



## NORTHERN MARIANAS HOUSING CORPORATION

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

Email: [nmhc@nmhc.gov.mp](mailto:nmhc@nmhc.gov.mp)

Website: <http://www.nmhc.gov.net>

Tels: (670) 234-7689

234-6866

234-9447

Fax: (670) 234-9021

01/19/2021

Ms. Rose Soledad  
General Manager  
IT&E  
P.O. Box 500306  
Saipan, MP 96950  
Tel: (670)682-4483

RE: Notice to Proceed  
Information Technology Services (NMHC IFB 2020-014  
Contract No. NMHC 2021-017: \$60,000.00

Dear Ms. Soledad:

This letter serves as our formal "Notice to Proceed (NTP)" to commence the Information Technology Services for the CDBG-DR program office. This NTP shall be effective on January 20, 2020, and shall expire one year thereafter. The contract may be renewed for another year contingent on satisfactory performance and availability of funding.

The services to be provided is for one year and shall not exceed \$60,000.00 for the year. For payment purposes, IT&E shall submit an invoice to NMHC for payment. The invoice shall state a detailed description of the actual work performed.

If you may have any questions or concerns, please feel free to contact Mr. Jacob Muna, Office Manager/Procurement Officer at the numbers listed above, or 483-9447 or via email at [jjmuna@nmhc.gov.mp](mailto:jjmuna@nmhc.gov.mp).

Sincerely,

  
Jesse S. Palacios  
Corporate Director

## ROUTING SLIP

ROUTE	DEPARTMENT/OFFICE	PRINT	DATE IN	DATE OUT
1.	NMHC PROCUREMENT	<i>Jacobs</i>		01/06/21
2.	CORPORATE DIRECTOR	<i>JSP</i>	1/07/21	01/07/21
3.	ACTING CHIEF FINANCIAL OFFICER	<i>ROGER</i>	1/07/21	1/07/21
4.	ATTORNEY GENERAL	<i>Sephora</i>	01/08/21	01/08/21
5.	<i>Chairwoman</i> NMHC BOARD OF DIRECTORS	<i>M. Tanokane</i>	01/14/21	01/14/21
6.	CONTRACTOR	<i>ITE</i>	01/14/21	01/14/21
7.	NMHC PROCUREMENT	<i>Jacobs</i>	1/15/21	01/15/21

## CONTRACT SPECIFICATION

EXPENDITURE AUTHORITY : Jesse S. Palacios, Corporate Director

TYPE OF PROCUREMENT : Competitive Sealed Bidding

VENDOR : IT&E

PROJECT : Information Technology Services (NMHC IFB 2020-014)

AMOUNT : ADD -0-

TOTAL CONTRACT AMOUNT : NTE: \$60,000.00

ACCOUNT NUMBER : *DR1. 52501*

CONTRACT NUMBER : NMHC 2021-017

**\*\*2 Copies: 1 - Original for File and 1- Copy Contractor\*\***

***Note: Please contact NMHC Office at (670)234-6866/9447 after the Attorney General signs the contract documents.***



NMHC- SAIPAN OFFICE

**RECEIVED**

By: *RF*

Date: *1/12/2021 - 9:40 a.m.*

**COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS**  
**CONTRACT FOR PURCHASE OF SERVICES**

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**I. PARTIES**

This contract is between the NORTHERN MARIANAS HOUSING CORPORATION (NMHC), an autonomous public agency of the Commonwealth of the Northern Mariana Islands and referred to herein as "NMHC", and IT&E is referred to in this contract as the "Contractor."

Jesse S. Palacios, NMHC Corporate Director; is the Expenditure Authority for the NORTHERN MARIANAS HOUSING CORPORATION (NMHC). Any reference to the expenditure authority in this contract is a reference to Jesse S. Palacios, Corporate Director. The Expenditure Authority may take any action on behalf of the NMHC provided for by this contract or by law.

**II. NOTICE**

All notices and communications required by this contract shall be in written form and shall be delivered to the following addresses:

Mr. Jacob Muna, Procurement Officer  
Northern Marianas Housing Corporation  
P.O. Box 500514  
Saipan, MP 96950  
Tel: (670)234-6866

Rose Soledad  
IT&E  
P.O. Box 500306  
Saipan, MP 96950  
Tel: (670) 682-4483/Fax: (670) 235-2877

**III. COMMUNICATION**

The Contractor shall maintain communications with NMHC at all stages of the Contractor's work. The Contractor will submit any questions it may have to the NMHC regarding its performance under this contract.

**IV. GENERAL PURPOSE**

The purpose of this contract is for the NMHC to procure from the Contractor the services described in this contract and in the attached exhibits and to enjoy any warranty or other services provided for by this contract. The services being procured are described as follows:

1. Information Technology Support Services for the Community Development Block Grant Disaster Recovery (CDBG-DR) Program.

The services being purchased by this contract are further described in *Exhibit B*. If the description of the services in *Exhibit B* conflict with the description of the services in this contract, then the description in this contract will control.

The services will be provided on the island of Saipan.

The services will be performed for a duration of *one (1) year, with an option to renew for another year with the same price, terms and conditions.*

**V. CONTRACTOR TO PROVIDE EQUIPMENT**

The Contractor will provide all materials, supplies, equipment and personnel necessary to complete this contract.

**VI. WARRANTY**

N/A

**VII. CONTRACT DOCUMENTS**

The following instruments shown in the table below constitute the contract documents ("Contract Documents") and are incorporated as part of the Contract thereof. If any of the attached documents conflict with this contract, then the language of this contract will control.

EXHIBIT	NAME OF DOCUMENT
A	Standard Terms and Conditions
B	Scope of Work

**VIII. CONSIDERATION AND SCOPE OF WORK**

Contractor agrees to perform the services described in this contract and the documents attached and incorporated into this contract. The NMHC agrees to pay contractor in the amount not to exceed sixty thousand dollars (\$60,000.00) in exchange for Information Technology Support Services for the Community Development Block Grant Disaster Recovery (CDBG-DR) Program. In addition, the consideration for this agreement is in the mutual covenants and stipulations hereby agreed to by the parties and set out in the following paragraphs.

**IX. DURATION OF CONTRACT**

The Contractor will begin its performance upon receipt of a Notice to Proceed by NMHC.

This contract will remain in effect for a period of one (1) year with an option to renew for another year with the same price, terms and conditions after the receipt of the Notice to Proceed.

## **X. CONTRACT EXTENSION**

NMHC may extend the term of this contract by written notice to the Contractor 30 days before the contract expires. This extension provision may be exercised more than once, but the total extension of performance may not exceed six (6) months. If NMHC exercises its option to extend this contract, then the contract will continue without any change in the terms and conditions of this contract.

## **XI. DELIVERY AND PAYMENT**

1. The Contractor agrees to begin, and to continue for as long as this contract provides, to perform the services on the island of Saipan. The Contractor will invoice NMHC and will be paid according to the following schedule:

<b>DATE THE NMHC RECEIVES INVOICE</b>	<b>INVOICE AMOUNT</b>	<b>PAYMENT DUE DATE</b>
1 <sup>st</sup> of every month		NMHC will issue payment to the contractor within 30 days after submitting an invoice.

2. If the notice to proceed is issued after a date identified in the above-schedule, then the Contractor will invoice the NMHC on the next date identified in the above-schedule. Thereafter, invoices will be issued in accordance with the above-schedule and will continue to be issued until the contract is completed.
3. Payment by NMHC shall be made only upon Contractor's submission of evidence to the Expenditure Authority that the Contractor has delivered the services and has adhered to all contract terms and specifications.
4. If the Contractor fails to invoice NMHC according to the above schedule, then NMHC, at its sole discretion, may refuse to pay the untimely invoice. If NMHC exercises its right to refuse payment under this subsection, neither party will be relieved of its obligation to perform under this contract.

## **XII. SIGNATURE REQUIREMENTS**

No Contract can be formed prior to the approval of all required signatories, as evidenced by the signature affixed below of each of them, made in the order listed. The Contract shall become effective upon certification of contract completion by the Director of Procurement and Supply.

## **XIII. ADJUSTMENTS OF TIME FOR PERFORMANCE**



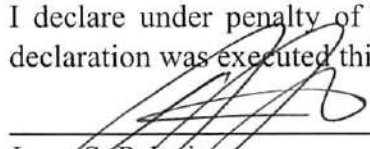
The Expenditure Authority may grant the Contractor up to thirty additional days to complete the delivery of the services required by this contract. A grant of additional time will only be effective if it is placed in writing and signed by the Expenditure Authority.

The Contractor may grant the NMHC additional time, as necessary, to complete the payment for the services. A grant of additional time will only be effective if it is placed in writing and signed by an agent of the Contractor.

#### XIV. SIGNATURES

1. Expenditure Authority

I declare that I have complied with the NMHC procurement regulations; that this contract is for a public purpose; and that the contract does not waste or abuse public funds. I declare that I, personally, have the authority to obligate the expenditure of funds for this contract. I declare under penalty of perjury that the foregoing is true and correct and that this declaration was executed this day in the Commonwealth of the Northern Mariana Islands.

  
\_\_\_\_\_  
Jesse S. Palacios  
Corporate Director  
Expenditure Authority

1/6/2021  
Date:

2. Procurement and Supply

I hereby certify that to the best of my information and belief this contract is in compliance with the NMHC Procurement Regulations, is for a public purpose, the contractor is a responsible contractor, and the contract does not waste or abuse public funds.

  
\_\_\_\_\_  
Jacob Muna  
Procurement Officer

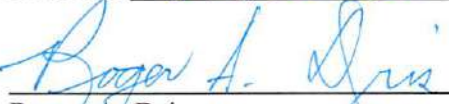
01/06/21  
Date

3. NMHC Fiscal Division

I hereby certify that the funds identified below are available and have been committed for funding of this Contract:

Account: DR1, 52501

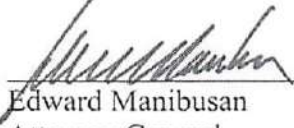
Amount: \$60,000.00

  
\_\_\_\_\_  
Roger A. Dris  
Acting-Chief Financial Officer

1/07/2021  
Date


4. Attorney General:

I hereby certify that this contract has been numbered, review and approved as to form and legal capacity.

  
\_\_\_\_\_  
Edward Manibusan  
Attorney General

1/8/2021  
\_\_\_\_\_  
Date

5. NMHC Board of Directors

  
\_\_\_\_\_  
Marcie M. Tomokane  
Chairperson

01/14/21  
\_\_\_\_\_  
Date

6. Contractor – IT&E:

On behalf of the Contractor, I represent that I am authorized to bind the Contractor to the terms of this Contract, and by my signature I do hereby accept and bind the Contractor to the terms of this Contract. I further represent for the Contractor that no person associated with the Contractor has retained any person in violation of the Commonwealth Procurement Regulations.

Rose Soledad

General Manager

\_\_\_\_\_  
PRINTED NAME OF SIGNING AUTHORITY

\_\_\_\_\_  
TITLE

  
\_\_\_\_\_  
SIGNATURE OF SIGNING AUTHORITY

01/14/2021  
\_\_\_\_\_  
Date

7. CERTIFICATION OF CONTRACT COMPLETION


I hereby certify that this contract bears all signatures and is therefore complete.

  
\_\_\_\_\_  
Jacob Muna  
Procurement Officer

1/15/21  
\_\_\_\_\_  
Date


4. Attorney General:

I hereby certify that this contract has been numbered, review and approved as to form and legal capacity.

  
\_\_\_\_\_  
Edward Manibusan  
Attorney General

1/8/2021  
\_\_\_\_\_  
Date

5. NMHC Board of Directors

  
\_\_\_\_\_  
Marcie M. Tomokane  
Chairperson

01/14/21  
\_\_\_\_\_  
Date

6. Contractor – **IT&E**:

On behalf of the Contractor, I represent that I am authorized to bind the Contractor to the terms of this Contract, and by my signature I do hereby accept and bind the Contractor to the terms of this Contract. I further represent for the Contractor that no person associated with the Contractor has retained any person in violation of the Commonwealth Procurement Regulations.

\_\_\_\_\_  
PRINTED NAME OF SIGNING AUTHORITY

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
SIGNATURE OF SIGNING AUTHORITY

\_\_\_\_\_  
Date

7. CERTIFICATION OF CONTRACT COMPLETION

I hereby certify that this contract bears all signatures and is therefore complete.

  
\_\_\_\_\_  
Jacob Muna  
Procurement Officer

1/15/21  
\_\_\_\_\_  
Date



## **XV. END OF CONTRACT DOCUMENT**

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Procurement Information  
(For government purposes only)

Method of Procurement (Check one only)

- ☒ Competitive Sealed Bids
- ☐ Competitive Sealed Proposal
- ☐ Small Purchase
- ☐ Sole Source
- ☐ Emergency
- ☐ Expedited

Type of Procurement (Check one only)

- ☒ Initial procurement
- ☐ Subsequent procurement –
- ☐ Following Bid Protest
- ☐ Government's Option
- ☐ Replacement for Defaulted Contractor

Government contract numbers of all related contracts with the Vendor:  
Insert Contract Numbers, or NONE

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**EXHIBIT A**  
**NORTHERN MARIANAS HOUSING CORPORATION (NMHC)**  
**STANDARD TERMS AND CONDITIONS**

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**I. TAXES, INSURANCE, AND PERMITS**

The Contractor is responsible for all applicable Commonwealth or federal taxes and fees which may become due and owing by the Contractor by reason of this contract. The Contractor is also responsible for obtaining all insurance, licenses, permits, and certificates that may be required in order to perform this contract.

**II. LITIGATION**

If the NMHC, without any fault on its own part, becomes a party to any litigation by or against the Contractor in connection with this contract, the Contractor shall pay all costs and expenses incurred by the NMHC, including reasonable attorneys' fees.

**III. CONTRACT SUBJECT TO FUNDING**

Continued funding of this Contract beyond the present fiscal year is contingent on availability of funding in future years. In the event that such funding does not become available, the NMHC may terminate the contract without any further liability.

**IV. SATISFACTION OF EXPENDITURE AUTHORITY REQUIRED**

The Contractor agrees to complete the contract according to the terms of the contract and to the full satisfaction of the Expenditure Authority.

**V. REGULATIONS CONTROLLING**

This contract is void if either the procurement processes or contract execution fails to comply with the NMHC Procurement Regulations codified by NMIAC §§ 100-60-001, et seq. Any procurement action of a NMHC official or employee in violation of said regulations is not authorized by the NMHC and is an act for which the NMHC will not take responsibility or be liable for in any manner. The Contractor and the NMHC Expenditure Authority hereby certify that they have both read and understand said procurement regulations and have complied with all such regulations.

**VI. DEBARMENT, SUSPENSION, AND PERSONAL LIABILITY FOR VIOLATION OF PROCUREMENT REGULATIONS**

If the contract is in violation of the procurement regulations codified by NMIAC §§ 100-60-001, et seq., then the Contractor may be subject to debarment or suspension from NMHC contracting. Any person found to be violating the procurement regulations may be personally liable for any damages incurred, in addition to other penalties provided for by law or regulation.

## **VII. CONTRACT DISPUTES**

1. Any dispute arising under this contract between the NMHC and the Contractor shall be submitted to administrative review and appeal as provided for by the procurement regulations codified by NMIAC §§ 100-60-001, et seq.
2. Commonwealth law governs this contract.
3. The NMHC will not be held liable for interest on any judgment taken as a result of any legal action in connection with this contract.
4. The NMHC will not be held liable for any punitive damages as a result of any legal action in connection with this contract.
5. The NMHC will not be held liable for any attorneys' fees incurred by the Contractor as a result of any legal action in connection with this contract.

## **VIII. GRATUITIES**

It shall be a breach of contract for the Contractor to offer, give, or agree to give a gratuity or an offer of employment to any employee or former employee in connection with the execution of this contract.

It shall be a breach of contract for any NMHC employee to solicit, demand, accept, or agree to accept from the contractor, a gratuity, or an offer of employment in connection with the execution of this contract.

## **IX. RIGHT TO AUDIT**

The Contractor and subcontractor or grantee and sub-grantee at all levels shall provide the Public Auditor of the Commonwealth of the Northern Mariana Islands with access to and the right to examine and copy any records, data or papers relevant to this contract or grant until three (3) years have passed since the final payment pursuant to this contract or grant.

## **X. KICKBACKS PROHIBITED**

It shall be a breach of contract for any payment, gratuity or offer of employment to be made by or on behalf of a subcontractor under contract to the prime contractor or higher tier subcontractor or any person associated therewith as an inducement for the award of a subcontract or order.

## **XI. CONTINGENT FEES**

The Contractor hereby represents that it has not retained any person to solicit or secure government contracts upon an agreement or understanding for a commission percentage, brokerage or contingent fee except for the retention of a bona fide employees or bona fide established commercial selling agencies for the purpose of securing business.

## **XII. TERMINATION FOR DEFAULT**

1. If the Contractor refuses or fails to deliver the goods or services as required or fails to deliver the goods or services within the time period specified by this contract, then the NMHC may terminate this contract by providing written notice of termination to the Contractor. If the NMHC terminates this contract for default, then the Contractor will be liable for damages. In the alternative, the NMHC may insist upon the performance of this contract and the payment of damages for its delay. Failure to deliver the goods or services as required and within the time limits provided by this contract may subject the Contractor to suspension, disbarment, or any other remedy provided by law.
2. The NMHC will not terminate the contract for failure to deliver the goods or services within the specified time if the failure is caused by an act of god, acts of the public enemy, acts of the NMHC, fires, floods, epidemics, or unusually severe weather.
3. The rights and remedies provided in this clause are in addition to any other rights and remedies provided by law or under this contract.

## **XIII. TERMINATION FOR CONVENIENCE**

1. The NMHC may, when its interests so require, terminate this contract in whole or in part for the convenience of the NMHC. The NMHC will give written notice of the termination to the Contractor if the contract is terminated for the convenience of the NMHC.
2. If the contract is terminated, then the Contractor will not incur any further obligation in connection with the terminated contract. The Contractor will work to terminate outstanding orders and subcontracts as they relate to the terminated contract and will settle the liabilities and claims arising out of the termination. The Contractor will limit and mitigate its damages as much as possible.
3. If the contract is terminated for convenience, then the parties may enter into a settlement regarding the payment due under this contract. Otherwise, the amounts due under the contract will be as follows, provided that the NMHC may not be held liable for more than the amount to be paid under this contract:
  - a) Costs incurred in preparing to perform and performing the terminated contract.
  - b) Costs of settling and paying claims arising out of termination of subcontracts.
  - c) The reasonable settlement costs of the Contractor.

## **XIV. ASSURANCES**

The Contractor, by signing the contract, affirms that this contract is in compliance with the following federal laws and regulations:

1. **Equal Employment Opportunity.** For all Contracts that qualify as “federally assisted construction contracts” as defined in 41 CFR Part 60–1.3, Contractor agrees to comply with E.O. 11246, “Equal Employment Opportunity,” as amended by E.O. 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” and as supplemented by regulations at 41 CFR part 60, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.”
2. **Additional Equal Employment Opportunity Clause.** The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, sexual orientation, gender identity, 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. 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.
3. **Davis Bacon Act, as amended (40 U.S.C. 3141—3148).** If the Contract is in excess of \$2000 and pertains to construction or repair, and further, if required by Federal program legislation, Contractor shall comply with the Davis-Bacon Act (40 U.S.C. 3141—3148) and as supplemented by Department of Labor regulations (29 CFR part 5, “Labor Standards Provisions Applicable to Contracts Governing Federally Financed and Assisted Construction”). Under this Act, the Contractor is required to pay wages to laborers and mechanics at a rate not less than the minimum wages specified in a wage determination made by the Secretary of Labor. In addition, the Contractor shall be required to pay wages not less than once a week.
4. **Copeland “Anti-Kickback” Act (40 U.S.C. 3145) –** If the Order is in excess of \$2000 and pertains to construction or repair, Contractor shall comply with the Copeland “Anti-Kickback” Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR part 3, “Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States”). The Act provides in part that Contractor shall be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which it is otherwise entitled.



5. **Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708)** – If the Contract is in excess of \$100,000 and involves the employment of mechanics or laborers, Contractor shall comply with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR part 5). Under 40 U.S.C. 3702 of the Act, Contractor shall be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than 1½ times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic shall be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.
6. **Rights to Inventions Made Under a Contract or Agreement** – If the Contract is for the performance of experimental, developmental, or research work, Contractor shall provide for the rights of the Federal Government and the Commonwealth in any resulting invention in accordance with 37 CFR part 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency.
7. **Clean Air Act (42 U.S.C. 7401—7671q) and the Federal Water Pollution Control Act (33 U.S.C. 1251—1387), as amended** – If the Contract is in excess of \$150,000 Contractor shall comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401—7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251—1387). Violations shall be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).
8. **Energy Policy and Conservation Act (42 U.S.C. 6201)** – Contractor agrees to comply with all mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (42 U.S.C. 6201).
9. **Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)** – If the Contract is for \$100,000 or more, Contractor and its subcontractors shall file the certification required by this statute and associated regulations. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the Commonwealth.

10. Debarment and Suspension (E.O.s 12549 and 12689) – Contractor represents and warrants that it is not listed on the governmentwide Excluded Parties List System in the System for Award Management (SAM) in accordance with OMB guidelines at 2 CFR 180 that implement E.O.s 12549 and 12689, “Debarment and Suspension.” This list contains the names of parties debarred, suspended, or otherwise excluded by agencies, and contractors declared ineligible under statutory or regulatory authority other than E.O. 12549.
11. The Contractor certifies compliance with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. In particular, the requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000.
12. If applicable, the Contractor certifies compliance with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act by procuring solid waste management services in a manner that maximizes energy and resource recovery.
13. If the contracting agency is an EPA financial assistance agreement recipient, then the contract agrees that it shall not discriminate on the basis of race, color, national origin or sex in the performance of this contract. The contractor further agrees that it shall carry out the applicable requirements of 40 CFR part 33 in the award and administration of contracts awarded under EPA financial assistance agreements. Failure by the contractor to carry out these requirements is a material breach of this contract which may result in the termination of this contract or other legally available remedies. The contractor understands that it bears the final responsibility for determining whether the contracting agency is an EPA financial assistance agreement recipient.

**END OF DOCUMENT**

## **NORTHERN MARIANAS HOUSING CORPORATION**

### **SCOPE OF SERVICES**

#### **I. Introduction:**

The Northern Marianas Housing Corporation (NMHC) is soliciting bids from qualified and professional firms to provide Information Technology Support Services.

The NMHC is expanding its staffing capacity for the administration of the Community Development Block Grant –Disaster Recovery (CDBG-DR) program funded by the U.S. Department of Housing and Urban Development (HUD). The NMHC does not have an internal IT Department, therefore, the NMHC is seeking a firm to be readily available to assist with any and all technological issues and to provide IT Support Services as needed by NMHC..

In support of the CDBG-DR program, there will be approximately

- Twenty-three (23) desktop computers
- Seven (7) laptops
- Four (4) servers
- Thirty (30) phone lines
- Three (3) network switches
- Multiple network lines

This equipment will support the CDBG-DR personnel located in three (3) different buildings at the Garapan Annex. The NMHC's current telephone and internet provider is IT&E.

#### **II. Services:**

- a) The firm shall be readily available when called upon to assist with the following: Networking issues; Data Storage issues; Server issues; Computer hardware issues; Software issues; Telephone system issues; and Website issues and other technology related issues that may arise.
- b) The firm shall install the following: Network lines; Computer hardware & software; and Network servers;
- c) The firm shall provide recommendations for the acquisition of cost-effective computer equipment and/or software;
- d) The firm will be responsible for maintenance and update the website;
- e) The firm will be responsible for ensuring regular back-up of data on the servers;
- f) The firm will be responsible for ensuring that all network systems are operable;
- g) The firm will be responsible for any and all coordination efforts needed with NMHC's communication and internet service providers (e.g. IT&E) for troubleshooting purposes;
- h) The firm will be responsible for preventative maintenance of all networking systems, computer hardware, data storage devices to include server systems;
- i) The firm shall be familiarized with various computer operating systems; software; and databases;
- j) The firm shall be able to develop of electronic processing of documents and/or transactions as requested by the agency.
- k) Shall be able to assist with other related technology related issues.

### **III. Cost:**

**The vendor shall submit a fixed hourly fee to provide the services as stated in this scope. NMHC will pay the vendor on actual work done. Invoices shall include a detailed work description of services rendered to NMHC. The NMHC will pay the vendor within thirty (30) days after receipt of an invoice.**



# NORTHERN MARIANAS HOUSING CORPORATION

P.O. BOX 500514, Saipan, MP 96950-0514  
Tel: (670)234-6866/9447/7670 Fax: (670)234-9021  
Email: [nmhc@nmhc.gov.mp](mailto:nmhc@nmhc.gov.mp)  
Website: <http://www.nmhc.gov.net>

Addendum No. 1: Meeting Minutes & Revised Bid Form:  
October 19, 2020

## Meeting Minutes:

Pre-Bid Meeting  
10/08/2020: 10 a.m. Zoom Teleconference  
Information Technology Services  
NMHC IFB 2020-014

- I. Attendance:
  - a. All attendees shall register their name; company name; contact number and email on the Zoom Chat.
  - b. Supertech Inc.; Kat Enterprise; IT&E; Saipan Computer Services; NMHC.
- II. Bidding Requirements
  - a. Bidders are required to fill-out all the forms provided in the bid package and acknowledge any addendums. Forms not properly filled-out will result in a non-responsive bid.
  - b. Bid Submission is due on October 29, 2020, 10 a.m.- Bids to be delivered to the NMHC Central Office.
- III. Scope of Work:
  - a. Bid Packet
    - i. *Bid Form to be amended to remove the following items on the section that states "PROJECT:" First paragraph: materials; appliances, and storage. – revised bid form enclosed.*
  - b. Section 3 requirement
- IV. Questions:
  - a. *Questions during the Pre-bid Meeting:*
    - i. *Site Visits: Site visit may be conducted upon request.*
    - ii. *Current Hardware/Servers: Only one server that is in operation to accommodate current staff. There will be more employees to be hired and would need additional hardware/server. Selected bidder shall conduct the assessment to determine the needed hardware.*
    - iii. *Website: The selected bidder will be provided training on the maintenance and updates of the website.*
    - iv. *Transactions: In the future we might have to put all forms and other transactions online. Selected bidder shall advise or recommend to management on what type of application or software to use in order for people to access.*
    - v. *CDBG-DR Information: The Community Development Block Grant- Disaster Recovery is a new program to NMHC. The CDBG-DR program is to assist the CNMI in housing and infrastructure repair. The NMHC is building staffing capacity to ensure that the CDBG-DR program is administered smoothly.*
    - vi. *Remote Support: The NMHC would need both remote and physical support.*
    - vii. *How many websites? There is only one website for the CDBG-DR program.*
    - viii. *Current System? There is no system yet.*
    - ix. *Hardware/Software Bidding: Selected bidder will identify the hardware and software needed by the NMHC. Management will decide on the recommendation. Selected bidder may submit a quote or bid for needed software or hardware. For as long as the proper procurement procedures are followed.*



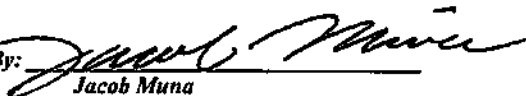
- b. For all questions please submit via email at [officemanager@nmhcgov.net](mailto:officemanager@nmhcgov.net) or fax to (670)234-9021
- c. Questions must be submitted on or before October 19, 2020, no later than 10 a.m.

*Note: no questions received on October 19, 2020.*

V. Adjournment:

- a. Meeting Adjourned at 10:27 a.m.

Meeting Conducted By:



Jacob Muna

Office Manager/Procurement Officer



# NMHC

# IFB 2020-014

## Contacts:

### **Hans Mickelson**

Enterprise Business Group - Sales Manager

Desk: (670) 682-4267

Mobile: (670) 287-4267

Hans.Mickelson@itehq.net

### **Rex Moses**

Business Account Manager

Desk: (670) 682-0781

Mobile: (670) 287-4633

Rex.Moses@itehq.net

Spin # 143002714

## **BID FORM**

TO: Procurement Officer  
Northern Marianas Housing Corporation  
Commonwealth of the Northern Mariana Islands  
Saipan, MP 96950

### **PROJECT:**

The undersigned bidder, having examined all pertinent documents relating to the Invitation for Bid, proposes to provide all labor, materials, equipment, tools, appliances, transportation, storage, and items incidental to completing all work for the following total lump price and including all applicable taxes required by the CNMI government such as: "Excise Tax".

**1. BASE BID:**

Information Technology Support Services:  
**Hourly Rate:** \$ 35.00

2. The bidder hereby further agrees to commence work under this contract on the date in the written "Notice to Proceed" as established by the Northern Marianas Housing Corporation (NMHC) and to provide services for up to One Year thereafter, as stipulated in the Contract Documents.
3. By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid, each party thereto certifies as to its own organization, and to the best of his knowledge and belief that:
  1. The prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor.
  2. Unless otherwise required by law, the prices that have been quoted in this bid have not been knowingly disclosed by the bidder or with any competitor.
  3. No attempt has been made or will be made by the bidder to induce any other person, partnership, or corporation to submit or not to submit a bid for the purpose of restricting competition.
4. This bid may be withdrawn at any time prior to the scheduled time for the opening of the bids or any authorized postponement thereof.

Indicate all addendums you had received (provide the date and addendum number):

Addendums:

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Representative: Hans Mickelson

(Print Name)



(Signature)

Title: Ent. Bus. Group - Sales Manager

Company: IT&E

Mailing Address: P.O. Box 500306

Email Address: hans.mickelson@itehq.net

Phone: 682-4267

Fax: 235-2877

## **NORTHERN MARIANAS HOUSING CORPORATION**

### **SCOPE OF SERVICES**

#### **I. Introduction:**

The Northern Marianas Housing Corporation (NMHC) is soliciting bids from qualified and professional firms to provide Information Technology Support Services.

The NMHC is expanding its staffing capacity for the administration of the Community Development Block Grant –Disaster Recovery (CDBG-DR) program funded by the U.S. Department of Housing and Urban Development (HUD). The NMHC does not have an internal IT Department, therefore, the NMHC is seeking a firm to be readily available to assist with any and all technological issues and to provide IT Support Services as needed by NMHC..

In support of the CDBG-DR program, there will be approximately

- Twenty-three (23) desktop computers
- Seven (7) laptops
- Four (4) servers
- Thirty (30) phone lines
- Three (3) network switches
- Multiple network lines

This equipment will support the CDBG-DR personnel located in three (3) different buildings at the Garapan Annex. The NMHC's current telephone and internet provider is IT&E.

#### **II. Services:**

- a) The firm shall be readily available when called upon to assist with the following: Networking issues; Data Storage issues; Server issues; Computer hardware issues; Software issues; Telephone system issues; and Website issues and other technology related issues that may arise.
- b) The firm shall install the following: Network lines; Computer hardware & software; and Network servers;
- c) The firm shall provide recommendations for the acquisition of cost-effective computer equipment and/or software;
- d) The firm will be responsible for maintenance and update the website;
- e) The firm will be responsible for ensuring regular back-up of data on the servers;
- f) The firm will be responsible for ensuring that all network systems are operable;
- g) The firm will be responsible for any and all coordination efforts needed with NMHC's communication and internet service providers (e.g. IT&E) for troubleshooting purposes;
- h) The firm will be responsible for preventative maintenance of all networking systems, computer hardware, data storage devices to include server systems;
- i) The firm shall be familiarized with various computer operating systems; software; and databases;
- j) The firm shall be able to develop of electronic processing of documents and/or transactions as requested by the agency.
- k) Shall be able to assist with other related technology related issues.



### **III. Cost:**

**The vendor shall submit a fixed hourly fee to provide the services as stated in this scope. NMHC will pay the vendor on actual work done. Invoices shall include a detailed work description of services rendered to NMHC. The NMHC will pay the vendor within thirty (30) days after receipt of an invoice.**

**NON-COLLUSION AFFIDAVIT**

**Project:** NMHC 2020-014  
Commonwealth of the Northern Mariana Islands

NORTHERN MARIANAS HOUSING CORPORATION )  
COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS )  
SAIPAN, MARIANA ISLANDS ) **ss**

**IT&E**

\_\_\_\_\_ being first duly sworn, deposes and says:  
(Name)

That he/she is Rose Soledad - GM/ Corp. Officer (A partner or officer in the firm of, etc.) of the party making the foregoing proposal or bid, that such proposal or bid is genuine and not collusive or sham, that said bidder has not colluded, conspired, connived or agreed, directly or indirectly, with any bidder or person, to put in a sham bid or to refrain from bidding, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference, with any person, to fix the bid price of affiance or of any other bidder, or to fix any overhead, profit or cost element of said bid price, or of that of any other bidder, or to secure advantage against the Northern Marianas Housing Corporation (NMHC) or any person interested in the proposed contract; and that all statements in said proposal or bid are true.

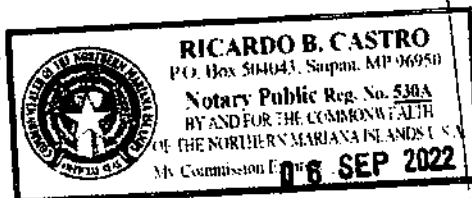


\_\_\_\_\_  
Signature of

Subscribed and sworn to before me this 28th day of October, 2020

\_\_\_\_\_  
Seal of Notary Public

My commission expires \_\_\_\_\_ 20\_\_\_\_.



## CONTRACTOR'S STATEMENT

Project: NMHC 2020-014  
Commonwealth of the Northern Mariana Islands

COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS )  
 )  
SAIPAN, MARIANA ISLANDS ) ss

Rose Soledad - GM/ Corp. Officer being first duly sworn, deposes and says:  
(NAME)

That he/she is an officer.  
(A partner or officer in the firm of, etc.)

Of the party making the foregoing proposal or bid, that such proposal or bid is genuine and represents that he has not retained any person, or been retained, to solicit or secure this contract 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.

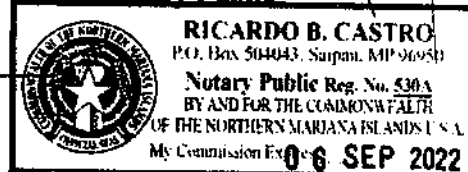


Signature of  
Bidder, if the bidder is an individual;  
Partner, if the bidder is a partnership  
Officer, if the bidder is a corporation;

Subscribed and sworn to before me this 28th day of October, 2020.

My commission expires \_\_\_\_\_, 20\_\_

Seal of Notary Public



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**CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS**

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\*

**PROJECT:**

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This certification is required by the regulations implementing the Drug-Free Workplace Act of 1988.

In addition, this certification is a material representation of fact upon which reliance is placed when the Government determines to award the contract. If it is later determined that the contractor knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, the Government, in addition to any other remedies available, may take action authorized under the Drug-Free Workplace Act.

- A. The contractor certifies that it will provide a drug-free workplace by:
- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited at the contractor's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
  - (b) Establishing a drug-free awareness programs to inform employees about:
    - (1) The dangers of drug abuse in the workplace; and the contractor's policy of maintaining a drug-free workplace;
    - (2) Any available drug counseling, rehabilitation and employee assistance programs; and the penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
  - (c) Making it a requirement that such employee to be engaged in the performance of the work be given a copy of the statement required by paragraph (a);
  - (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the contract, the employee will:
    - (1) Abide by the terms of the statement and notify the employer of any criminal drug statue conviction for a violation occurring in the workplace no later than five days after such conviction;
  - (e) Notifying the Government within ten days after receiving notice under subparagraph

- (d) (1), with respect to any employee or otherwise receiving actual notice of such conviction;
- (f) Taking one of the following actions, within 30 days of receiving notice under subparagraph (d)(1), with respect to any employee who is so convicted:
- (1) Taking appropriate personnel action against such an employee, up to and including termination; or requiring such employee to participate satisfactorily, complete a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or Local health, law enforcement, or other appropriate agency;
- (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e) and (f).

B. Insert in the space provided below, or include as a separate attachment, a list of the site(s) for the performance of work done in connection with the specific contract:

NMHC Central Office Garapan

Place of Performance (Street, Road, Village, Island)

**Contractor must specify all sites associated with the project ie., offices/project area(s) and surrounding sites.**

Representative:

Rose Soledad

(Print Name)



(Signature)

Title: GM/Corporate Officer

Company: IT&E




**EQUAL EMPLOYMENT OPPORTUNITY**

Date: 10/28/2020

PROJECT: NMHC 2020-014

The bidder represents that he [☒] has, [ ☐ ] has not, participated in a previous contract or subcontract subject to the equal opportunity clause prescribed by Executive Orders 10925, 11114, or the Secretary of Labor; that he [☒] has, [ ☐ ] has not, filed all required compliance reports, and that representations indicating submission of required compliance reports, signed by proposed subcontractors, will be obtained prior to subcontractor awards.

Representative: Shirley Dotts  
(Print Name)

  
(Signature)

Title: Human Resources Business Partner

Company: IT&E

(The above representation need not be submitted in connection with contracts or subcontracts that are exempt from the clause).

### **SECTION 3 AFFIRMATIVE ACTION PLAN ALL CONTRACTS AND SUBCONTRACTS**

In accordance with the Housing and Urban Development Act of 1968, as amended, and the regulations pursuant to that Act.

**IT&E**

\_\_\_\_\_  
(Contractor)

Agrees to comply with Section 3 of that Act by assuring that to the greatest extent feasible:

1. Training and employment opportunities will be given to lower income residents of the project; and
2. Contracts in connection with the project will be awarded to business concerns which are located in or owned in substantial part by persons residing in the area of the project.

**IT&E**


\_\_\_\_\_ will initiate the following actions to insure utilization of lower income project residents as employees or trainees and to incorporate project area small businesses as subcontractors and suppliers.

1. The Contractor will establish and maintain a directory of service organization, job referral agencies and manpower training programs operating within, or servicing, project area residents.
2. The Contractor will submit, prior to the award of a contract, a signed assurance that it will comply with Section 3 regulations and requirements.
3. The Contractor will provide, prior to the signing of a contract, a statement of work force needs, including trainee positions.
4. The Contractor will notify community-based organizations of available employment opportunities, and shall maintain records of response from such organizations.
5. The Contractor will make continuing personal recruitment efforts directed to such service organizations and to schools with lower income resident training programs with which he/she is familiar.
6. The Contractor will maintain a file of the names and addresses of each low-income resident workers referred to him and that action was taken with respect to each such referred worker and, if the worker was not employed, the reasons therefore (attached together with this Plan).
7. The Contractor will include the Section 3 clause in every subcontract for work in connection with HUD-assisted projects (attached).

8. For each subcontract, the Prime Contractor will submit, prior to contract award, the Section 3 Affirmative Action Plans of its subcontractors.
9. The Contractor will not attempt to circumvent Section 3 provisions.
10. The Contractor will, to the greatest extent feasible, attempt to employ or fill training positions with lower income project area residents; it will, as a minimum, provide evidence of the following:
  - a. Attempts to recruit from the project area through local advertising media, Community organizations, public and private agencies operating within or serving the project area, such as the CNMI Department of Labor/Employment Service and the Workforce Investment Agency (WIA) and/or the Private Industry Council.
  - b. Maintain a list of all lower income area residents who have applied either on their own or on referral from any source, and that he has employed such persons if otherwise qualified and if an opening exists.
11. The Contractor will, to the greatest extent feasible, attempt to incorporate project area businesses as subcontractors and suppliers.
12. The Contractor will provide the Section 3 workforce and business utilization reports required under this contract.

## **IT&E**

\_\_\_\_\_ fully realizes failure or refusal to comply and give satisfactory assurances of future compliance with the requirements of this Affirmative Action Plan shall be proper basis for any and all of the following actions: cancellation, termination or suspension in whole or in part of the contract; a determination of ineligibility or debarment from any further contracts under any Federal program with respect to which the failure or future occurred until satisfactory assurances of future compliance have been received.

Authorized Signature:  Date: 10/28/2020  
Print Name/Title: Shirley Dotts Human Resources Business Partner

## Economic Opportunities for Low – and Very Low-Income Persons

**U.S. Department of Housing  
and Urban Development  
Office of Fair Housing  
And Equal Opportunity**

OMB Approval No: 2529-0043  
(exp. 11/30/2010)

**HUD Field Office:**

Section back of page for Public Reporting Burden statement

1. Recipient Name & Address: (street, city, state, zip)		2. Federal Identification: (grant no.)		3. Total Amount of Award:	
		4. Contact Person		5. Phone: (include area code)	
		6. Length of Grant:		7. Reporting Period:	
8. Date Report Submitted:		9. Program Code: (Use separate sheet for each program code)		10. Program Name:	
<b>Part I: Employment and Training (** Columns B, C and F are mandatory fields. Include New Hires in E &amp;F)</b>					
A Job Category	B Number of New Hires	C Number of New Hires that are Sec. 3 Residents	D % of Aggregate Number of Staff Hours of New Hires that are Sec. 3 Residents	E % of Total Staff Hours for Section 3 Employees and Trainees	F Number of Section 3 Trainees
Professionals	TBD	0			0
Technicians	TBD	0			0
Office/Clerical	TBD	0			0
Construction by Trade (List Trade	TBD	0			0
Trade	TBD	0			0
Trade	TBD	0			0
Trade	TBD	0			0
Trade	TBD	0			0
Other (List)	TBD	0			0
Total					

\* Program Codes  
1 = Flexible Subsidy  
2 = Section 202/811

3 = Public Indian Housing  
A = Development  
B = Operation  
C = Modernization

4 = Homeless Assistance  
5 = HOME  
6 = HOME State Administered  
7 = CDBG Entitlement

8 = CDBG State Administered  
9 = Other CD Programs  
10 = Other Housing Programs

## Part II: Contracts Awarded

**NOT APPLICABLE**

## 1. Construction Contracts:

A. Total dollar amount of all contracts awarded on the project	\$
B. Total dollar amount of contracts awarded to Section 3 businesses	\$
C. Percentage of the total dollar amount that was awarded to Section 3 businesses	%
D. Total number of Section 3 businesses receiving contracts	

## 2. Non-Construction Contracts:

A. Total dollar amount all non-construction contracts awarded on the project/activity	\$
B. Total dollar amount of non-construction contracts awarded to Section 3 businesses	\$
C. Percentage of the total dollar amount that was awarded to Section 3 businesses	%
D. Total number of Section 3 businesses receiving non-construction contracts	

## Part III: Summary

Indicate the efforts made to direct the employment and other economic opportunities generated by HUD financial assistance for housing and community development programs, to the greatest extent feasible, toward low- and very low-income persons, particularly those who are recipients of government assistance for housing. (Check all that apply.)

- ☐ Attempted to recruit low-income residents through: local advertising media, signs prominently displayed at the project site, contracts with the community organizations and public or private agencies operating within the metropolitan area (or nonmetropolitan county) in which the Section 3 covered program or project is located, or similar methods.
- ☐ Participated in a HUD program or other program which promotes the training or employment of Section 3 residents.
- ☐ Participated in a HUD program or other program which promotes the award of contracts to business concerns which meet the definition of Section 3 business concerns.
- ☐ Coordinated with Youthbuild Programs administered in the metropolitan area in which the Section 3 covered project is located.
- ☐ Other; describe below.

Public reporting for this collection of information is estimated to average 2 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB number.

Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u, mandates that the Department ensures that employment and other economic opportunities generated by its housing and community development assistance programs are directed toward low- and very-low income persons, particularly those who are recipients of government assistance housing. The regulations are found at 24 CFR Part 135. The information will be used by the Department to monitor program recipients' compliance with Section 3, to assess the results of the Department's efforts to meet the statutory objectives of Section 3, to prepare reports to Congress, and by recipients as self-monitoring tool. The data is entered into a database and will be analyzed and distributed. The collection of information involves recipients receiving Federal financial assistance for housing and community development programs covered by Section 3. The information will be collected annually to assist HUD in meeting its reporting requirements under Section 808(e)(6) of the Fair Housing Act and Section 916 of the HCDA of 1992. An assurance of confidentiality is not applicable to this form. The Privacy Act of 1974 and OMB Circular A-108 are not applicable. The reporting requirements do not contain sensitive questions. Data is cumulative; personal identifying information is not included.

**Form HUD-80002, Section 3 Summary Report, Economic Opportunities for Low- and Very Low-Income Persons.**

**Instructions:** This form is to be used to report annual accomplishments regarding employment and other economic opportunities provided to low- and very low-income persons under Section 3 of the Housing and Urban Development Act of 1968. The Section 3 regulations apply to any *public and Indian housing programs* that receive: (1) development assistance pursuant to Section 6 of the U.S. Housing Act of 1937; (2) operating assistance pursuant to Section 9 of the U.S. Housing Act of 1937; or (3) modernization grants pursuant to Section 14 of the U.S. Housing Act of 1937 and to recipients of housing and community development assistance in excess of \$200,000 expended for: (1) housing rehabilitation (including reduction and abatement of lead-based paint hazards); (2) housing construction; or (3) other public construction projects; and to contracts and subcontracts in excess of \$100,000 awarded in connection with the Section-3-covered activity.

Form HUD-80002 has three parts, which are to be completed for all programs covered by Section 3. Part I relates to *employment and training*. The recipient has the option to determine numerical employment/training goals either on the basis of the number of hours worked by new hires (columns B, D, E and F). Part II of the form relates to *contracting*, and Part III summarizes recipients' efforts to comply with Section 3.

Recipients or contractors subject to Section 3 requirements must maintain appropriate documentation to establish that HUD financial assistance for housing and community development programs were directed toward low- and very low-income persons.\* A recipient of Section 3 covered assistance shall submit one copy of this report to HUD Headquarters, Office of Fair Housing and Equal Opportunity. Where the program providing assistance requires an annual performance report, this Section 3 report is to be submitted at the same time the program performance report is submitted. Where an annual performance report is not required, this Section 3 report is to be submitted by January 10 and, if the project ends before December 31, within 10 days of project completion. *Only Prime Recipients are required to report to HUD. The report must include accomplishments of all recipients and their Section 3 covered contractors and subcontractors.*

HUD Field Office: Enter the Field Office name.

1. Recipient: Enter the name and address of the recipient submitting this report.
2. Federal Identification: Enter the number that appears on the award form (with dashes). The award may be a grant, cooperative agreement or contract.
3. Dollar Amount of Award: Enter the dollar amount, rounded to the nearest dollar, received by the recipient.
- 4 & 5. Contact Person/Phone: Enter the name and telephone number of the person with knowledge of the award and the recipient's implementation of Section 3.
6. Reporting Period: Indicate the time period (months and year) this report covers.
7. Date Report Submitted: Enter the appropriate date.

8. Program Code: Enter the appropriate program code as listed at the bottom of this page.
9. Program Name: Enter the name of HUD Program corresponding with the "Program Code" in number 8.

**Part I: Employment and Training Opportunities**

**Column A:** Contains various job categories. Professionals are defined as people who have special knowledge of an occupation (i.e. supervisors, architects, surveyors, planners, and computer programmers). For construction positions, list each trade and provide data in columns B through F for each trade where persons were employed. The category of "Other" includes occupations such as service workers.

**Column B: (Mandatory Field)** Enter the number of new hires for each category of workers identified in Column A in connection with this award. New hire refers to a person who is not on the contractor's or recipient's payroll for employment at the time of selection for the Section 3 covered award or at the time of receipt of Section 3 covered assistance.

**Column C: (Mandatory Field)** Enter the number of Section 3 new hires for each category of workers identified in Column A in connection with this award. Section 3 new hire refers to a Section 3 resident who is not on the contractor's or recipient's payroll for employment at the time of selection for the Section 3 covered award or at the time of receipt of Section 3 covered assistance.

**Column D:** Enter the percentage of all the staff hours of new hires (Section 3 residents) in connection with this award.

**Column E:** Enter the percentage of the total staff hours worked for Section 3 employees and trainees (including new hires) connected with this award. Include staff hours for part-time and full-time positions.

**Column F: (Mandatory Field)** Enter the number of Section 3 residents that were trained in connection with this award.

**Part II: Contract Opportunities**

**Block 1: Construction Contracts**

**Item A:** Enter the total dollar amount of all contracts awarded on the project/program.

**Item B:** Enter the total dollar amount of contracts connected with this project/program that were awarded to Section 3 businesses.

**Item C:** Enter the percentage of the total dollar amount of contracts connected with this project/program awarded to Section 3 businesses.

**Item D:** Enter the number of Section 3 businesses receiving awards.

**Block 2: Non-Construction Contracts**

**Item A:** Enter the total dollar amount of all contracts awarded on the project/program.

**Item B:** Enter the total dollar amount of contracts connected with this project awarded to Section 3 businesses.

**Item C:** Enter the percentage of the total dollar amount of contracts connected with this project/program awarded to Section 3 businesses.

**Item D:** Enter the number of Section 3 businesses receiving awards.

**Part III: Summary of Efforts - Self-explanatory**

Submit one (1) copy of this report to the HUD Headquarters Office of Fair Housing and Equal Opportunity, at the same time the performance report is submitted to the program office. The Section 3 report is submitted by January 10. Include only contracts executed during the period specified in Item 6. PHAs/IHAs are to report all contracts/subcontracts.

\* The terms "low-income persons" and very low-income persons" have the same meanings given the terms in section 3 (b) (2) of the United States Housing Act of 1937. *Low-income persons* mean families (including single persons) whose incomes do not exceed 80 percent of the median income for the area, as determined by the Secretary, with adjustments for smaller and larger families, except that

The Secretary may establish income ceilings higher or lower than 80 percent of the median for the area on the basis of the Secretary's findings such that variations are necessary because of prevailing levels of construction costs or unusually high- or low-income families. *Very low-income persons* mean low-income families (including single persons) whose incomes do not exceed 50 percent of the median family income area, as determined by the Secretary with adjustments or smaller and larger families, except that the Secretary may establish income ceilings higher or lower than 50 percent of the median for the area on the basis of the Secretary's findings that such variations are necessary because of unusually high or low family incomes.

## **NORTHERN MARIANAS HOUSING CORPORATION**

### **CONTRACTOR'S ASSURANCES**

*(ALL contracts and subcontracts)*

**1. The Civil Rights and Age Discrimination Acts Assurances:**

During the performance of this Agreement, the Grantee assures that no otherwise qualified person shall be excluded from participation or employment, denied program benefits, or be subjected to discrimination based on race, color, national origin, sex, age, or handicap, under any program or activity funded by this contract, as required by Title VI of the Civil Rights Act of 1964, Title I of the Housing and Community Development Act of 1974, as amended, and the Age Discrimination Act of 1975, and all implementing regulations.

**2. The Training, Employment, and Contracting Opportunities for Business and Lower Income Persons Assurance of Compliance:**

- a) The work to be performed under this Agreement is on a project assisted under a program providing direct Federal financial assistance from the Department of Housing and Urban Development and is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u. Section 3 requires that to the greatest extent feasible, opportunities for training and employment be given lower income residents of the project area and contracts for Work in connection with the project be awarded to business concerns which are located in, or owned in substantial part by persons residing in the area of the project.
- b) The parties to this Agreement will comply with the provisions of said Section 3 and the regulations issued pursuant thereto by the Secretary of Housing and Urban Development set forth in 24 CFR Part 135, and all applicable rules and orders of the Department issued thereunder prior to the execution of this contract. The parties to this contract certify and agree that they are under no contractual or other disability which would prevent them from complying with these requirements.
- c) The Grantee will send to each labor organization or representative of workers with which he has a collective bargaining agreement or other contract or understanding, if any, a notice advertising the said labor organization or worker's representative of his commitments under this Section 3 clause and shall post copies of the notice in conspicuous places available to employees and applicants for employment or training.
- d) The Grantee will include these Section 3 clauses in every contract and subcontract for work in connection with the project and will, at the direction of the State, take appropriate action pursuant to the contract upon a finding that the Grantee or any contractor or subcontractor is in violation of regulations issued by the Secretary of Housing and Urban Development, 24 CFR Part 135 and, will not let any contract unless the Grantee or contractor or subcontractor has

first provided it with a preliminary statement of ability to comply with the requirements of these regulations.


- e) Compliance with the provisions of Section 3, the regulations set forth in 24 CFR Part 135, and all applicable rules and orders of the Department issued thereunder prior to the execution of the Agreement shall be a condition of the Federal financial assistance provided to the project, binding upon the Grantee, its successors, and assigns. Failure to fulfill these requirements shall subject the Grantee, its contractors and subcontractors, its successors, and assigns to those sanctions specified by the grant or contract through which Federal assistance is provided, and to such sanctions as are specified by 24 CFR Part 135.

3. State Nondiscrimination Clause:

1. During the performance of this contract, contractor and its subcontractors shall not unlawfully discriminate against any employee or applicant for employment because of race, religion, color, national origin, ancestry, physical handicap, medical condition, marital status, age (over 40) or sex. Contractors and subcontractors shall ensure that the evaluation and treatment of their employees and applicants for employment are free of such discrimination.
2. This contractor shall include the nondiscrimination and compliance provisions of this clause in all subcontracts to perform work under the contract.

Bidder's/Proposer's Certification and Signature:

The undersigned bidder/proposer certifies that it gives its assurances to comply with the foregoing provisions and its representations are accurate, complete and current.

  
(Signature)

10/28/2020

(Date)

Shirley Dotts

(Typed or Printed Name)

Human Resources Business Partner

(Title)

IT&E - P.O. Box 500306

(Company Name & Mailing Address)

Telephone: 234-2027 Fax No. 235-2877

Other Contact Nos.: Rex Moses 682-0781



**SMALL, MINORITY, WOMEN-OWNED BUSINESS CONCERN REPRESENTATION**

The bidder/proposer represents and certifies as part of its bid/offer that it:

(a) ☐ is, ☒ is not a small business concern. "Small business concern," as used in this provision, means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding, and qualified as a small business under the criteria and size standards in 13 CFR 121.

(b) ☐ is, ☒ is not a women-owned business enterprise. "Women-owned business enterprise," as used in this provision, means a business that is at least fifty-one (51%) percent owned by a woman or women who are U.S. citizens and who also control and operate the business.

(c) ☐ is, ☒ is not a minority business enterprise. "Minority business enterprise," as used in this provision, means a business which is at least fifty-one (51%) percent owned or controlled by one or more minority group members or, in the case of a publicly owned business, at least fifty-one (51%) of its voting stock is owned by one or more minority group members, and whose management and daily operations are controlled by one or more such individuals. For the purpose of this definition, minority group members are:

(check the block applicable to you)

<input type="checkbox"/> Black Americans	<input checked="" type="checkbox"/> Asian Pacific Americans
<input type="checkbox"/> Hispanic Americans	<input type="checkbox"/> Asian Indian Americans
<input type="checkbox"/> Native Americans	<input type="checkbox"/> Hasidic Jewish Americans

**Bidder's/Proposer's Signature**

The undersigned bidder certifies that the information contained in this certification and representations is accurate, complete, and current.

  
(Signature and Date)

**Shirley Dotts**

(Typed or Printed Name)

Human Resources Business Partner

(Title)

**IT&E P.O. Box 500306**

(Company Name & Mailing Address)

Telephone: **234-2027**

Fax No.: **235-2877**

**CONTRACT NO.: NMHC 2020-000**

**NMHC IFB 2020-000**

**Contractor: \_\_\_\_\_**

**COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS  
CONTRACT FOR PURCHASE OF SERVICES**

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**I. PARTIES**

This contract is between the NORTHERN MARIANAS HOUSING CORPORATION (NMHC), an autonomous public agency of the Commonwealth of the Northern Mariana Islands and referred to herein as "NMHC", and IT&E is referred to in this contract as the "Contractor."

Contractor is a General Construction

Jesse S. Palacios, NMHC Corporate Director; is the Expenditure Authority for the NORTHERN MARIANAS HOUSING CORPORATION (NMHC). Any reference to the expenditure authority in this contract is a reference to Jesse S. Palacios, Corporate Director. The Expenditure Authority may take any action on behalf of the NMHC provided for by this contract or by law.

**II. NOTICE**

All notices and communications required by this contract shall be in written form and shall be delivered to the following addresses:

Mr. Jacob Muna, Procurement Officer  
Northern Marianas Housing Corporation  
P.O. Box 500514  
Saipan, MP 96950  
Tel: (670)234-6866  
Email: [officemanager@nmhcgov.net](mailto:officemanager@nmhcgov.net)

Company Owner  
Company Name  
P.O. Box  
Saipan, MP 96950  
Tel: (670)123-4567

**III. COMMUNICATION**

The Contractor shall maintain communications with NMHC at all stages of the Contractor's work. The Contractor will submit any questions it may have to the NMHC regarding its performance under this contract.

**IV. GENERAL PURPOSE**

The purpose of this contract is for the NMHC to procure from the Contractor the services described in this contract and in the attached exhibits and to enjoy any warranty or other services provided for by this contract. The services being procured are described as follows:

**I. To provide information technology support services**

The services being purchased by this contract are further described in *Exhibit B*. If the description of the services in *Exhibit B* conflict with the description of the services in this contract, then the description in this contract will control.

The services will be provided on the island of Saipan.

The services will be performed for a duration of One Year with the option to renew for another year depending on the satisfactory performance of the contractor and availability of funding.

**V. CONTRACTOR TO PROVIDE LABOR SERVICES**

The Contractor will provide all personnel service in order to complete all services.

**VI. WARRANTY**

N/A

**VII. CONTRACT DOCUMENTS**

The following instruments shown in the table below, constitute the contract documents ("Contract Documents") and are incorporated as part of the Contract thereof. If any of the attached documents conflict with this contract, then the language of this contract will control.

EXHIBIT	NAME OF DOCUMENT
A	Standard Terms and Conditions
B	Scope of Work

**VIII. CONSIDERATION AND SCOPE OF WORK**

Contractor agrees to perform the services described in this contract and the documents attached and incorporated into this contract. The NMHC agrees to pay contractor in the amount not to exceed thirty five dollars per hour (\$ 35.00) in exchange for information technology service, and goods if any. In addition, the consideration for this agreement is in the mutual covenants and stipulations hereby agreed to by the parties and set out in the following paragraphs.

**IX. DURATION OF CONTRACT**

The Contractor will begin its performance upon receipt of a Notice to Proceed by NMHC.

This contract will remain in effect for a period of One Year after the receipt of the Notice to Proceed.

The Expenditure Authority may grant the Contractor up to thirty additional days to complete the delivery of the services required by this contract. A grant of additional time will only be effective if it is placed in writing and signed by the Expenditure Authority.

The Contractor may grant the NMHC additional time, as necessary, to complete the payment for the services. A grant of additional time will only be effective if it is placed in writing and signed by an agent of the Contractor.

#### **XIV. SIGNATURES**

**1. Expenditure Authority**

I declare that I have complied with the NMHC procurement regulations; that this contract is for a public purpose; and that the contract does not waste or abuse public funds. I declare that I, personally, have the authority to obligate the expenditure of funds for this contract. I declare under penalty of perjury that the foregoing is true and correct and that this declaration was executed this day in the Commonwealth of the Northern Mariana Islands.

\_\_\_\_\_  
Jesse S. Palacios  
Corporate Director  
Expenditure Authority

\_\_\_\_\_  
Date:

**2. Procurement and Supply**

I hereby certify that to the best of my information and belief this contract is in compliance with the NMHC Procurement Regulations, is for a public purpose, the contractor is a responsible contractor, and the contract does not waste or abuse public funds.

\_\_\_\_\_  
Jacob Muna  
Procurement Officer

\_\_\_\_\_  
Date

**3. NMHC Fiscal Division**

I hereby certify that the funds identified below are available and have been committed for funding of this Contract:

Account: \_\_\_\_\_

Amount: \_\_\_\_\_

\_\_\_\_\_  
Roger A. Dris  
Acting-Chief Financial Officer

\_\_\_\_\_  
Date

4. Attorney General:

I hereby certify that this contract has been numbered, review and approved as to form and legal capacity.

\_\_\_\_\_  
Edward Manibusan  
Attorney General

\_\_\_\_\_  
Date

5. NMHC Board of Directors

\_\_\_\_\_  
Vinney Atalig-Hocog  
Chairman

\_\_\_\_\_  
Date

6. Contractor – IT&E:

On behalf of the Contractor, I represent that I am authorized to bind the Contractor to the terms of this Contract, and by my signature I do hereby accept and bind the Contractor to the terms of this Contract. I further represent for the Contractor that no person associated with the Contractor has retained any person in violation of the Commonwealth Procurement Regulations.

**Rose Soledad**

\_\_\_\_\_  
PRINTED NAME OF SIGNING AUTHORITY

\_\_\_\_\_  
SIGNATURE OF SIGNING AUTHORITY

GM/ Corporate Officer

\_\_\_\_\_  
TITLE

**10/28/2020**

\_\_\_\_\_  
Date

7. CERTIFICATION OF CONTRACT COMPLETION

I hereby certify that this contract bears all signatures and is therefore complete.

\_\_\_\_\_  
Jacob Muna  
Procurement Officer

\_\_\_\_\_  
Date

## XV. END OF CONTRACT DOCUMENT

---

Procurement Information  
(For government purposes only)

Method of Procurement (Check one only)

- ☒ Competitive Sealed Bids
- ☐ Competitive Sealed Proposal
- ☐ Small Purchase
- ☐ Sole Source
- ☐ Emergency
- ☐ Expedited

Type of Procurement (Check one only)

- ☒ Initial procurement
- ☐ Subsequent procurement –
- ☐ Following Bid Protest
- ☐ Government's Option
- ☐ Replacement for Defaulted Contractor

Government contract numbers of all related contracts with the Vendor:  
Insert Contract Numbers, or NONE

---

**EXHIBIT A**  
**NORTHERN MARIANAS HOUSING CORPORATION (NMHC)**  
**STANDARD TERMS AND CONDITIONS**

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**I. TAXES, INSURANCE, AND PERMITS**

The Contractor is responsible for all applicable Commonwealth or federal taxes and fees which may become due and owing by the Contractor by reason of this contract. The Contractor is also responsible for obtaining all insurance, licenses, permits, and certificates that may be required in order to perform this contract.

**II. LITIGATION**

If the NMHC, without any fault on its own part, becomes a party to any litigation by or against the Contractor in connection with this contract, the Contractor shall pay all costs and expenses incurred by the NMHC, including reasonable attorneys' fees.

**III. CONTRACT SUBJECT TO FUNDING**

Continued funding of this Contract beyond the present fiscal year is contingent on availability of funding in future years. In the event that such funding does not become available, the NMHC may terminate the contract without any further liability.

**IV. SATISFACTION OF EXPENDITURE AUTHORITY REQUIRED**

The Contractor agrees to complete the contract according to the terms of the contract and to the full satisfaction of the Expenditure Authority.

**V. REGULATIONS CONTROLLING**

This contract is void if either the procurement processes or contract execution fails to comply with the NMHC Procurement Regulations codified by NMIAC §§ 100-60-001, et seq. Any procurement action of a NMHC official or employee in violation of said regulations is not authorized by the NMHC and is an act for which the NMHC will not take responsibility or be liable for in any manner. The Contractor and the NMHC Expenditure Authority hereby certify that they have both read and understand said procurement regulations and have complied with all such regulations.

**VI. DEBARMENT, SUSPENSION, AND PERSONAL LIABILITY FOR VIOLATION OF PROCUREMENT REGULATIONS**

If the contract is in violation of the procurement regulations codified by NMIAC §§ 100-60-001, et seq., then the Contractor may be subject to debarment or suspension from NMHC contracting. Any person found to be violating the procurement regulations may be personally liable for any damages incurred, in addition to other penalties provided for by law or regulation.

## **VII. CONTRACT DISPUTES**

1. Any dispute arising under this contract between the NMHC and the Contractor shall be submitted to administrative review and appeal as provided for by the procurement regulations codified by NMIAC §§ 100-60-001, et seq.
2. Commonwealth law governs this contract.
3. The NMHC will not be held liable for interest on any judgment taken as a result of any legal action in connection with this contract.
4. The NMHC will not be held liable for any punitive damages as a result of any legal action in connection with this contract.
5. The NMHC will not be held liable for any attorneys' fees incurred by the Contractor as a result of any legal action in connection with this contract.

## **VIII. GRATUITIES**

It shall be a breach of contract for the Contractor to offer, give, or agree to give a gratuity or an offer of employment to any employee or former employee in connection with the execution of this contract.

It shall be a breach of contract for any NMHC employee to solicit, demand, accept, or agree to accept from the contractor, a gratuity, or an offer of employment in connection with the execution of this contract.

## **IX. RIGHT TO AUDIT**

The Contractor and subcontractor or grantee and sub-grantee at all levels shall provide the Public Auditor of the Commonwealth of the Northern Mariana Islands with access to and the right to examine and copy any records, data or papers relevant to this contract or grant until three (3) years have passed since the final payment pursuant to this contract or grant.

## **X. KICKBACKS PROHIBITED**

It shall be a breach of contract for any payment, gratuity or offer of employment to be made by or on behalf of a subcontractor under contract to the prime contractor or higher tier subcontractor or any person associated therewith as an inducement for the award of a subcontract or order.

## **XI. CONTINGENT FEES**

The Contractor hereby represents that it has not retained any person to solicit or secure government contracts upon an agreement or understanding for a commission percentage, brokerage or contingent fee except for the retention of a bona fide employees or bona fide established commercial selling agencies for the purpose of securing business.



## **XII. TERMINATION FOR DEFAULT**

1. If the Contractor refuses or fails to deliver the goods or services as required or fails to deliver the goods or services within the time period specified by this contract, then the NMHC may terminate this contract by providing written notice of termination to the Contractor. If the NMHC terminates this contract for default, then the Contractor will be liable for damages. In the alternative, the NMHC may insist upon the performance of this contract and the payment of damages for its delay. Failure to deliver the goods or services as required and within the time limits provided by this contract may subject the Contractor to suspension, disbarment, or any other remedy provided by law.
2. The NMHC will not terminate the contract for failure to deliver the goods or services within the specified time if the failure is caused by an act of god, acts of the public enemy, acts of the NMHC, fires, floods, epidemics, or unusually severe weather.
3. The rights and remedies provided in this clause are in addition to any other rights and remedies provided by law or under this contract.

## **XIII. TERMINATION FOR CONVENIENCE**

1. The NMHC may, when its interests so require, terminate this contract in whole or in part for the convenience of the NMHC. The NMHC will give written notice of the termination to the Contractor if the contract is terminated for the convenience of the NMHC.
2. If the contract is terminated, then the Contractor will not incur any further obligation in connection with the terminated contract. The Contractor will work to terminate outstanding orders and subcontracts as they relate to the terminated contract and will settle the liabilities and claims arising out of the termination. The Contractor will limit and mitigate its damages as much as possible.
3. If the contract is terminated for convenience, then the parties may enter into a settlement regarding the payment due under this contract. Otherwise, the amounts due under the contract will be as follows, provided that the NMHC may not be held liable for more than the amount to be paid under this contract:
  - a) Costs incurred in preparing to perform and performing the terminated contract.
  - b) Costs of settling and paying claims arising out of termination of subcontracts.
  - c) The reasonable settlement costs of the Contractor.

## **XIV. ASSURANCES**

The Contractor, by signing the contract, affirms that this contract is in compliance with the following federal laws and regulations:

1. **Equal Employment Opportunity.** For all Contracts that qualify as “federally assisted construction contracts” as defined in 41 CFR Part 60–1.3, Contractor agrees to comply with E.O. 11246, “Equal Employment Opportunity,” as amended by E.O. 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” and as supplemented by regulations at 41 CFR part 60, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.”
2. **Additional Equal Employment Opportunity Clause.** The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, sexual orientation, gender identity, 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. 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.
3. **Davis Bacon Act, as amended (40 U.S.C. 3141—3148).** If the Contract is in excess of \$2000 and pertains to construction or repair, and further, if required by Federal program legislation, Contractor shall comply with the Davis-Bacon Act (40 U.S.C. 3141—3148) and as supplemented by Department of Labor regulations (29 CFR part 5, “Labor Standards Provisions Applicable to Contracts Governing Federally Financed and Assisted Construction”). Under this Act, the Contractor is required to pay wages to laborers and mechanics at a rate not less than the minimum wages specified in a wage determination made by the Secretary of Labor. In addition, the Contractor shall be required to pay wages not less than once a week.
4. **Copeland “Anti-Kickback” Act (40 U.S.C. 3145) –** If the Order is in excess of \$2000 and pertains to construction or repair, Contractor shall comply with the Copeland “Anti-Kickback” Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR part 3, “Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States”). The Act provides in part that Contractor shall be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which it is otherwise entitled.

5. **Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708)** – If the Contract is in excess of \$100,000 and involves the employment of mechanics or laborers, Contractor shall comply with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR part 5). Under 40 U.S.C. 3702 of the Act, Contractor shall be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than 1½ times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic shall be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.
6. **Rights to Inventions Made Under a Contract or Agreement** – If the Contract is for the performance of experimental, developmental, or research work, Contractor shall provide for the rights of the Federal Government and the Commonwealth in any resulting invention in accordance with 37 CFR part 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency.
7. **Clean Air Act (42 U.S.C. 7401—7671q) and the Federal Water Pollution Control Act (33 U.S.C. 1251—1387), as amended** – If the Contract is in excess of \$150,000 Contractor shall comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401—7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251—1387). Violations shall be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).
8. **Energy Policy and Conservation Act (42 U.S.C. 6201)** – Contractor agrees to comply with all mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (42 U.S.C. 6201).
9. **Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)** – If the Contract is for \$100,000 or more, Contractor and its subcontractors shall file the certification required by this statute and associated regulations. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the Commonwealth.

10. Debarment and Suspension (E.O.s 12549 and 12689) – Contractor represents and warrants that it is not listed on the governmentwide Excluded Parties List System in the System for Award Management (SAM) in accordance with OMB guidelines at 2 CFR 180 that implement E.O.s 12549 and 12689, “Debarment and Suspension.” This list contains the names of parties debarred, suspended, or otherwise excluded by agencies, and contractors declared ineligible under statutory or regulatory authority other than E.O. 12549.
11. The Contractor certifies compliance with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. In particular, the requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000.
12. If applicable, the Contractor certifies compliance with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act by procuring solid waste management services in a manner that maximizes energy and resource recovery.
13. If the contracting agency is an EPA financial assistance agreement recipient, then the contract agrees that it shall not discriminate on the basis of race, color, national origin or sex in the performance of this contract. The contractor further agrees that it shall carry out the applicable requirements of 40 CFR part 33 in the award and administration of contracts awarded under EPA financial assistance agreements. Failure by the contractor to carry out these requirements is a material breach of this contract which may result in the termination of this contract or other legally available remedies. The contractor understands that it bears the final responsibility for determining whether the contracting agency is an EPA financial assistance agreement recipient.

**END OF DOCUMENT**

# Uncle Dave: You cannot go forward without looking back

## SPOTLIGHT

The Yeh-Yeh series shares rich stories and oral traditions of Saipan. The name is inspired by Retsuwasch elder Uno Olapa's childhood memory of being told to say "yeh-yeh" as the elders told stories. Once it was quiet, the elders knew the children were asleep.

Look to the soil.

So says distinguished Saipan businessman David Sablan Sr. as he brainstorms ideas on how to rescue Saipan's economy during these troubled times.

Sitting at a table at the Terrace Cafe of the Fiesta Resort and Spa Saipan, Sablan wears

a tan Hawaiian shirt, a gold Rotary Club pin shining on his lapel. At age 88, he is as sharp as the ballpoint pen clipped to his front pocket.

"We should go back to the soil and let the government help those who would like to go back to agriculture," says Sablan, who has fond memories of his own family farm that held acres of rice, sweet soy, that filled his belly on long weekends.

Uncle Dave, as he's warmly known, frequently pauses mid-story to address anyone who walks past. He knows everyone. This was, after all, his hotel.

"Hey there, sir!" He calls



"You cannot go forward without looking back," says David Sablan Sr.

and waves to a chef who walks past. Uncle Dave's smile is magnanimous across his face.

"I've always been outwardly," he says, before hopping back into the re-hashing of his storied life—a remarkable chronicle of business and development accolades across Micronesia.

Sablan can easily be credited for a huge swath of Saipan's economic development, which includes 28 years as the head of the island's Atkins Kroll branch, his work as the chairman of the Marianas Tourist Authority, his founding of Tasi Tours and his business acumen that helped usher in this exact hotel where he now sits as part of the route war between Continental and Pan-Am Airlines.

Sablan can name every person who helped him along the way, starting with his father, Elias P. Sablan, the first elected mayor of Saipan, and continuing down a long list of people who gave him room

and board, provided a chance to learn something new, or ushered him along to the next opportunity.

"I knew nothing about nothing," Sablan says, laughing as he remembers leaving Saipan for the first time for Guam at age 15—when his father "kicked him off the island" to get an education.

"I slept on a piece of plywood in a kitchen floor," he said of his first years in Guam.

At another homestay, while he attended high school, he had to wake up at 4 a.m. to collect coconuts and feed the pigs. "When the others awoke, it was my job to go to all the rooms and empty the bedpans. I was able to subsist this way."

He went from one opportunity to the next, learning what he could, doing what he could.

Sablan graduated from George Washington High School, got married, and entered the world of Atkins Kroll in Guam, the oldest American company on island that had sold

### Yeh-Yeh

By LINDSAY NASH  
Special to the Saipan Tribune

Lindsay Nash is a writer and photographer who lives on Saipan. She is a member of the Marianas Writers' Movement and is currently writing a novel about 20th century Saipan. Email her at [lindsaynashsaipan@gmail.com](mailto:lindsaynashsaipan@gmail.com).



Micronesian copra to the world market since before the war.

Every opportunity was another chance for this part-Carolinian, part-Chamorro boy who once slept on a kitchen floor to transform the islands into an economic center that could sustain itself, provide for its people and share its resources with the world.

And now, retired but very much in tune to the island's economy, Sablan brainstorms around the idea for the government to provide farmers with funds to once again cultivate the land.

He remembers when this exact thing happened in the 1950s, when the Navy cleared the tanganan-tangan trees for

any farmer who wanted to cultivate their land, and the food production was sold to commissaries in Guam. He had helped his father with the original agricultural program.

"You cannot keep going forward without looking back," Sablan says.

"My advice would be to go back and look at what it was before and what you, as a new generation, can duplicate or make changes to, so the economic situation will change," Sablan said. "We must cooperate with each other as much as possible, utilize the knowledge that we have so we can move forward economically, educationally, so we can live happily together."



David Sablan Sr., known as "Uncle Dave," shares his stories from the past and ideas for the future.

LINDSAY NASH

Detecting a leak: There are THREE ways to detect a gas leak. (Left) is the most common:



**SMELL** — To help you SMELL a gas leak, a former odorless, colorless gas is added to both natural gas and propane. If you smell a strong gas odor, you might smell burning gas, bubbling water or an unusual area of dead vegetation. If you smell a strong gas odor, you might smell burning gas, bubbling water or an unusual area of dead vegetation. If you smell a strong gas odor, you might smell burning gas, bubbling water or an unusual area of dead vegetation.

If you ever suspect a gas leak, leave the area immediately. (Do not touch or use anything electrical on your way out — not even a light switch or telephone.) Then, call your local gas provider or 9-1-1.

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**NORTHERN MARIANAS HOUSING CORPORATION**  
P.O. BOX 102814, Saipan, MP 96952-0214

**REQUEST FOR QUALIFICATIONS (RFQ)**  
(This is not a bid for NMHC work.)

**NMHC RFQ 2020-013**  
SUBMISSION DATE & TIME: October 23, 2020, 10:00 a.m.

**ARCHITECTURAL & ENGINEERING FIRMS**

RFQ packets will be available on September 28, 2020, at the NMHC website at [www.nmhc.gov.net](http://www.nmhc.gov.net) by clicking on the "Procurement Tab".

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

A Mandatory meeting will be held via video teleconferencing on October 13, 2020, at 10:00 a.m. through Zoom Video Communications. Bidders will be provided the video teleconferencing link on the NMHC website at [www.nmhc.gov.net](http://www.nmhc.gov.net). Firms are requested to submit a notice of their intent to participate in the mandatory meeting one (1) day before the meeting via email at [officemanager@nmhc.gov.net](mailto:officemanager@nmhc.gov.net).

For more information, contact Mr. Jacob Muna, Office Manager/Procurement Officer, at (670) 234-6866/9447 or email at [officemanager@nmhc.gov.net](mailto:officemanager@nmhc.gov.net) during regular business hours, 7:30 a.m. - 4:30 p.m. Monday through Friday, except CNMI holidays.

*/s/ Jesse S. Palacios*  
Corporate Director

*/s/ Vinny Attag-Hocog*  
Chairman,  
NMHC Board of Directors

**NORTHERN MARIANAS HOUSING CORPORATION**  
P.O. BOX 102814, Saipan, MP 96952-0214

**INVITATION FOR BIDS (IFB)**  
(This is a bid for NMHC work.)

**NMHC IFB 2020-014**  
BID SUBMISSION DATE & TIME: October 23, 2020, 10:00 a.m.

**Information Technology Services**

Project package will be available on September 28, 2020, at the NMHC website at [www.nmhc.gov.net](http://www.nmhc.gov.net) by clicking on the "Procurement Tab".

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

A Mandatory Pre-Bid conference will be held via video teleconferencing on October 08, 2020, at 10:00 a.m. through Zoom Video Communications. Bidders will be provided the video teleconferencing link on the NMHC website at [www.nmhc.gov.net](http://www.nmhc.gov.net). We request from bidders to submit a notice via email at [officemanager@nmhc.gov.net](mailto:officemanager@nmhc.gov.net) of their intent to participate in the mandatory pre-bid conference at least one (1) day before the conference. Failure to attend the Mandatory pre-bid conference will be considered a non-responsive bidder.

For more information, contact Mr. Jacob Muna, Office Manager/Procurement Officer, at (670) 234-6866/9447 or email at [officemanager@nmhc.gov.net](mailto:officemanager@nmhc.gov.net) during regular business hours, 7:30 a.m. - 4:30 p.m. Monday through Friday, except CNMI holidays.

*/s/ Jesse S. Palacios*  
Corporate Director

*/s/ Vinny Attag-Hocog*  
Chairman,  
NMHC Board of Directors

**Have Medicaid Dental Insurance?**

- We would love to see you! No long waits, and Walk-ins always welcome. Kind & Gentle Team!
- We treat our patients like family. Join us for a cup of coffee today. Best AirCon and free Wi-Fi!
- Hawaii Dental Service (HDS), StayWell, Take Care, CIGNA & Calvo's insurances also accepted!

**PARADISE DENTAL**  
DENTISTS  
DR. NELSON KIRUM  
DR. RICHARD FIRBUCKLE

**Paradise Dental**  
Middle Road, Gualo Rai  
**234-4040**  
[paradedental@saipan@gmail.com](mailto:paradedental@saipan@gmail.com)  
[www.paradedentalspa.com](http://www.paradedentalspa.com)

know that the computers that we have now are all the computers I saw in 1970... they are already obsolete and many," she added.

Other office necessities such as cabinets and supplies purchased by the Government Office of the Governor are in charge of increasing employment opportunities and the promotion of independence among persons with disabilities.

"When USDA Grants came

REVISED



USDA's state director Brenda Boyd-Arriola said:

"We are so pleased that you were able to use this financial loan helped us make this grant reach us... We really appreciate their hard work in making this grant work in the way we really needed doing any everything that we needed to do."

Boyd-Arriola said the grant was a "great help" and that the partnership that they are pushing forth now and we hope to help you with many grants in the future," she said. "Please share your success with the community as they learn and grow."

Boyd-Arriola said the grant was a "great help" and that the partnership that they are pushing forth now and we hope to help you with many grants in the future," she said. "Please share your success with the community as they learn and grow."

[illegible][illegible]

**NORTHERN MARIANAS HOUSING CORPORATION**

**INVITATION FOR BID (IFB)**  
THIS IFB IS VALID FOR 90 DAYS AND 120 HOURS

**MMHC IFB 2020-013**

**BID SUBMISSION DATE & TIME: Monday 12, 2020 10:00 AM**

**MMHC Central Office Expansion**

Project packages will be available on September 14, 2020, at the MMHC website at [www.infoforbids.com](http://www.infoforbids.com) by clicking on the "Procurement" menu tab.

The provisions of the MMHC Procurement regulations, MMHC 100-60-725 AND 100-60-730 Pertaining Guidelines, Addenda and Contingent Fees shall apply.

A Mandatory pre-bid conference will be held via video teleconferencing on September 22, 2020, at 2:00 p.m. through Zoom Video Communications. Bidders will be provided the video teleconferencing link on the MMHC website at [www.infoforbids.com](http://www.infoforbids.com) by clicking on the "Procurement" menu tab. Bidders are encouraged to email the Procurement Office of their intent to participate in the pre-bid meeting. Failure to attend the Mandatory pre-bid conference will be considered a non-responsive bid.

For more information, contact Mr. Jacob Muray, Office Manager/Procurement Officer, at (670)234-6966/9447 or email at [office@mmhc.gov](mailto:office@mmhc.gov) during regular business hours, 7:30 a.m. – 4:30 p.m. Monday through Friday, except CMHC holidays.

James S. Pineda  
Corporate Director

*(s)*  
Verney Maling-Hoon  
Chairman,  
MMHC Board of Directors

**NORTHERN MARIANAS HOUSING CORPORATION**

**REQUEST FOR QUALIFICATIONS (RFQ)**  
THIS RFQ IS VALID FOR 90 DAYS AND 120 HOURS

**MMHC RFQ 2020-013**

**SUBMISSION DATE & TIME: October 28, 2020 1:00 PM**

**ARCHITECTURAL & ENGINEERING FIRMS**

RFQ packets will be available on September 29, 2020, at the MMHC website at [www.infoforbids.com](http://www.infoforbids.com) by clicking on the "Procurement" menu tab.

The provisions of the MMHC Procurement regulations, MMHC 100-60-725 AND 100-60-730 Pertaining Guidelines, Addenda and Contingent Fees shall apply.

A Mandatory meeting will be held via video teleconferencing on October 13, 2020, at 10:00 a.m. through Zoom Video Communications. Bidders will be provided the video teleconferencing link on the MMHC website at [www.infoforbids.com](http://www.infoforbids.com) by clicking on the "Procurement" menu tab. Bidders are encouraged to email the Procurement Office of their intent to participate in the mandatory meeting and (1) day before the meeting via email at [office@mmhc.gov](mailto:office@mmhc.gov).

For more information, contact Mr. Jacob Muray, Office Manager/Procurement Officer, at (670)234-6966/9447 or email at [office@mmhc.gov](mailto:office@mmhc.gov) during regular business hours, 7:30 a.m. – 4:30 p.m. Monday through Friday, except CMHC holidays.

James S. Pineda  
Corporate Director

*(s)*  
Verney Maling-Hoon  
Chairman,  
MMHC Board of Directors

**NORTHERN MARINAS HOUSING CORPORATION**

702.813.9698 FAX 702.813.9514  
702.813.9698 FAX 702.813.9514

**INVITATION FOR BID (IFB)**  
**MMHC IFB 2020-011**

BID SUBMISSION DATE & TIME: October 15, 2020, 10:00 AM

**MMHC Rota Field Office Rehabilitation**

Project package will be available on September 14, 2020, at the MMHC website at [www.mmhcrotalib.com](http://www.mmhcrotalib.com) by clicking on the "Procurement" menu tab.

The provisions of the MMHC Procurement regulations, MMHC 100-60-72S AND 100-60-73D Prohibiting Gambling, Kioskboxes and Compensated Fees shall apply.

A Mandatory Pre-Bid conference will be held via video teleconferencing on September 22, 2020, at 10:00 am, through Zoom Video Communications. Bidders will be provided the video teleconferencing link on the MMHC website at [www.mmhcrotalib.com](http://www.mmhcrotalib.com) by clicking on the "Procurement" menu tab. Bidders are encouraged to email The Procurement Officer of their intent to participate in the pre-bid meeting. Failure to attend the Mandatory pre bid conference may be considered a non-responsive bidder.

For more information, contact Mr. Jacob Muray, Office Manager/Procurement Officer, at (602)234-6666/(944) or email at [officemanager@mmhcrotalib.com](mailto:officemanager@mmhcrotalib.com), during regular business hours, 7:30 a.m. – 4:30 p.m., Monday through Friday, except CHSD holidays.

Jessie S. Puentes  
Corporate Director

(/)

Verney Hing-Hoong  
Chairman

MMHC Board of Directors

**INVITATION FOR BID (IFB)**  
**MMHC IFB 2020-014**

BID SUBMISSION DATE & TIME: October 29, 2020, 10:00 AM

**MMHC Rota Field Office Rehabilitation**

Project package will be available on September 28, 2020, at the MMHC website at [www.mmhcrotalib.com](http://www.mmhcrotalib.com) by clicking on the "Procurement" menu tab.

The provisions of the MMHC Procurement regulations, MMHC 100-60-72S AND 100-60-73D Prohibiting Gambling, Kioskboxes and Compensated Fees shall apply.

A Mandatory Pre-Bid conference will be held via video teleconferencing on October 08, 2020, at 10:00 am, through Zoom Video Communications. Bidders will be provided the video teleconferencing link on the MMHC website at [www.mmhcrotalib.com](http://www.mmhcrotalib.com). We request from bidders to submit a notice via email at [officemanager@mmhcrotalib.com](mailto:officemanager@mmhcrotalib.com) and of their intent to participate in the mandatory pre-bid conference at least one (1) day before the conference. Failure to attend the Mandatory pre-bid conference may be considered a non-responsive bidder.

For more information, contact Mr. Jacob Muray, Office Manager/Procurement Officer, at (602)234-6666/(944) or email at [officemanager@mmhcrotalib.com](mailto:officemanager@mmhcrotalib.com), during regular business hours, 7:30 a.m. – 4:30 p.m., Monday through Friday, except CHSD holidays.

Jessie S. Puentes  
Corporate Director

(/)

Verney Hing-Hoong  
Chairman

MMHC Board of Directors





**NORTHERN MARIANAS HOUSING CORPORATION**  
**P.O. BOX 500514, Saipan, MP 96950-0514**

**INVITATION FOR BIDS (IFB)**  
(This is ad is paid for NMHC with HUD funds)

**NMHC IFB 2020-014**

**BID SUBMISSION DATE & TIME:** October 29, 2020, 10:00 a.m.

**Information Technology Services**

Project package will be available on September 28, 2020, at the NMHC website at [www.nmhc.gov.net](http://www.nmhc.gov.net) by clicking on the "Procurement Tab".

The provisions of 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 via video teleconferencing on October 08, 2020, at 10:00 a.m. through Zoom Video Communications. Bidders will be provided the video teleconferencing link on the NMHC website at [www.nmhc.gov.net](http://www.nmhc.gov.net). We request from bidders to submit a notice via email at [officemanager@nmhc.gov.net](mailto:officemanager@nmhc.gov.net) of their intent to participate in the mandatory pre-bid conference at least one (1) day before the conference. Failure to attend the Mandatory pre-bid conference will be considered a non-responsive bidder.

For more information, contact Mr. Jacob Muna, Office Manager/Procurement Officer, at (670)234-6866/9447 or email at [officemanager@nmhc.gov.net](mailto:officemanager@nmhc.gov.net) during regular business hours, 7:30 a.m. – 4:30 p.m. Monday through Friday, except CNMI holidays.

/s/  
Jesse S. Palacios  
Corporate Director

/s/  
Vinney Atalig-Hocog  
Chairman, NMHC Board of Directors



# NORTHERN MARIANAS HOUSING CORPORATION

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

Email: [nmhc@nmhc.gov.mp](mailto:nmhc@nmhc.gov.mp)

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

## INVITATION FOR BIDS

*This ad is paid by NMHC with HUD Funds*

### NMHC IFB 2020-014

#### Information Technology Services

The Northern Marianas Housing Corporation (NMHC) is soliciting sealed bids from qualified, professional technology vendors for Information Technology Support Services.

Interested individuals or firms may access the **Project Package beginning September 28, 2020, on the NMHC website by clicking on the "Procurement Tab" at [www.nmhcgov.net](http://www.nmhcgov.net).**

A Mandatory Pre-Bid Conference will be held via video teleconferencing on **October 08, 2020, 10:00 a.m.** through Zoom Video Communications. Bidders will be provided the video teleconferencing link on the NMHC website at [www.nmhcgov.net](http://www.nmhcgov.net). We request from bidders to submit a notice via email at [officemanager@nmhcgov.net](mailto:officemanager@nmhcgov.net) of their intent to participate in the mandatory pre-bid conference at least (1) day before the conference. Inquiries regarding this solicitation shall be addressed in writing to Mr. Jacob Muna, Office Manager/Procurement Officer, via email to [officemanager@nmhcgov.net](mailto:officemanager@nmhcgov.net) or fax to (670)234-9021, no later than 9:00 a.m. October 08, 2020.

Sealed bids must be marked **NMHC-IFB 2020-014**. 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 October 29, 2020**. 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 09:00 a.m., local time, **October 29, 2020**, and must be transmitted via facsimile to (670)234-9021, or via email to [officemanager@nmhcgov.net](mailto: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 **October 29, 2020**, and must be received at NMHC no later than **November 10, 2020**. 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, **November 10, 2020**. However, if no notice of intent to bid were received from bidders outside the CNMI, bids will be opened at 10:00 a.m., local time on **October 29, 2020**.

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 capacity in any proceeding or application request for ruling, determination, claim or controversy, or other particular

**"NMHC is an equal employment and fair housing public agency"**



matter, pertaining to any program requirement or a contract or subcontract or to any solicitation or proposal therefore. *NMLAC 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. *NMLAC 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. *NMLAC 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 100-60-205. 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.

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

  
Vinney Atalig-Hozog  
Chairman  
NMHC Board of Directors

matter, pertaining to any program requirement or a contract or subcontract or to any solicitation or proposal therefore.  
**NMLAC 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. **NMLAC 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. **NMLAC 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 100-60-205. 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.

  
\_\_\_\_\_  
Jesse S. Palacios  
Corporate Director  
Northern Marianas Housing Corporation (NMHC)

\_\_\_\_\_  
Vinney Atalig-Hocog  
Chairman  
NMHC Board of Directors

## BID FORM

TO: Procurement Officer  
Northern Marianas Housing Corporation  
Commonwealth of the Northern Mariana Islands  
Saipan, MP 96950

### PROJECT:

The undersigned bidder, having examined all pertinent documents relating to the Invitation for Bid, proposes to provide all labor, ~~materials~~ <sup>services</sup>, ~~equipment~~, tools, ~~appliances~~, transportation, ~~storage~~, and items incidental to completing all work for the following total lump price and including all applicable taxes required by the CNMI government such as: "Excise Tax".

#### 1. BASE BID:

Information Technology Support Services:

Hourly Rate: \$ \_\_\_\_\_

2. The bidder hereby further agrees to commence work under this contract on the date in the written "Notice to Proceed" as established by the Northern Marianas Housing Corporation (NMHC) and to provide services for up to **One Year** thereafter, as stipulated in the Contract Documents.
3. By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid, each party thereto certifies as to its own organization, and to the best of his knowledge and belief that:
  1. The prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor.
  2. Unless otherwise required by law, the prices that have been quoted in this bid have not been knowingly disclosed by the bidder or with any competitor.
  3. No attempt has been made or will be made by the bidder to induce any other person, partnership, or corporation to submit or not to submit a bid for the purpose of restricting competition.
4. This bid may be withdrawn at any time prior to the scheduled time for the opening of the bids or any authorized postponement thereof.

Indicate all addendums you had received (provide the date and addendum number):

Addendums:

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Representative: \_\_\_\_\_  
(Print Name) (Signature)

Title: \_\_\_\_\_

Company: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

## NORTHERN MARIANAS HOUSING CORPORATION

### SCOPE OF SERVICES

#### I. Introduction:

The Northern Marianas Housing Corporation (NMHC) is soliciting bids from qualified and professional firms to provide Information Technology Support Services.

The NMHC is expanding its staffing capacity for the administration of the Community Development Block Grant –Disaster Recovery (CDBG-DR) program funded by the U.S. Department of Housing and Urban Development (HUD). The NMHC does not have an internal IT Department, therefore, the NMHC is seeking a firm to be readily available to assist with any and all technological issues and to provide IT Support Services as needed by NMHC.

In support of the CDBG-DR program, there will be approximately

- Twenty-three (23) desktop computers
- Seven (7) laptops
- Four (4) servers
- Thirty (30) phone lines
- Three (3) network switches
- Multiple network lines

This equipment will support the CDBG-DR personnel located in three (3) different buildings at the Garapan Annex. The NMHC's current telephone and internet provider is IT&E.

#### II. Services:

- a) The firm shall be readily available when called upon to assist with the following: Networking issues; Data Storage issues; Server issues; Computer hardware issues; Software issues; Telephone system issues; and Website issues and other technology related issues that may arise.
- b) The firm shall install the following: Network lines; Computer hardware & software; and Network servers;
- c) The firm shall provide recommendations for the acquisition of cost-effective computer equipment and/or software;
- d) The firm will be responsible for maintenance and update the website;
- e) The firm will be responsible for ensuring regular back-up of data on the servers;
- f) The firm will be responsible for ensuring that all network systems are operable;
- g) The firm will be responsible for any and all coordination efforts needed with NMHC's communication and internet service providers (e.g. IT&E) for troubleshooting purposes;
- h) The firm will be responsible for preventative maintenance of all networking systems, computer hardware, data storage devices to include server systems;
- i) The firm shall be familiarized with various computer operating systems; software; and databases;
- j) The firm shall be able to develop of electronic processing of documents and/or transactions as requested by the agency.
- k) Shall be able to assist with other related technology related issues.

### **III. Cost:**

The vendor shall submit a fixed hourly fee to provide the services as stated in this scope. NMHC will pay the vendor on actual work done. Invoices shall include a detailed work description of services rendered to NMHC. The NMHC will pay the vendor within thirty (30) days after receipt of an invoice.

## NON-COLLUSION AFFIDAVIT

**Project:**

Commonwealth of the Northern Mariana Islands

NORTHERN MARIANAS HOUSING CORPORATION )  
COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS )  
 ) SS  
SAIPAN, MARIANA ISLANDS )

\_\_\_\_\_ being first duly sworn, deposes and says:  
(Name)

That he/she is \_\_\_\_\_ (A partner or officer in the firm of, etc.) of the party making the foregoing proposal or bid, that such proposal or bid is genuine and not collusive or sham, that said bidder has not colluded, conspired, connived or agreed, directly or indirectly, with any bidder or person, to put in a sham bid or to refrain from bidding, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference, with any person, to fix the bid price of affiance or of any other bidder, or to fix any overhead, profit or cost element of said bid price, or of that of any other bidder, or to secure advantage against the Northern Marianas Housing Corporation (NMHC) or any person interested in the proposed contract; and that all statements in said proposal or bid are true.

Signature of \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Seal of Notary Public

My commission expires \_\_\_\_\_ 20 \_\_\_\_\_.

## CONTRACTOR'S STATEMENT

Project: Commonwealth of the Northern Mariana Islands

COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS )  
 )  
 ) SS  
SAIPAN, MARIANA ISLANDS )

\_\_\_\_\_ being first duly sworn, deposes and says:  
(NAME)

That he/she is \_\_\_\_\_  
(A partner or officer in the firm of, etc.)

Of the party making the foregoing proposal or bid, that such proposal or bid is genuine and represents that he has not retained any person, or been retained, to solicit or secure this contract 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.

Signature of \_\_\_\_\_  
 Bidder, if the bidder is an individual;  
 Partner, if the bidder is a partnership  
 Officer, if the bidder is a corporation;

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Seal of Notary Public

My commission expires \_\_\_\_\_, 20\_\_\_\_\_.



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**CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS**

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\*

**PROJECT:**

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This certification is required by the regulations implementing the Drug-Free Workplace Act of 1988.

In addition, this certification is a material representation of fact upon which reliance is placed when the Government determines to award the contract. If it is later determined that the contractor knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, the Government, in addition to any other remedies available, may take action authorized under the Drug-Free Workplace Act.

- A. The contractor certifies that it will provide a drug-free workplace by:
- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited at the contractor's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
  - (b) Establishing a drug-free awareness programs to inform employees about:
    - (1) The dangers of drug abuse in the workplace; and the contractor's policy of maintaining a drug-free workplace;
    - (2) Any available drug counseling, rehabilitation and employee assistance programs; and the penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
  - (c) Making it a requirement that such employee to be engaged in the performance of the work be given a copy of the statement required by paragraph (a);
  - (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the contract, the employee will:
    - (1) Abide by the terms of the statement and notify the employer of any criminal drug statue conviction for a violation occurring in the workplace no later than five days after such conviction;
  - (e) Notifying the Government within ten days after receiving notice under subparagraph

(d) (1), with respect to any employee or otherwise receiving actual notice of such conviction;

(f) Taking one of the following actions, within 30 days of receiving notice under subparagraph (d)(1), with respect to any employee who is so convicted:

(1) Taking appropriate personnel action against such an employee, up to and including termination; or requiring such employee to participate satisfactorily, complete a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or Local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e) and (f).

B. Insert in the space provided below, or include as a separate attachment, a list of the site(s) for the performance of work done in connection with the specific contract:

\_\_\_\_\_  
Place of Performance (Street, Road, Village, Island)

**Contractor must specify all sites associated with the project ie., offices/project area(s) and surrounding sites.**

Representative:

\_\_\_\_\_  
(Print Name) (Signature)

Title: \_\_\_\_\_

Company: \_\_\_\_\_

**EQUAL EMPLOYMENT OPPORTUNITY**

Date: \_\_\_\_\_

PROJECT: \_\_\_\_\_

The bidder represents that he [ ] has, [ ] has not, participated in a previous contract or subcontract subject to the equal opportunity clause prescribed by Executive Orders 10925, 11114, or the Secretary of Labor; that he [ ] has, [ ] has not, filed all required compliance reports, and that representations indicating submission of required compliance reports, signed by proposed subcontractors, will be obtained prior to subcontractor awards.

Representative: \_\_\_\_\_  
(Print Name) (Signature)

Title: \_\_\_\_\_

Company: \_\_\_\_\_

(The above representation need not be submitted in connection with contracts or subcontracts that are exempt from the clause).

**SECTION 3 AFFIRMATIVE ACTION PLAN**  
**ALL CONTRACTS AND SUBCONTRACTS**

In accordance with the Housing and Urban Development Act of 1968, as amended, and the regulations pursuant to that Act.

---

(Contractor)

Agrees to comply with Section 3 of that Act by assuring that to the greatest extent feasible:

1. Training and employment opportunities will be given to lower income residents of the project; and
2. Contracts in connection with the project will be awarded to business concerns which are located in or owned in substantial part by persons residing in the area of the project.

\_\_\_\_\_ will initiate the following actions to insure utilization of lower income project residents as employees or trainees and to incorporate project area small businesses as subcontractors and suppliers.

1. The Contractor will establish and maintain a directory of service organization, job referral agencies and manpower training programs operating within, or servicing, project area residents.
2. The Contractor will submit, prior to the award of a contract, a signed assurance that it will comply with Section 3 regulations and requirements.
3. The Contractor will provide, prior to the signing of a contract, a statement of work force needs, including trainee positions.
4. The Contractor will notify community-based organizations of available employment opportunities, and shall maintain records of response from such organizations.
5. The Contractor will make continuing personal recruitment efforts directed to such service organizations and to schools with lower income resident training programs with which he/she is familiar.
6. The Contractor will maintain a file of the names and addresses of each low-income resident workers referred to him and that action was taken with respect to each such referred worker and, if the worker was not employed, the reasons therefore (attached together with this Plan).
7. The Contractor will include the Section 3 clause in every subcontract for work in connection with HUD-assisted projects (attached).

8. For each subcontract, the Prime Contractor will submit, prior to contract award, the Section 3 Affirmative Action Plans of its subcontractors.
9. The Contractor will not attempt to circumvent Section 3 provisions.
10. The Contractor will, to the greatest extent feasible, attempt to employ or fill training positions with lower income project area residents; it will, as a minimum, provide evidence of the following:
  - a. Attempts to recruit from the project area through local advertising media, Community organizations, public and private agencies operating within or serving the project area, such as the CNMI Department of Labor/Employment Service and the Workforce Investment Agency (WIA) and/or the Private Industry Council.
  - b. Maintain a list of all lower income area residents who have applied either on their own or on referral from any source, and that he has employed such persons If otherwise qualified and if an opening exists.
11. The Contractor will, to the greatest extent feasible, attempt to incorporate project area businesses as subcontractors and suppliers.
12. The Contractor will provide the Section 3 workforce and business utilization reports required under this contract.

\_\_\_\_\_ fully realizes failure or refusal to comply and give satisfactory assurances of future compliance with the requirements of this Affirmative Action Plan shall be proper basis for any and all of the following actions: cancellation, termination or suspension in whole or in part of the contract; a determination of ineligibility or debarment from any further contracts under any Federal program with respect to which the failure or future occurred until satisfactory assurances of future compliance have been received.

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name/Title: \_\_\_\_\_

## Economic Opportunities for Low – and Very Low-Income Persons

**U.S. Department of Housing  
and Urban Development  
Office of Fair Housing  
And Equal Opportunity**

OMB Approval No: 2529-0043  
(exp. 11/30/2010)

**HUO Field Office:**

Section back of page for Public Reporting Burden statement

1. Recipient Name & Address: (street, city, state, zip)	2. Federal Identification: (grant no.)	3. Total Amount of Award:
	4. Contact Person	5. Phone: (include area code)
	6. Length of Grant:	7. Reporting Period:
8. Date Report Submitted:	9. Program Code: (Use separate sheet for each program code)	10. Program Name:

**Part I: Employment and Training (\*\* Columns B, C and F are mandatory fields. Include New Hires in E & F)**

A Job Category	B Number of New Hires	C Number of New Hires that are Sec. 3 Residents	D % of Aggregate Number of Staff Hours of New Hires that are Sec. 3 Residents	E % of Total Staff Hours for Section 3 Employees and Trainees	F Number of Section 3 Trainees
Professionals					
Technicians					
Office/Clerical					
Construction by Trade (List Trade)					
Trade					
Trade					
Trade					
Trade					
Other (List)					
Total					

\* Program Codes  
1 = Flexible Subsidy  
2 = Section 202/811

3 = Public/Indian Housing  
A = Development,  
B = Operation  
C = Modernization

4 = Homeless Assistance  
5 = HOME  
6 = HOME State Administered  
7 = CDBG Entitlement

8 = CDBG State Administered  
9 = Other CD Programs  
10 = Other Housing Programs

**Part II: Contracts Awarded**

## 1. Construction Contracts:

A. Total dollar amount of all contracts awarded on the project	\$
B. Total dollar amount of contracts awarded to Section 3 businesses	\$
C. Percentage of the total dollar amount that was awarded to Section 3 businesses	%
D. Total number of Section 3 businesses receiving contracts	

## 2. Non-Construction Contracts:

A. Total dollar amount all non-construction contracts awarded on the project/activity	\$
B. Total dollar amount of non-construction contracts awarded to Section 3 businesses	\$
C. Percentage of the total dollar amount that was awarded to Section 3 businesses	%
D. Total number of Section 3 businesses receiving non-construction contracts	

**Part III: Summary**

Indicate the efforts made to direct the employment and other economic opportunities generated by HUD financial assistance for housing and community development programs, to the greatest extent feasible, toward low-and very low-income persons, particularly those who are recipients of government assistance for housing. (Check all that apply.)

- ☐ Attempted to recruit low-income residents through: local advertising media, signs prominently displayed at the project site, contracts with the community organizations and public or private agencies operating within the metropolitan area (or nonmetropolitan county) in which the Section 3 covered program or project is located, or similar methods.
- ☐ Participated in a HUD program or other program which promotes the training or employment of Section 3 residents.
- ☐ Participated in a HUD program or other program which promotes the award of contracts to business concerns which meet the definition of Section 3 business concerns.
- ☐ Coordinated with Youthbuild Programs administered in the metropolitan area in which the Section 3 covered project is located.
- ☐ Other; describe below.

Public reporting for this collection of information is estimated to average 2 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB number.

Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u, mandates that the Department ensures that employment and other economic opportunities generated by its housing and community development assistance programs are directed toward low- and very-low income persons, particularly those who are recipients of government assistance housing. The regulations are found at 24 CFR Part 135. The information will be used by the Department to monitor program recipients' compliance with Section 3, to assess the results of the Department's efforts to meet the statutory objectives of Section 3, to prepare reports to Congress, and by recipients as self-monitoring tool. The data is entered into a database and will be analyzed and distributed. The collection of information involves recipients receiving Federal financial assistance for housing and community development programs covered by Section 3. The information will be collected annually to assist HUD in meeting its reporting requirements under Section 808(e)(6) of the Fair Housing Act and Section 916 of the HCDA of 1992. An assurance of confidentiality is not applicable to this form. The Privacy Act of 1974 and OMB Circular A-108 are not applicable. The reporting requirements do not contain sensitive questions. Data is cumulative; personal identifying information is not included.

Form HUD-60002, Section 3 Summary Report, Economic Opportunities for Low- and Very Low-Income Persons.

**Instructions:** This form is to be used to report annual accomplishments regarding employment and other economic opportunities provided to low- and very low-income persons under Section 3 of the Housing and Urban Development Act of 1968. The Section 3 regulations apply to any *public and Indian housing programs* that receive: (1) development assistance pursuant to Section 5 of the U.S. Housing Act of 1937; (2) operating assistance pursuant to Section 9 of the U.S. Housing Act of 1937; or (3) modernization grants pursuant to Section 14 of the U.S. Housing Act of 1937 and to recipients of housing and community development assistance in excess of \$200,000 expended for: (1) housing rehabilitation (including reduction and abatement of lead-based paint hazards); (2) housing construction; or (3) other public construction projects; and to *contracts and subcontracts in excess of \$100,000* awarded in connection with the Section-3-covered activity.

Form HUD-60002 has three parts, which are to be completed for all programs covered by Section 3. Part I relates to *employment and training*. The recipient has the option to determine numerical employment/training goals either on the basis of the number of hours worked by new hires (columns B, D, E and F). Part II of the form relates to *contracting*, and Part III summarizes recipients' *efforts* to comply with Section 3.

Recipients or contractors subject to Section 3 requirements must maintain appropriate documentation to establish that HUD financial assistance for housing and community development programs were directed toward low- and very low-income persons.\* A recipient of Section 3 covered assistance shall submit one copy of this report to HUD Headquarters, Office of Fair Housing and Equal Opportunity. Where the program providing assistance requires an annual performance report, this Section 3 report is to be submitted at the same time the program performance report is submitted. Where an annual performance report is not required, this Section 3 report is to be submitted by January 10 and, if the project ends before December 31, within 10 days of project completion. **Only Prime Recipients are required to report to HUD. The report must include accomplishments of all recipients and their Section 3 covered contractors and subcontractors.**

HUD Field Office: Enter the Field Office name.

1. Recipient: Enter the name and address of the recipient submitting this report.
2. Federal Identification: Enter the number that appears on the award form (with dashes). The award may be a grant, cooperative agreement or contract.
3. Dollar Amount of Award: Enter the dollar amount, rounded to the nearest dollar, received by the recipient.
- 4 & 5. Contact Person/Phone: Enter the name and telephone number of the person with knowledge of the award and the recipient's implementation of Section 3.
6. Reporting Period: Indicate the time period (months and year) this report covers.
7. Date Report Submitted: Enter the appropriate date.

8. Program Code: Enter the appropriate program code as listed at the bottom of the page.
9. Program Name: Enter the name of HUD Program corresponding with the "Program Code" in number 8.

**Part I: Employment and Training Opportunities**

**Column A:** Contains various job categories. Professionals are defined as people who have special knowledge of an occupation (i.e. supervisors, architects, surveyors, planners, and computer programmers). For construction positions, list each trade and provide data in columns B through F for each trade where persons were employed. The category of "Other" includes occupations such as service workers.

**Column B: (Mandatory Field)** Enter the number of new hires for each category of workers identified in Column A in connection with this award. New hire refers to a person who is not on the contractor's or recipient's payroll for employment at the time of selection for the Section 3 covered award or at the time of receipt of Section 3 covered assistance.

**Column C: (Mandatory Field)** Enter the number of Section 3 new hires for each category of workers identified in Column A in connection with this award. Section 3 new hire refers to a Section 3 resident who is not on the contractor's or recipient's payroll for employment at the time of selection for the Section 3 covered award or at the time of receipt of Section 3 covered assistance.

**Column D:** Enter the percentage of all the staff hours of new hires (Section 3 residents) in connection with this award.

**Column E:** Enter the percentage of the total staff hours worked for Section 3 employees and trainees (including new hires) connected with this award. Include staff hours for part-time and full-time positions.

**Column F: (Mandatory Field)** Enter the number of Section 3 residents that were trained in connection with this award.

**Part II: Contract Opportunities**

**Block 1: Construction Contracts**

**Item A:** Enter the total dollar amount of all contracts awarded on the project/program.

**Item B:** Enter the total dollar amount of contracts connected with this project/program that were awarded to Section 3 businesses.

**Item C:** Enter the percentage of the total dollar amount of contracts connected with this project/program awarded to Section 3 businesses.

**Item D:** Enter the number of Section 3 businesses receiving awards.

**Block 2: Non-Construction Contracts**

**Item A:** Enter the total dollar amount of all contracts awarded on the project/program.

**Item B:** Enter the total dollar amount of contracts connected with this project awarded to Section 3 businesses.

**Item C:** Enter the percentage of the total dollar amount of contracts connected with this project/program awarded to Section 3 businesses.

**Item D:** Enter the number of Section 3 businesses receiving awards.

**Part III: Summary of Efforts – Self-explanatory**

Submit one (1) copy of this report to the HUD Headquarters Office of Fair Housing and Equal Opportunity, at the same time the performance report is submitted to the program office. The Section 3 report is submitted by January 10. Include only contracts executed during the period specified in item 8. PHAs/IHAs are to report all contracts/subcontracts.

\* The terms "low-income persons" and very low-income persons" have the same meanings given the terms in section 3 (b) (2) of the United States Housing Act of 1937. **Low-income persons** mean families (including single persons) whose incomes do not exceed 80 percent of the median income for the area, as determined by the Secretary, with adjustments for smaller and larger families, except that

The Secretary may establish income ceilings higher or lower than 80 percent of the median for the area on the basis of the Secretary's findings that variations are necessary because of prevailing levels of construction costs or unusually high- or low-income families. **Very low-income persons** mean low-income families (including single persons) whose incomes do not exceed 50 percent of the median family income area, as determined by the Secretary with adjustments or smaller and larger families, except that the Secretary may establish income ceilings higher or lower than 50 percent of the median for the area on the basis of the Secretary's findings that such variations are necessary because of unusually high or low family incomes.



## NORTHERN MARIANAS HOUSING CORPORATION

### CONTRACTOR'S ASSURANCES

*(ALL contracts and subcontracts)*

1. The Civil Rights and Age Discrimination Acts Assurances:

During the performance of this Agreement, the Grantee assures that no otherwise qualified person shall be excluded from participation or employment, denied program benefits, or be subjected to discrimination based on race, color, national origin, sex, age, or handicap, under any program or activity funded by this contract, as required by Title VI of the Civil Rights Act of 1964, Title I of the Housing and Community Development Act of 1974, as amended, and the Age Discrimination Act of 1975, and all implementing regulations.

2. The Training, Employment, and Contracting Opportunities for Business and Lower Income Persons Assurance of Compliance:

- a) The work to be performed under this Agreement is on a project assisted under a program providing direct Federal financial assistance from the Department of Housing and Urban Development and is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u. Section 3 requires that to the greatest extent feasible, opportunities for training and employment be given lower income residents of the project area and contracts for Work in connection with the project be awarded to business concerns which are located in, or owned in substantial part by persons residing in the area of the project.
- b) The parties to this Agreement will comply with the provisions of said Section 3 and the regulations issued pursuant thereto by the Secretary of Housing and Urban Development set forth in 24 CFR Part 135, and all applicable rules and orders of the Department issued thereunder prior to the execution of this contract. The parties to this contract certify and agree that they are under no contractual or other disability which would prevent them from complying with these requirements.
- c) The Grantee will send to each labor organization or representative of workers with which he has a collective bargaining agreement or other contract or understanding, if any, a notice advertising the said labor organization or worker's representative of his commitments under this Section 3 clause and shall post copies of the notice in conspicuous places available to employees and applicants for employment or training.
- d) The Grantee will include these Section 3 clauses in every contract and subcontract for work in connection with the project and will, at the direction of the State, take appropriate action pursuant to the contract upon a finding that the Grantee or any contractor or subcontractor is in violation of regulations issued by the Secretary of Housing and Urban Development, 24 CFR Part 135 and, will not let any contract unless the Grantee or contractor or subcontractor has

first provided it with a preliminary statement of ability to comply with the requirements of these regulations.

- e) Compliance with the provisions of Section 3, the regulations set forth in 24 CFR Part 135, and all applicable rules and orders of the Department issued thereunder prior to the execution of the Agreement shall be a condition of the Federal financial assistance provided to the project, binding upon the Grantee, its successors, and assigns. Failure to fulfill these requirements shall subject the Grantee, its contractors and subcontractors, its successors, and assigns to those sanctions specified by the grant or contract through which Federal assistance is provided, and to such sanctions as are specified by 24 CFR Part 135.

3. State Nondiscrimination Clause:

1. During the performance of this contract, contractor and its subcontractors shall not unlawfully discriminate against any employee or applicant for employment because of race, religion, color, national origin, ancestry, physical handicap, medical condition, marital status, age (over 40) or sex. Contractors and subcontractors shall ensure that the evaluation and treatment of their employees and applicants for employment are free of such discrimination.
2. This contractor shall include the nondiscrimination and compliance provisions of this clause in all subcontracts to perform work under the contract.

Bidder's/Proposer's Certification and Signature:

The undersigned bidder/proposer certifies that it gives its assurances to comply with the foregoing provisions and its representations are accurate, complete and current.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Typed or Printed Name)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Company Name & Mailing Address)

Telephone: \_\_\_\_\_

Fax No. \_\_\_\_\_

Other Contact Nos.: \_\_\_\_\_

## **SMALL, MINORITY, WOMEN-OWNED BUSINESS CONCERN REPRESENTATION**

The bidder/proposer represents and certifies as part of its bid/offer that it:

(a) ☐ is, ☐ is not a small business concern. "Small business concern," as used in this provision, means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding, and qualified as a small business under the criteria and size standards in 13 CFR 121.

(b) ☐ is, ☐ is not a women-owned business enterprise. "Women-owned business enterprise," as used in this provision, means a business that is at least fifty-one (51%) percent owned by a woman or women who are U.S. citizens and who also control and operate the business.

(c) ☐ is, ☐ is not a minority business enterprise. "Minority business enterprise," as used in this provision, means a business which is at least fifty-one (51%) percent owned or controlled by one or more minority group members or, in the case of a publicly owned business, at least fifty-one (51%) of its voting stock is owned by one or more minority group members, and whose management and daily operations are controlled by one or more such individuals. For the purpose of this definition, minority group members are:

(check the block applicable to you)

☐ Black Americans ☐ Asian Pacific Americans

☐ Hispanic Americans ☐ Asian Indian Americans

☐ Native Americans ☐ Hasidic Jewish Americans

### **Bidder's/Proposer's Signature**

The undersigned bidder certifies that the information contained in this certification and representations is accurate, complete, and current.

\_\_\_\_\_  
(Signature and Date)

\_\_\_\_\_  
(Typed or Printed Name)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Company Name & Mailing Address)

Telephone: \_\_\_\_\_

Fax No.: \_\_\_\_\_

**COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS  
CONTRACT FOR PURCHASE OF SERVICES**

---

**I. PARTIES**

This contract is between the NORTHERN MARIANAS HOUSING CORPORATION (NMHC), an autonomous public agency of the Commonwealth of the Northern Mariana Islands and referred to herein as "NMHC", and \_\_\_\_\_ is referred to in this contract as the "Contractor."

Contractor is a General Construction

Jesse S. Palacios, NMHC Corporate Director; is the Expenditure Authority for the NORTHERN MARIANAS HOUSING CORPORATION (NMHC). Any reference to the expenditure authority in this contract is a reference to Jesse S. Palacios, Corporate Director. The Expenditure Authority may take any action on behalf of the NMHC provided for by this contract or by law.

**II. NOTICE**

All notices and communications required by this contract shall be in written form and shall be delivered to the following addresses:

Mr. Jacob Muna, Procurement Officer  
Northern Marianas Housing Corporation  
P.O. Box 500514  
Saipan, MP 96950  
Tel: (670)234-6866  
Email: [officemanager@nmhcgov.net](mailto:officemanager@nmhcgov.net)

Company Owner  
Company Name  
P.O. Box  
Saipan, MP 96950  
Tel: (670)123-4567

**III. COMMUNICATION**

The Contractor shall maintain communications with NMHC at all stages of the Contractor's work. The Contractor will submit any questions it may have to the NMHC regarding its performance under this contract.

**IV. GENERAL PURPOSE**

The purpose of this contract is for the NMHC to procure from the Contractor the services described in this contract and in the attached exhibits and to enjoy any warranty or other services provided for by this contract. The services being procured are described as follows:

1. To provide information technology support services

The services being purchased by this contract are further described in *Exhibit B*. If the description of the services in *Exhibit B* conflict with the description of the services in this contract, then the description in this contract will control.

The services will be provided on the island of Saipan.

The services will be performed for a duration of One Year with the option to renew for another year depending on the satisfactory performance of the contractor and availability of funding.

#### **V. CONTRACTOR TO PROVIDE LABOR SERVICES**

The Contractor will provide all personnel service in order to complete all services.

#### **VI. WARRANTY**

N/A

#### **VII. CONTRACT DOCUMENTS**

The following instruments shown in the table below, constitute the contract documents ("Contract Documents") and are incorporated as part of the Contract thereof. If any of the attached documents conflict with this contract, then the language of this contract will control.

<b>EXHIBIT</b>	<b>NAME OF DOCUMENT</b>
A	Standard Terms and Conditions
B	Scope of Work

#### **VIII. CONSIDERATION AND SCOPE OF WORK**

Contractor agrees to perform the services described in this contract and the documents attached and incorporated into this contract. The NMHC agrees to pay contractor in the amount not to exceed \_\_\_\_\_ (\$\_\_\_\_.00) in exchange for information technology service, and goods if any. In addition, the consideration for this agreement is in the mutual covenants and stipulations hereby agreed to by the parties and set out in the following paragraphs.

#### **IX. DURATION OF CONTRACT**

The Contractor will begin its performance upon receipt of a Notice to Proceed by NMHC.

This contract will remain in effect for a period of One Year after the receipt of the Notice to Proceed.

## **X. CONTRACT EXTENSION**

NMHC may extend the term of this contract by written notice to the Contractor 30 days before the contract expires. This extension provision may be exercised more than once, but the total extension of performance may not exceed six (6) months. If NMHC exercises its option to extend this contract, then the contract will continue without any change in the terms and conditions of this contract.

## **XI. DELIVERY AND PAYMENT**

1. The Contractor agrees to begin, and to continue for as long as this contract provides, to perform the services on the island of Saipan. The Contractor will invoice NMHC and will be paid according to the following schedule:

<b>DATE THE NMHC RECEIVES INVOICE</b>	<b>INVOICE AMOUNT</b>	<b>PAYMENT DUE DATE</b>
15 <sup>th</sup> and 30 <sup>th</sup> of every month		NMHC will issue payment to the contractor within 30 days after submitting an invoice.

2. If the notice to proceed is issued after a date identified in the above-schedule, then the Contractor will invoice the NMHC on the next date identified in the above-schedule. Thereafter, invoices will be issued in accordance with the above-schedule and will continue to be issued until the contract is completed.
3. Payment by NMHC shall be made only upon Contractor's submission of evidence to the Expenditure Authority that the Contractor has delivered the services and has adhered to all contract terms and specifications.
4. If the Contractor fails to invoice NMHC according to the above schedule, then NMHC, at its sole discretion, may refuse to pay the untimely invoice. If NMHC exercises its right to refuse payment under this subsection, neither party will be relieved of its obligation to perform under this contract.

## **XII. SIGNATURE REQUIREMENTS**

No Contract can be formed prior to the approval of all required signatories, as evidenced by the signature affixed below of each of them, made in the order listed. The Contract shall become effective upon certification of contract completion by the Director of Procurement and Supply.

## **XIII. ADJUSTMENTS OF TIME FOR PERFORMANCE**

The Expenditure Authority may grant the Contractor up to thirty additional days to complete the delivery of the services required by this contract. A grant of additional time will only be effective if it is placed in writing and signed by the Expenditure Authority.

The Contractor may grant the NMHC additional time, as necessary, to complete the payment for the services. A grant of additional time will only be effective if it is placed in writing and signed by an agent of the Contractor.

#### **XIV. SIGNATURES**

**1. Expenditure Authority**

I declare that I have complied with the NMHC procurement regulations; that this contract is for a public purpose; and that the contract does not waste or abuse public funds. I declare that I, personally, have the authority to obligate the expenditure of funds for this contract. I declare under penalty of perjury that the foregoing is true and correct and that this declaration was executed this day in the Commonwealth of the Northern Mariana Islands.

\_\_\_\_\_  
Jesse S. Palacios  
Corporate Director  
Expenditure Authority

\_\_\_\_\_  
Date:

**2. Procurement and Supply**

I hereby certify that to the best of my information and belief this contract is in compliance with the NMHC Procurement Regulations, is for a public purpose, the contractor is a responsible contractor, and the contract does not waste or abuse public funds.

\_\_\_\_\_  
Jacob Muna  
Procurement Officer

\_\_\_\_\_  
Date

**3. NMHC Fiscal Division**

I hereby certify that the funds identified below are available and have been committed for funding of this Contract:

Account: \_\_\_\_\_

Amount: \_\_\_\_\_

\_\_\_\_\_  
Roger A. Dris  
Acting-Chief Financial Officer

\_\_\_\_\_  
Date

4. Attorney General:

I hereby certify that this contract has been numbered, review and approved as to form and legal capacity.

\_\_\_\_\_  
Edward Manibusan  
Attorney General

\_\_\_\_\_  
Date

5. NMHC Board of Directors

\_\_\_\_\_  
Vinney Atalig-Hocog  
Chairman

\_\_\_\_\_  
Date

6. Contractor – \_\_\_\_\_:

On behalf of the Contractor, I represent that I am authorized to bind the Contractor to the terms of this Contract, and by my signature I do hereby accept and bind the Contractor to the terms of this Contract. I further represent for the Contractor that no person associated with the Contractor has retained any person in violation of the Commonwealth Procurement Regulations.

\_\_\_\_\_  
PRINTED NAME OF SIGNING AUTHORITY

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
SIGNATURE OF SIGNING AUTHORITY

\_\_\_\_\_  
Date

7. CERTIFICATION OF CONTRACT COMPLETION

I hereby certify that this contract bears all signatures and is therefore complete.

\_\_\_\_\_  
Jacob Muna  
Procurement Officer

\_\_\_\_\_  
Date



## XV. END OF CONTRACT DOCUMENT

---

Procurement Information  
(For government purposes only)

Method of Procurement (Check one only)

- ☒ Competitive Sealed Bids
- ☐ Competitive Sealed Proposal
- ☐ Small Purchase
- ☐ Sole Source
- ☐ Emergency
- ☐ Expedited

Type of Procurement (Check one only)

- ☒ Initial procurement
- ☐ Subsequent procurement –
- ☐ Following Bid Protest
- ☐ Government's Option
- ☐ Replacement for Defaulted Contractor

Government contract numbers of all related contracts with the Vendor:  
Insert Contract Numbers, or NONE

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**EXHIBIT A**  
**NORTHERN MARIANAS HOUSING CORPORATION (NMHC)**  
**STANDARD TERMS AND CONDITIONS**

---

**I. TAXES, INSURANCE, AND PERMITS**

The Contractor is responsible for all applicable Commonwealth or federal taxes and fees which may become due and owing by the Contractor by reason of this contract. The Contractor is also responsible for obtaining all insurance, licenses, permits, and certificates that may be required in order to perform this contract.

**II. LITIGATION**

If the NMHC, without any fault on its own part, becomes a party to any litigation by or against the Contractor in connection with this contract, the Contractor shall pay all costs and expenses incurred by the NMHC, including reasonable attorneys' fees.

**III. CONTRACT SUBJECT TO FUNDING**

Continued funding of this Contract beyond the present fiscal year is contingent on availability of funding in future years. In the event that such funding does not become available, the NMHC may terminate the contract without any further liability.

**IV. SATISFACTION OF EXPENDITURE AUTHORITY REQUIRED**

The Contractor agrees to complete the contract according to the terms of the contract and to the full satisfaction of the Expenditure Authority.

**V. REGULATIONS CONTROLLING**

This contract is void if either the procurement processes or contract execution fails to comply with the NMHC Procurement Regulations codified by NMIAC §§ 100-60-001, et seq. Any procurement action of a NMHC official or employee in violation of said regulations is not authorized by the NMHC and is an act for which the NMHC will not take responsibility or be liable for in any manner. The Contractor and the NMHC Expenditure Authority hereby certify that they have both read and understand said procurement regulations and have complied with all such regulations.

**VI. DEBARMENT, SUSPENSION, AND PERSONAL LIABILITY FOR VIOLATION OF PROCUREMENT REGULATIONS**

If the contract is in violation of the procurement regulations codified by NMIAC §§ 100-60-001, et seq., then the Contractor may be subject to debarment or suspension from NMHC contracting. Any person found to be violating the procurement regulations may be personally liable for any damages incurred, in addition to other penalties provided for by law or regulation.

## **VII. CONTRACT DISPUTES**

1. Any dispute arising under this contract between the NMHC and the Contractor shall be submitted to administrative review and appeal as provided for by the procurement regulations codified by NMIAC §§ 100-60-001, et seq.
2. Commonwealth law governs this contract.
3. The NMHC will not be held liable for interest on any judgment taken as a result of any legal action in connection with this contract.
4. The NMHC will not be held liable for any punitive damages as a result of any legal action in connection with this contract.
5. The NMHC will not be held liable for any attorneys' fees incurred by the Contractor as a result of any legal action in connection with this contract.

## **VIII. GRATUITIES**

It shall be a breach of contract for the Contractor to offer, give, or agree to give a gratuity or an offer of employment to any employee or former employee in connection with the execution of this contract.

It shall be a breach of contract for any NMHC employee to solicit, demand, accept, or agree to accept from the contractor, a gratuity, or an offer of employment in connection with the execution of this contract.

## **IX. RIGHT TO AUDIT**

The Contractor and subcontractor or grantee and sub-grantee at all levels shall provide the Public Auditor of the Commonwealth of the Northern Mariana Islands with access to and the right to examine and copy any records, data or papers relevant to this contract or grant until three (3) years have passed since the final payment pursuant to this contract or grant.

## **X. KICKBACKS PROHIBITED**

It shall be a breach of contract for any payment, gratuity or offer of employment to be made by or on behalf of a subcontractor under contract to the prime contractor or higher tier subcontractor or any person associated therewith as an inducement for the award of a subcontract or order.

## **XI. CONTINGENT FEES**

The Contractor hereby represents that it has not retained any person to solicit or secure government contracts upon an agreement or understanding for a commission percentage, brokerage or contingent fee except for the retention of a bona fide employees or bona fide established commercial selling agencies for the purpose of securing business.

## **XII. TERMINATION FOR DEFAULT**

1. If the Contractor refuses or fails to deliver the goods or services as required or fails to deliver the goods or services within the time period specified by this contract, then the NMHC may terminate this contract by providing written notice of termination to the Contractor. If the NMHC terminates this contract for default, then the Contractor will be liable for damages. In the alternative, the NMHC may insist upon the performance of this contract and the payment of damages for its delay. Failure to deliver the goods or services as required and within the time limits provided by this contract may subject the Contractor to suspension, disbarment, or any other remedy provided by law.
2. The NMHC will not terminate the contract for failure to deliver the goods or services within the specified time if the failure is caused by an act of god, acts of the public enemy, acts of the NMHC, fires, floods, epidemics, or unusually severe weather.
3. The rights and remedies provided in this clause are in addition to any other rights and remedies provided by law or under this contract.

## **XIII. TERMINATION FOR CONVENIENCE**

1. The NMHC may, when its interests so require, terminate this contract in whole or in part for the convenience of the NMHC. The NMHC will give written notice of the termination to the Contractor if the contract is terminated for the convenience of the NMHC.
2. If the contract is terminated, then the Contractor will not incur any further obligation in connection with the terminated contract. The Contractor will work to terminate outstanding orders and subcontracts as they relate to the terminated contract and will settle the liabilities and claims arising out of the termination. The Contractor will limit and mitigate its damages as much as possible.
3. If the contract is terminated for convenience, then the parties may enter into a settlement regarding the payment due under this contract. Otherwise, the amounts due under the contract will be as follows, provided that the NMHC may not be held liable for more than the amount to be paid under this contract:
  - a) Costs incurred in preparing to perform and performing the terminated contract.
  - b) Costs of settling and paying claims arising out of termination of subcontracts.
  - c) The reasonable settlement costs of the Contractor.

## **XIV. ASSURANCES**

The Contractor, by signing the contract, affirms that this contract is in compliance with the following federal laws and regulations:

1. **Equal Employment Opportunity.** For all Contracts that qualify as “federally assisted construction contracts” as defined in 41 CFR Part 60–1.3, Contractor agrees to comply with E.O. 11246, “Equal Employment Opportunity,” as amended by E.O. 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” and as supplemented by regulations at 41 CFR part 60, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.”
2. **Additional Equal Employment Opportunity Clause.** The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, sexual orientation, gender identity, 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. 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.
3. **Davis Bacon Act, as amended (40 U.S.C. 3141—3148).** If the Contract is in excess of \$2000 and pertains to construction or repair, and further, if required by Federal program legislation, Contractor shall comply with the Davis-Bacon Act (40 U.S.C. 3141—3148) and as supplemented by Department of Labor regulations (29 CFR part 5, “Labor Standards Provisions Applicable to Contracts Governing Federally Financed and Assisted Construction”). Under this Act, the Contractor is required to pay wages to laborers and mechanics at a rate not less than the minimum wages specified in a wage determination made by the Secretary of Labor. In addition, the Contractor shall be required to pay wages not less than once a week.
4. **Copeland “Anti-Kickback” Act (40 U.S.C. 3145) –** If the Order is in excess of \$2000 and pertains to construction or repair, Contractor shall comply with the Copeland “Anti-Kickback” Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR part 3, “Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States”). The Act provides in part that Contractor shall be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which it is otherwise entitled.

5. Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708) – If the Contract is in excess of \$100,000 and involves the employment of mechanics or laborers, Contractor shall comply with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR part 5). Under 40 U.S.C. 3702 of the Act, Contractor shall be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than 1½ times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic shall be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.
6. Rights to Inventions Made Under a Contract or Agreement – If the Contract is for the performance of experimental, developmental, or research work, Contractor shall provide for the rights of the Federal Government and the Commonwealth in any resulting invention in accordance with 37 CFR part 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency.
7. Clean Air Act (42 U.S.C. 7401—7671q) and the Federal Water Pollution Control Act (33 U.S.C. 1251—1387), as amended – If the Contract is in excess of \$150,000 Contractor shall comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401—7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251—1387). Violations shall be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).
8. Energy Policy and Conservation Act (42 U.S.C. 6201) – Contractor agrees to comply with all mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (42 U.S.C. 6201).
9. Byrd Anti-Lobbying Amendment (31 U.S.C. 1352) – If the Contract is for \$100,000 or more, Contractor and its subcontractors shall file the certification required by this statute and associated regulations. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the Commonwealth.

10. Debarment and Suspension (E.O.s 12549 and 12689) – Contractor represents and warrants that it is not listed on the governmentwide Excluded Parties List System in the System for Award Management (SAM) in accordance with OMB guidelines at 2 CFR 180 that implement E.O.s 12549 and 12689, “Debarment and Suspension.” This list contains the names of parties debarred, suspended, or otherwise excluded by agencies, and contractors declared ineligible under statutory or regulatory authority other than E.O. 12549.
11. The Contractor certifies compliance with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. In particular, the requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000.
12. If applicable, the Contractor certifies compliance with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act by procuring solid waste management services in a manner that maximizes energy and resource recovery.
13. If the contracting agency is an EPA financial assistance agreement recipient, then the contract agrees that it shall not discriminate on the basis of race, color, national origin or sex in the performance of this contract. The contractor further agrees that it shall carry out the applicable requirements of 40 CFR part 33 in the award and administration of contracts awarded under EPA financial assistance agreements. Failure by the contractor to carry out these requirements is a material breach of this contract which may result in the termination of this contract or other legally available remedies. The contractor understands that it bears the final responsibility for determining whether the contracting agency is an EPA financial assistance agreement recipient.

**END OF DOCUMENT**