



**MARIANAS**  
VISITORS AUTHORITY

P.O. BOX 500861 CK  
SAIPAN, MP 96950  
TEL.: (670) 664-3200/1  
FAX: (670) 664-3237  
E-mail: mva@mymarianas.com  
www.mymarianas.com



**INVITATION TO BID**  
**MVA-ITB-17-2001**  
**LIFEGUARD, SECURITY, MAINTENANCE, AND CLEANING**  
**SERVICES AT SELECT TOURIST SITES**

**I. BACKGROUND**

Marianas Visitors Authority (MVA) is requesting bids from companies licensed to provide lifeguard, security, maintenance, and cleaning services at select tourist sites in Saipan, Commonwealth of the Northern Mariana Islands.

Tourism is the backbone of the CNMI's economy. To ensure that tourism continues to thrive and grow in the CNMI, the MVA has taken steps to identify various projects focused on "Destination Enhancement." Among those projects is the provision of lifeguard, security, maintenance, and cleaning services at tourist sites in Saipan.

Bids will cover daily lifeguard, security, maintenance, and cleaning services at the selected tourist sites in Saipan, Commonwealth of the Northern Mariana Islands for the period of one (1) year with the option to renew, at the sole discretion of MVA, for an additional two (2) years.

Contractors are encouraged to conduct sites visit to familiarize themselves with the project locations in order to submit an accurate cost. MVA can be contacted for more information regarding the sites location. Location maps are attached to this ITB document.

A mandatory pre-proposal conference will be held on Friday, March 10, 2017 at 10:00 a.m. in the main conference room at MVA office in San Jose. No proposal will be accepted from any firm which fails to attend this mandatory pre-proposal conference.

**II. SCOPE OF WORK**

**A. General Requirements**

- 1) Contractor shall be responsible for providing all of the personnel, equipment and materials necessary to perform the work to MVA's satisfaction;
- 2) Contractor shall be required to schedule its operations in accordance with MVA's requirements;
- 3) Contractor shall be required to secure all necessary permits for the work and shall be licensed to perform all necessary work;
- 4) Contractor shall perform the work in compliance with all Commonwealth and federal laws;
- 5) Contractor personnel shall be required to wear an identification badge at all times when on-site. The badge shall include a 2" by 2" photo, full name, name of company, title, contact information, and signature of Employer.
- 6) Personnel assigned to the project sites shall be experienced in their duties, have positive attitude toward guests, and must be willing to perform duties in line with MVA's requirements.



- 7) MVA has the authority to assign designated staff to conduct unannounced or periodic inspection of the sites for contract compliance and performance review.
- 8) Contractor shall report any vandalism of the facility to the Department of Public Safety and the MVA.

**B. Security and Lifeguard Services**

- 1) Contractor shall provide security and lifeguard services to the MVA and assist the MVA with its effort to ensure safety of the following tourist sites from Monday through Sunday, including Holidays, as follows:

<b>Location</b>	<b>Schedule</b>
Banzai Cliff (1 Security Guard)	8:00 AM – 5:00 PM
Grotto Dive Site (1 Security Guard)	8:00 AM – 5:00 PM
Grotto Dive Site (1 Lifeguard)	8:00 AM – 5:00 PM
Bird Island Look-Out (1 Security Guard)	8:00 AM – 5:00 PM
Lao Lao Beach (1 Security Guard)	8:00 AM – 5:00 PM
Obyan Beach (1 Security Guard)	8:00 AM – 5:00 PM
Suicide Cliff (1 Security Guard)	8:00 AM – 5:00 PM

- 2) Contractor shall monitor and document of arriving vehicles, passengers, individuals, and daily activities at each specific site. Security service shall also have in place a standard operating procedure (SOP) to handle vandalism, destruction of government property, littering and other acts that will affect the beauty and historical value of the sites.
- 3) Contractor shall perform services in accordance with the schedule described above unless Contractor and MVA agree to a different schedule in writing.
- 4) Contractor shall complete a daily log sheet for recording arrival of vehicles, passengers and individuals. An activity report summarizing activities of each site must be completed for every 2 hours. These 2 reports must be submitted to the MVA Office every 1<sup>st</sup> week of the month for each site and day, and will be part of the contract deliverables. If a report for a time period is not submitted on time, MVA will not pay the Contractor for that time period.
- 5) Security Officers must wear uniforms during the above-mentioned hours at all times. A 2-way portable radio and a charger with the same frequency as the company's dispatcher or control center must be provided to the MVA.
- 6) Contractor shall be responsible to provide transportation expenses of security officers to and from job sites.
- 7) Every security officer and lifeguard must be covered with workmen's compensation insurance and surety bonded, copies of which are due on or before the effective date of the contract.

- 8) Security officers and lifeguard must undergo first aid training and must be CPR certified. Contractor is responsible for continuous education and training for the security/lifeguard in order to perform their job well. Proof of certification and training must be provided to MVA on or before the effective date of the contract.
- 9) Security officers and lifeguards must conduct regular spot check and collect garbage, such as cigarette butts, cigarette cartons, and other trash that are within the area of responsibility. All garbage must be disposed at a designated waste facility.
- 10) Contractor shall be responsible for checking identification of any person required to be licensed pursuant to MVA's tour certification program, 4 CMC §§ 2171-2173.
- 11) Contractor shall be responsible for inspecting each site to ensure day-to day operations and making sure that MVA's requirements are met.

C. Maintenance of the restrooms

- 1) Contractor shall be responsible for daily housekeeping, cleaning, maintaining, and monitoring designated restroom facilities located at Banzai Cliff, Last Command Post, and the Grotto.
- 2) Contractor shall be responsible for providing the necessary personnel, equipment and materials necessary to perform the work.
- 3) A designated person shall be assigned to perform routine housekeeping, cleaning, maintaining, and monitoring the designated restroom facilities throughout the day.
- 4) The hours of operation are from 8:00 a.m. to 5:00 p.m., Monday through Sunday, including holidays with 1 hour break time. No exception unless directed by MVA.
- 5) Contractor is required to schedule its frequent daily operations in order to maintain a safe, clean, and operable facility.
- 6) Contractor shall be responsible to familiarize itself with the tour operation arrival at designated sites in order to schedule cleaning after tours and in preparation for next batch of tour groups to each site.
- 7) Contractor shall provide adequate toilet paper, paper towel with dispenser, trash bags, anti-bacterial spray, and liquid soap with dispenser. Contractor shall purchase these supplies at its own expense.
- 8) Contractor shall be responsible for cleaning which includes, but is not limited to, sweeping and mopping of the floors; cleaning of the walls and restroom stalls periodically and as needed for safe and sanitary public use; removal and disposal of trash in the restroom trash receptacle bins at a designated waste facility; daily cleaning of toilets, urinals, sinks, floors, and walls with water, anti-bacterial commercial cleaning supplies, detergents, and agents. Contractor shall purchase these supplies at its own expense.
- 9) Contractor shall be responsible for maintenance of the restrooms. Maintenance includes ensuring that the restrooms are functioning properly and operational at all times.
- 10) Contractor shall be responsible for securing the facility at the end of the day and opening up the facility at the beginning of the day at the hours instructed by MVA.

- 11) Contractor shall be responsible for replacing fittings, floater control, valves, faucet knobs, toilet seats, unclogging drains, any water leakage, water facets, and pipes. Contractor shall purchase these supplies at its own expense.
- 12) In case of damage to the restroom facilities, contractor shall perform the following:
  - Immediately contact MVA or its designated representative to report the damage/s;
  - Report to DPS
  - Prepare an incident report explaining the date, time, problem, materials needed, and total cost to replace or repair;
- 13) Contractor shall monitor supplies and water on a daily basis. Water and supply must be available at all times. Contractor shall maintain a daily log of cleaning and trash hauling performed throughout a day for security purpose. The contractor shall ensure that the facility is functional and maintained in a suitable condition during the term of the contract.
- 14) Contractor shall be responsible for monitoring the water supplies, managing water supplies delivery, ordering water supplies, and informing MVA when water delivery is needed. Contractor shall purchase water at its own expense.
- 15) Contractor shall ensure that the water is safe for human usage.
- 16) Contractor shall monitor and manage pumping of sewage from the septic system at the Grotto site only. Contractor shall be responsible for arranging pumping of sewage from the septic system and informing MVA when pumping of sewage is needed. The cost for pumping and disposal of sewage will be shouldered by contractor.

D. Trash Pick-up Services

- 1) Contractor shall provide daily collection and disposal of trash at the following tourist sites from Monday through Sunday including Holidays:
  - Banzai Cliff
  - Grotto Site
  - Bird Island
  - Suicide Cliff
  - Kalabera Cave
  - Last Command Post
- 2) Contractor shall pick up and dispose trash, such as cigarette butts, cigarette cartons, cans, plastic bottles, and other trash that are within the area of responsibility.
- 3) Contractor shall be responsible for providing the necessary personnel, equipment and materials necessary to perform the work.
- 4) Contractor is required to schedule its frequent daily operations in order to maintain a safe and satisfactory performance.
- 5) Contractor shall remove and dispose of dirt, mud, or sediment buildup in the sites.
- 6) Contractor shall be sweep sidewalks and areas around the monuments. Trash collection and cleaning of sediments shall be done on all designated sites.
- 7) Contractor shall trim the trees, sweep and dispose of cuttings at a designated waste facility.
- 8) Contractor shall provide safety vests with orange reflective marking and closed shoes or approved clothing.

### III. OTHER REQUIREMENTS AND INFORMATION:

- A. Proposals must be received at the MVA Procurement Office , no later than **3:00 p.m., March 27, 2017.**
- B. Proposals must be mailed to the following address: MVA Managing Director, P.O. Box 500861, Saipan, MP 96950. All proposals must be submitted in English.
- C. All proposals must be sealed and marked **MVA-ITB-17-2001** and submitted with original and three copies.
- D. Discussions may be conducted with any offeror who has submitted a proposal to determine such offerors' qualifications for further consideration. Discussions shall not disclose any information derived from proposals submitted by other offerors.
- E. All bids must include evidence that the bidder is compliant with Commonwealth law, including Business Gross Revenue Tax compliance, excise tax compliance, Department of Labor employment requirements, and business license requirements.
- F. Proposals submitted from individual or firm outside the Commonwealth must be postmarked by the U.S. Postal Service or official government mail service of a foreign country by March 27, 2017, and must be received within seven (7) working days of that date. Proposers from outside the Commonwealth must notify the Managing Director in writing of their intent to submit in order to receive the additional seven (7) days for the receipt of the actual Proposal Documents. This notice of intent may be submitted by any mode of written communication including facsimile to (670) 664-3237 or emailed to [tbabauta@mymarianas.com](mailto:tbabauta@mymarianas.com) but must be received not later than 3:00 p.m., local time, **March 27, 2017.**
- H. The MVA reserves the right to reject any or all proposals and to waive any defects, if it is in the best interest of the government. All proposals will become the property of the MVA.
- I. Questions or clarifications may be directed to the Marianas Visitors Authority in writing and faxed no later than the end of business day **March 20, 2017.** Office hours are 8:00 a.m. to 5:00 p.m., Monday through Friday, except holidays. Telephone no. (670) 664-3200; Facsimile no. (670) 6643237; or E-mail: [tbabauta@mymarianas.com](mailto:tbabauta@mymarianas.com) Attn: Tatiana Babauta, MVA Product Development Manager. Any question, clarification, or request for information may be shared with other prospective bidders.

J. It shall be a breach of ethical standards for any person to offer, give or agree to give any Board member or 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 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 therefor.

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.

It shall be a breach of ethical standards for a person to be retained or to retain a person to solicit or secure MVA 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. Every person, before being awarded a Bureau contract, shall represent, in writing that such person has not retained anyone in violation of this provision. Failure to do so constitutes a breach of ethical standards.



---

Marian Aldan-Pierce  
Chair, MVA Board of Directors

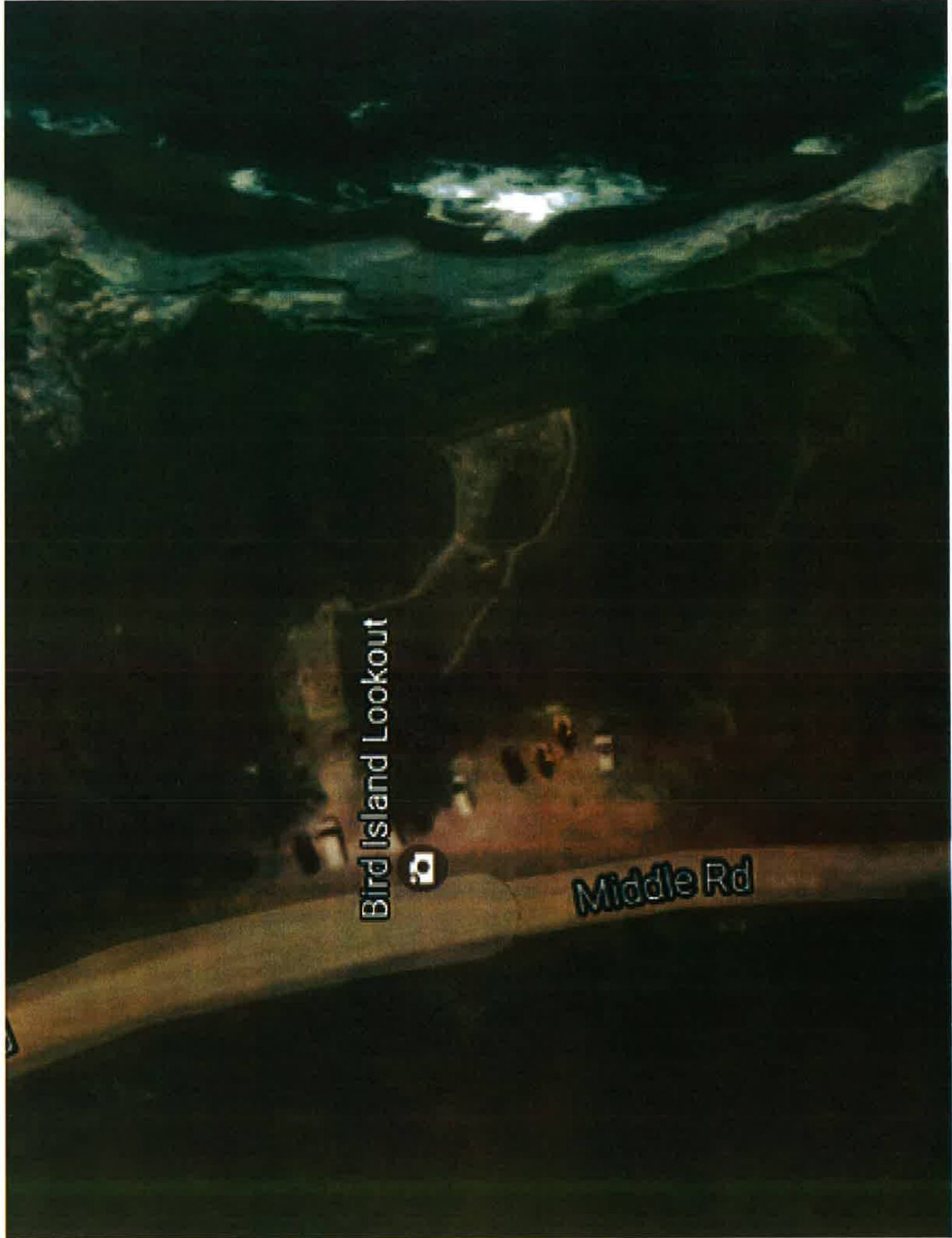


---

Christopher Concepcion  
MVA Managing Director







Bird Island Lookout



Middle Rd





Suicide Cliff



The Grotto





Banzai Cliff Road

Middle Rd

Rte 30

Middle Rd

Last Japanese  
Command Post

Okinawa Peace Memorial

WW II Memorials