



Northern Mariana Islands
R E T I R E M E N T F U N D
"Investing For The Future Financial Security Of Our Members"

**NORTHERN MARIANA ISLANDS RETIREMENT FUND
REQUEST FOR PROPOSALS NO. RF11-007**

"OFFICE CLEANING AND MAINTENANCE SERVICES"

OPENING DATE: OCTOBER 3, 2011

CLOSING DATE: NOVEMBER 2, 2011

To receive the RFP packet, you may mail-in, fax, or email your request to:

Richard S. Villagomez, Administrator
Northern Mariana Islands Retirement Fund
P.O. Box 501247
Saipan, MP 96950
Fax No: (670) 664-8080
Email: administrator01@nmiretirement.com

Preference is available to U.S. citizens or permanent residents as per Public Law 15-95 and as further amended by Public Law 15-118 and must be submitted with the proposal if preference is claimed.

**REQUEST FOR PROPOSALS
NO. RF11-007
OFFICE CLEANING & MAINTENANCE SERVICES**

The Board of Trustees (Board) of the NMI Retirement Fund (Fund) is soliciting Requests for Proposals from qualified individuals or companies to provide office cleaning and maintenance services for the Fund offices, located in the first floor of the Fund Building on Isa Drive, Capitol Hill, Saipan.

A. General Authority

Procurement of these services is made in accordance with the Fund Procurement Regulations, NMIAC § 110-10-801, adopted by the Board. The Fund will utilize the Competitive Sealed Proposal process pursuant to NMIAC § 70-30.3-210. Award will be to a company qualifying as a responsible contractor under CNMI Procurement Regulation § 70-30.3-245.

B. Official with Expenditure Authority

This Request for Proposal (RFP) is issued by the Fund, an autonomous agency and public corporation of the Government of Northern Mariana Islands. The Board has expenditure authority for the purpose of procuring the services described in the Scope of Work, attached.

C. Pre-Proposal Meeting, Submission of Questions

1. Pre-Proposal Meeting

A pre-proposal meeting shall be held at 3:00 p.m. on Tuesday, October 11, 2011 in the conference room at the NMI Retirement Fund Office, with interested proposers to clarify and to ensure full understanding of, and responsiveness to the proposal requirements. Proposers shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of proposals and such revisions may be permitted after submission and prior to award for the purpose of obtaining the best and final offer. In conducting discussions, there shall be no disclosure of any information derived from proposals submitted by competing proposers.

2. Pre-Proposal Submission of Questions

Potential proposers who receive the RFP packet may submit written questions or inquiries no later than 4:30 p.m. Northern Mariana Islands time, Thursday, October 14, 2011, to Mr. Richard Villagomez by e-mail to administrator01@nmiretirement.com or by facsimile to (670) 664-8080. All inquiries must include the name of the firm and the person submitting the questions. A uniform response will be provided to potential proposers within 3-5 days.

**REQUEST FOR PROPOSALS
NO. RF11-007
OFFICE CLEANING & MAINTENANCE SERVICES**

D. Proposal Deadline and Submission

1. Deadline for submission of proposals is 4:30 pm on Wednesday, November 2, 2011; submissions by facsimile or e-mail is not be accepted or authorized.
2. Sealed proposals marked “**RFP No. RF11-007 – Office Cleaning and Maintenance Services**” must be submitted with one (1) original and seven (7) copies to:

Richard S. Villagomez
Administrator
NMI Retirement Fund
Isa Drive, Capitol Hill
P.O. Box 501247
Saipan, MP 96950-1247

All Proposals shall become the property of the Fund.

E. Evaluation and Selection

1. Offer Price - 55%
2. Services Proposal - Responsiveness of the proposal to clearly illustrate the firms understanding and capabilities of providing required services - 25%
3. Firm Qualifications and Experience - 20%

Award shall be made to the responsible proposer whose proposal is determined in writing to be most advantageous to the NMI Retirement Fund, taking into consideration cost and the evaluation factors set forth in this request for proposal. No other factors or criteria shall be used in the evaluation.

The NMI Retirement Fund reserves the right to reject any and all proposals and to waive any imperfections in a proposal if doing so is in the best interest of the Commonwealth of the Northern Mariana Islands. All proposals shall become the property of the NMI Retirement Fund.

Richard S. Villagomez
Administrator

REQUEST FOR PROPOSALS
NO. RF11-007
OFFICE CLEANING & MAINTENANCE SERVICES

SCOPE OF WORK

The person or firm selected will provide office cleaning and maintenance services of the Fund offices, located in the first floor of the Fund Building on Isa Drive, Capitol Hill, Saipan. Services and premises include the following:

A. AREA

First Floor	Approximately 7,445 square feet of office space comprised of 4,840 ft ² of carpeted areas and 2,605 ft ² of tiled areas; five restrooms
Second Floor	Two restrooms and foyer ⁽¹⁾
Third Floor	Two restrooms and foyer ⁽¹⁾

B. DUTIES AND FREQUENCY OF PERFORMANCE

Three times a week: Clean all offices, workstations, and public areas including hallways, lobby areas and bathrooms (*Monday/Wednesday/Friday*); wash and clean cups, glasses, kitchenware and utensils

Weekly: Vacuum carpets; clean and mop tiled floor areas; clean/wash glass windows and doors (inside and outside); dust desks/workstations, credenzas, end tables, counters, and cabinets; empty trashcans and replace used trash bags; polish desks/workstations, credenzas, end tables, counters, and cabinets; vacuum chairs

Twice a Month: Clean/Vacuum blinds and chairs

Once a Month: Clean refrigerator & small appliances, polish leather chairs; wax and buff tiled floors

Quarterly: Clean and shampoo carpets.

C. WORK HOURS AND SCHEDULE

Cleaning and maintenance must be performed between the hours of 6:00 p.m. and 6:00 a.m.; Contractor must have the flexibility necessary to accommodate occasional schedule changes for Fund activities.

D. CONTRACTOR'S RESPONSIBILITIES

Provide trash bags and all cleaning tools, equipment and supplies, including buffing equipment, vacuum cleaners, brooms and mops required to satisfactorily accomplish the duties specified. Any damages to the property of the Fund caused by the Contractor's employees must be reported to the Administrator, in writing, regardless of the extent of the damage.

(1) Proposals shall be prepared with two price options: first price to include the second and third floor areas as part of the Fund premises, and a second price that excludes these areas.