
 - Change event tracking and related documentation.
 - Daily reports and progress photos.

2) Access and Responsibilities:

- a. The Contractor shall be responsible for all costs associated with the use of Procore, including but not limited to software licenses, user subscriptions, onboarding, and training necessary to ensure competent operation by the Contractor's personnel.
- b. The Contractor shall provide access to the platform for its subcontractors and suppliers as required for coordination, documentation, and communication.
- c. The Contractor shall designate qualified personnel responsible for maintaining current and accurate records within Procore.
- d. The Contractor's timely and accurate use of Procore shall be considered a condition of contract compliance.

3) Administration:

- a. All project submissions, and documentation shall be transmitted through Procore unless otherwise approved by the Owner.
- b. The Procore platform shall serve as the central repository for all official project records.
- c. Any documents or communications not recorded in Procore may be deemed unofficial for purposes of contract administration.

I the undersigned, an official representative of _____ hereby acknowledge the receipt of enclose the following Bid documents for **NMHC IFB 2026-001** from Northern Marianas Housing Corporation:

Northern Marianas Housing Corporation (NMHC)

Authorized Rep. (Print & Sign):	Title:	Date:
Contact No.:		
Email Address:		

Northern Marianas Housing Corporation (NMHC)

NOTICE: Must be completed and submitted WITH the bid or proposal

FORM OF STATEMENT OF BIDDER'S QUALIFICATIONS

GENERAL

The following information and completed forms are required by the Northern Marianas Housing Corporation (NMHC) and failure to provide the data in this section, will subject bidder/proposer to disqualification.

DESCRIPTION

- A. Information submitted will be used by the NMHC to determine the competency and ability of the Contractor to perform the scheduled work in a manner deemed satisfactory to the Owner. The NMHC decision shall be final.
- B. The Contractor shall certify, by attaching his signature, that all information contained herein is complete and all statements and answers are accurate and true. Providing misinformation, incomplete information, inaccurate information, or failure to certify the information, will subject bidder to disqualification.

All questions must be answered. The data given must be clear and comprehensive.

- 1. Name of Bidder : _____
- 2. Business Physical Address : _____
- 3. Business Mailing Address : _____
- 4. Business Phone & Fax No. : _____
- 5. Primary Contact Name : _____
- 6. Secondary Contact Name : _____
- 7. Primary Contact Email : _____
- 8. Secondary Contact Email : _____
- 9. When Organized : _____
- 10. Bidder is a (an) : _____

(Sole Proprietor - Partnership - Corporation - LLC)

❖ **Note: Business Contact Person to respond authoritatively to any questions about this statement:**

The full name and addresses of all persons interested in this proposal as partners and/or principal(s) are: If business is carried out in any other name(s) than that of the principal(s) or partner(s), also state such name(s) and address(es).

Northern Marianas Housing Corporation (NMHC)

NOTICE: Must be completed and submitted WITH the bid or proposal

SOLE PROPRIETOR

Social Security No., if Sole Proprietor: _____

Tax I.D. No.: _____

- Have you (as a Sole Proprietor), your business or anyone on the proposed team proposing on this project, ever been debarred or suspended? Yes No
- Are You (as a Sole Proprietor) your business or anyone on the proposed team proposing involved in any litigation with any agency/firm or NMHC? Yes No

[On a separate sheet or, please provide an explanation for any “Yes” responses].

CORPORATION

Corporation is incorporated in the State of : _____

President is : _____

Treasurer is : _____

Place of Business : _____

Tax I.D. No. : _____

Unique Entity Identification (UEI) : _____

[On a separate sheet or letter, please provide an explanation for any “Yes” response]

11. How many years have you been engaged in the contracting business under your present firm or trading name? _____
12. Have you ever refused to sign a contract at your original bid? **Yes** **No**
13. Have you ever defaulted on a contract? **Yes** **No**
14. 8. Is the company currently involved in bankruptcy or similar proceedings? **Yes** **No**
(If yes, explain on a separate paper).

Northern Marianas Housing Corporation (NMHC)

NOTICE: Must be completed and submitted WITH the bid or proposal

15. Has any director, officer, owner or managerial employee been convicted or the subject of a criminal indictment during the past five (5) years? **Yes** **No** If yes, if yes, summarize the matter and its disposition.
16. During the past five (5) years, has the company been the subject of an investigation or proceedings before the city, state or federal Departments of Labor for any alleged violation of any wage or labor law? **Yes** **No** **If yes**, if yes, summarize each such instance and its disposition.
17. Provide a brief summary of the company profile & names of its Officer/members with title an attached. (If incorporated)
18. Bidders are required to submit additional information regarding their company. Please see attached document titled ***"Description of the Required Bidder's Qualifications Submission"***.

The undersigned hereby CERTIFY that the information stated above is true and correct. And authorizes any requests to furnish any information requested by **Northern Marianas Housing Corporation (NMHC) Corporate Director or designee**, in verification of the recitals comprising this Statement of Bidder's Qualifications.

Type - Name-Authorized Official or Owner

Title

Signature of Authorized Official or Owner

Date

Email Address

Contact No.

Name of authorized Contact Representative

Contact No.

- Failure to fully disclose this information automatically deem the Bidder/Offerrer/Respondent non-responsive. All "Yes" responses are subject to further review by the NMHC and may result in your bids/response being deemed non-responsive or bidder/Offerrer deemed non-responsive.

NORTHERN MARIANAS HOUSING CORPORATION

BIDDERS QUALIFICATIONS

DESCRIPTION OF THE REQUIRED BIDDER'S QUALIFICATIONS SUBMISSION

The goal of the Bidders Qualifications is for the Bidder/Proposer/Contractor to clearly demonstrate the bidder's responsibility in ensuring a well-planned approach for the execution of this project. Bidders should outline a clear plan in the Bidders Qualification to manage manpower and procurement resources.

The Bidders Qualifications response should be specific and complete as possible. The Bidders Qualifications will be carefully evaluated in terms of the requirements and in relation to the criteria, which are provided in this section.

Failure to provide the information requested in this solicitation may result in the Bidder's submission being deemed non-responsive and the Bidder being determined not responsible.

The Bidders Qualification shall be presented in a clear, comprehensive and concise manner and shall be submitted in a complete package by the Bidder.

1. Project Approach Narrative (Maximum 10 pages): The Project Approach Narrative is a holistic summary of the Bidders plan to manage their procurement resources and manpower in order to construct the New Classroom Buildings for the NMC in an organized efficient and timely manner.

- Bidders shall clearly indicate their understanding of the quality standard and level of finish embedded into the Construction Documents and Specifications.
- Bidders shall indicate their plan for an organized procurement/shipping/delivery/storage process. Bidders are encouraged to plan and execute early procurement (and subsequent safe storage on-island) in order to avoid delays in the supply chain that is affecting multiple projects especially for long-lead materials.
- Bidders shall provide a clear description of their internal Project Management Plan to properly staff and adjust laborers, crew and special teams to complete the work and to ensure that the project is properly staffed throughout the construction period and able to finish on time.
- Describe the hand-off and involvement of the estimating team to the contractor's project management team so assurance is provided that information provided during the IFB period to the estimating team is distributed to the construction team.
- Describe shop drawing and submittal processes and identifying project engineers and PMs from the contractor's team who will prepare such information, and then the hand-off to procurement, delivery, storage and implementation and testing.
- Preparation of 3-week look ahead schedules and involvement of permit inspections for site work and inspections by the A/E team of Record and the CM as applicable.
- Address benchmarks from excavations and subsurface stabilization and compaction up through the topping off of the building and then the fit out of systems and equipment and finishes with the building.
- Provide a project organizational chart showing key construction personnel and their roles.

2. Quality Control Plan (Maximum 10 pages)

- Bidders/Proposers/Contractors shall provide detailed descriptions of the Quality control plans including but not limited to pre and post installation meetings, training and certifications of the workers, material testing, coordination of special structural inspections as required by the code, coordination of subcontractors work within different and overlapping mechanical, plumbing, fire

protection, communication, power distribution, lighting and ceiling systems. Describe testing documentation and inspection prior to the concealing of walls and ceilings, concrete etc.

- The Bidders/Proposers/Contractors Quality Control plan must identify the specific personnel assigned to QC the work of the contractor through all phases of the construction from mobilization/procurement/permitting to final completion, inspections, identify key milestones in the construction progress for that require pre-installation meetings, testing, certifications.
- Describe the thorough review and coordination of and between subcontractors work such as mechanical and ductwork routing and installation, power distribution and lighting, fire alarms and ceiling installations or an organized and efficient installation. Describe the application of Contractor means and methods and the role and use of shop drawings and submittals to minimize the use of Requests for Information.
- Bidder/Proposer/Contractor is required to utilize Best Management Practices and Manufacturer's Installation Guidelines and provide problem-solving in the execution of the construction of the project, pre-installation meetings, mock-ups for exterior enclosure systems such as storefronts, curtain wall, cladding and doors and windows.
- Bidder/proposer shall have a current license in the CNMI to provide services in the CNMI.
- Bidder/Proposer/Contractor shall be responsible to visit the proposed project site and become familiar with the conditions, boundaries, access and potential staging of equipment and materials at the site.

3. Critical Path Method (CPM) Scheduled (Maximum 6 pages 11x17 format)

- Bidders/Offerors/Contractor shall include a well-organized CPM Schedule to demonstrate full understanding of the intent of the project and to illustrate their ability to procure the materials, allocate manpower, complete the work, test and certify as required.
- CPM charts shall include mobilization activities of the General Contractors personnel and key Sub-contractors. CPM should include identification of long-lead procurement items, Building Permit and procurement of permits and clearances needed for construction to proceed.
- Provide a CPM schedule showing the workflows from the mobilization through sub-surface, footings and foundation work, infrastructure placement, primary structure placement, placement of distribution systems for electrical, mechanical, plumbing, fire alarm and communication rough-ins and finish work, building enclosure and topping off, interior fit outs, finishes, doors and window, installing finish plumbing, testing mechanical and ventilation equipment, etc.

4. Provide Project Examples & Customer Evaluations (Maximum 20 pages): Provide no less than three (3) examples completed in the last seven (7) years. Provide project data forms & customer evaluation forms with information about the overall project size and general program, initial construction costs and final construction costs, initial completion period and final (actual) construction completion period. Identify key sub-contractors, sustainability features. Project contract values should be five million dollars or more (\$5,000,000.00).

- Provide project title, location and brief description including the building use (Educational Facility, etc.) and contracting method (design-build, design bid construct, CM at risk etc.).
- Provide project owners and name, telephone number, and email of owner's contact person.
- Provide project Contractor and Major Subcontractor and name and telephone number of contract person (s) and title (project manager/superintendent/foreman etc.) who will be assigned to the project.
- Indicate the original contract amount and the final contract amount including all change orders.
- Indicate the original contract completion date and the final contract completion date (taking into account change orders affecting the construction completion date).

5. Corporate Capability (Maximum 20 pages): Provision of evidence of necessary personnel, finances, bonding/credit, equipment/machinery, facilities, expertise, available personnel time.

- Provide the Bidders total bonding capacity, current available bonding capacity and expected available capacity over the duration of this project.

- Provide the Bidder/Offeror/Contractor's current workload and availability of adequate resources to manage the project, include project schedules for current and pending projects, as well as the anticipated impact of this project on those schedules and staffing plans.
 - The Contractor shall perform with its organization, an amount of work equal to fifty-one percent (51%) of the total contract. Describe or demonstrate the Contractor's ability to meet the 51% performance threshold and plans for subcontracts.
 - Bidder must demonstrate the availability of necessary finances, equipment, facilities, expertise, personnel, and experience by providing satisfactory evidence of organization, capital, equipment, and machinery available for use on this contract to complete the work to the satisfaction of NMHC within the proposed schedule.
6. Resumes and Experience of Key Personnel (Maximum 10 pages): Only provide resumes for personnel who will be directly involved in this construction project. Provide information about the personnel including experience with project that were of similar complexity, size, scope, scale, structural systems. A Project Manager with at least 10-years of Project Management experience, and/or 5-years of experience with a P.E. license.
- Bidders/Proposers/Contractors are encouraged to provide a Project Manager that has experience as a Project Manager managing construction contracts with estimated construction cost of at least five million U.S. dollars (\$5,000,000.00) on any single project. Experience shall demonstrate proposed personnel was responsible for coordinating contract issues; invoicing; sub-consultant coordination and changes to scope; monitoring and reporting on budget and schedule; coordinating numerous subcontractors; communicating and coordination project activities between clients, A/E team, and stakeholders; coordinating quality control ensuring superior quality in the executed work.
 - Bidder shall provide list of key personnel to be assigned the project. The Bidder shall provide the names, qualifications, and professional profiles of key personnel proposed for the project. At a minimum, the following roles shall be provided:
 - 1-Project Manager: minimum 5 years of experience managing similar projects;
 - 1- Project Planner;
 - 1- Project Civil/Structural Engineer;
 - 1-Project Site Architect;
 - 1-Project Site MEP Engineer;
 - 1-Submittal Engineer (Civil/Structural);
 - 1-Submittal Engineer (Architectural);
 - 1-Submittal Engineer (MEP);
 - 1-Contract Manager;
 - 1-QA/QC Manager;
 - 1- LEED Coordinator: must be a LEED AP Certified;
 - 1-Safety Manager;
 - 2-Safety Coordinators;
 - 2-Draftsman;
 - 3-Foremen (Civil/Structural, Architectural, MEP)

Each individual should be assigned to only one role. Dual or overlapping role assignments are generally not permitted, except where explicitly justified and accepted by NMHC. Bidders may propose qualified personnel performing more than one (1) role, provide each individual demonstrates the necessary expertise and experience for all assigned responsibilities and capacities. Combined roles must be clearly identified in the bid submission with supporting documentation.

NMHC reserves the right to reject any bid that does not meet the minimum personnel qualifications or does not provide adequate coverage for all required roles, regardless of bid price. Notwithstanding this, NMHC may, at sole discretion, accept a bid that includes combined or dual-role personnel if it determines that doing so is in the best interest of the Agency, provided that all required responsibilities are adequately fulfilled and bidders demonstrate capability and capacity to perform the work.

Acknowledgement:

By signing below, I acknowledge that I have read and understood the aforementioned information stated above and have provided the required information as required.

Failure to provide the necessary required information during the bid submission process shall be grounds for bid rejection.

Company Name:	
Name of Company Owner/ Authorized Representative:	
Signature of Company Owner/Authorized Representative:	
Contact Number:	
Email Address:	