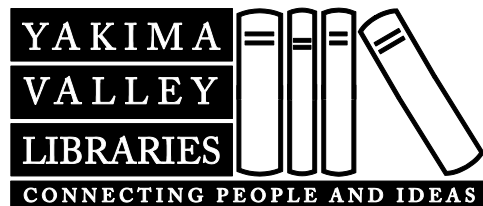


RFQ-061

Request for Quote

for

Yakima Valley Libraries  
Annual Fire Extinguisher Certification



Susan Miller  
*Facilities Manager*

**Yakima Valley Libraries**

08/05/2016

RFQ NAME: Yakima Valley Libraries  
Annual Fire Extinguisher Certification

ISSUING AGENCY: Yakima Valley Libraries  
102 North 3<sup>rd</sup> Street  
Yakima, WA 98901

Yakima Valley Libraries (YVL) is seeking quotes from qualified vendors for a Public Works project in Yakima County. The Vendor is to perform the annual inspection, service and recertification on our fire extinguishers, at the 16 (sixteen) listed YVL locations, for the next 3 (three) years.

**RFQ SCHEDULE**

Issue Request for Quote (RFQ)	08/05/2016
Pre-Quote Question Period	08/05/2016 – 08/15/2016
Deadline for Receipt of Quotes	08/16/2016
Evaluation of Quotes	08/17/2016
Name Apparent Successful Vendor	08/24/2016

Upon release of this RFQ, all responding Vendors’ communications must be directed to the RFQ Coordinator listed below:

Susan Miller, RFQ Coordinator  
102 North 3<sup>rd</sup> Street  
Yakima, WA 98901  
(509) 575-3411, [smiller@yvl.org](mailto:smiller@yvl.org)

**1. PRE-QUOTE QUESTION PERIOD**

Respondents who wish to submit a quote are invited to forward any questions about the Scope of Work to the RFQ Coordinator. Questions will be accepted through 08/15/2016. Respondents are requested to submit their questions to the RFQ Coordinator in writing via email.

**2. CONTRACT PERIOD AND PAYMENT TERMS**

The contract term will cover a period of 3 years, estimated dates are (09/15/2016 – 09/14/2019); this contract may be renewed for up to four years beyond the initial term without a price increase, before new price quotations or bids are solicited. The estimated start date is 09/15/2016. The quoted price provided will be valid for a 90 day period. Once an agreement has been executed, either party may cancel this agreement with 30 days written notice.

Billing for this contract is to be done twice a year, after services are complete. Invoices are to be itemized by location and mailed to:

Yakima Valley Libraries  
Attn: Accounts Payable  
102 North 3<sup>rd</sup> Street  
Yakima, WA 98901

Terms of payment will be Net 30 days after receipt of invoice and L&I approved Affidavit of Wages Paid.

### 3. ADDITIONAL SERVICES

Services not included in the quote will be completed only upon YVL approval and shall be billed as an additional charge.

### 4. PROJECT LOCATIONS

1. **Yakima Central Library:**  
102 N. 3<sup>rd</sup> St., Yakima, WA 98901: = 24 Extinguishers + 5 in vehicles = 29
2. **Buena Library:**  
801 Buena Rd, Buena, WA 98921: = 2 Extinguishers
3. **Granger Library:**  
508 Sunnyside Ave., Granger, WA 98932: = 2 Extinguishers
4. **Harrah Library:**  
21 E. Pioneer, Harrah, WA 98933: = 1 Extinguisher
5. **Moxee Library:**  
255 W. Seattle, Moxee, WA 98936: = 2 Extinguishers
6. **Naches Library:**  
303 Naches Ave., Naches, WA 98937: = 2 Extinguishers
7. **Selah Library:**  
106 S. Second St., Selah, WA 98942: = 2 Extinguishers
8. **Southeast Library:**  
1211 S. 7<sup>th</sup> St., Yakima, WA 98901: = 1 Extinguisher
9. **Sunnyside Library:**  
621 Grant Ave., Sunnyside, WA 98944: = 4 Extinguishers + 1 in vehicle = 5
10. **Terrace Heights Library:**  
4011 Commonwealth, Yakima, WA 98901: = 1 Extinguisher
11. **Tieton Library:**  
418 Maple, Tieton, WA 98947: = 1 Extinguisher
12. **Toppenish Library:**  
1 S. Elm, Toppenish, WA 98948: = 1 Extinguisher
13. **Wapato Library:**  
119 E. 3<sup>rd</sup> St., Wapato, WA 98951: = 2 Extinguishers
14. **West Valley Library:**  
223 S. 72<sup>nd</sup> Ave., Yakima, WA 98908: = 4 Extinguishers

15. **White Swan Library:**

391 1<sup>st</sup> St., White Swan, WA 98952: = 1 Extinguisher

16. **Zillah Library:**

109 7<sup>th</sup>, Zillah, WA 98953: = 1 Extinguisher

**5. CERTIFICATIONS AND REQUIREMENTS**

A. All contractors, subcontractors and Vendors must have a Fire Protection Certification to service and certify fire extinguishers.

**6. REFERENCES**

Quote submitted will need to include 3 commercial references for comparable work / projects. References to include the name of the contact person, phone number, and email. The attached form is required to be completed and returned with your bid.

**7. APPARENT SUCCESSFUL VENDOR**

An Evaluation Committee will select the Apparent Successful Vendor who most closely meets the requirements of this RFQ. Quotes received will be evaluated on, but not limited to pricing.

After successful contract negotiations have been completed, the Apparent Successful Vendor will be awarded a contract to perform the annual fire extinguisher certification over the next 3 (three years) at the YVL locations listed.

The Contract will incorporate all requirements, terms, and conditions of this RFQ and the Apparent Successful Vendor's proposal as negotiated. If Yakima Valley Libraries fails to negotiate a contract with the Apparent Successful Vendor, the Library District reserves the right to negotiate a contract with the next most qualified Vendor. The award of a contract pursuant to this RFQ is expressly conditional upon the execution of a contract document deemed acceptable by Yakima Valley Libraries.

All proposals are considered confidential in nature. However, upon submission of a Public Records Request Form, in accordance with Yakima Valley Libraries' Inspection of Public Records Request Policy and Procedure, they will be made available.

**8. PREVAILING WAGE REQUIREMENTS**

Prevailing Wage Laws are applicable to the maintenance services outlined in this RFQ. As such, the requirements listed below apply.

**A. Contractor Responsibilities:**

- a. Pay the prevailing rates of pay to laborers, workers, and mechanics as published on the Labor and Industries website as of the bid due date of this RFQ. Your quote to include the applicable categories and prevailing wage rates for the work to be performed per your quote. Prevailing Wage Rates for Yakima County apply.
- b. Annual updates to prevailing rates of pay are required for building service maintenance contracts and will be adjusted annually per the prevailing wage rates available at the following URL:  
  
<http://www.lni.wa.gov/TradesLicensing/PrevWage/WageRates/default.asp>
- c. Provide approved Intent to Pay Prevailing Wages before commencing work and provide an Affidavit of Wages Paid at the completion of the service period. Upon prior approval of YVL for projects under \$2,500, provided that there will be a single billing for all services performed, vendor may submit a Combined Intent and Affidavit Form. Payment shall not be released until the L&I approved form, current W-9, copy of business license, and contractor registration # (when applicable) has been provided to YVL.
- d. Ensure all subcontractors file their Intent and Affidavit forms, if applicable.
- e. Keep accurate work and pay records and submit a certified copy upon request.
- f. Notify Awarding Agency when a subcontractor is going to be starting work and to provide an Intent form before they commence work on the project.
- g. For a contract in excess of \$10,000, a contractor shall post in a location readily visible to workers at the job site a copy of the Statement of Intent to Pay Prevailing Wages form approved by the industrial statistician of the Department of Labor and Industries; and the address and telephone number of the industrial statistician of L&I where a complaint or inquiry concerning prevailing wages may be made.
- h. As provided by Prevailing Wage Laws, for contracts over \$35,000, retainage in the amount of 5% will be withheld.

**9. LIST OF EQUIPMENT SUPPLIED BY YAKIMA VALLEY LIBRARIES**

- A. YVL has spare fire extinguishers available. YVL will provide replacement extinguishers if it is determined that an extinguisher is no longer useable.

**10. SCOPE OF WORK**

The Vendor is to go to each Yakima Valley Libraries' (YVL) location listed prior to September 30<sup>th</sup> of each contracted year. If unable to meet this timeframe for any reason then the Vendor must inform designated YVL contact person. They are to perform the annual inspection and recertify all 57 fire extinguishers. If an extinguisher needs service off site then the Vendor will leave a loaner extinguisher until YVL's extinguisher is returned.

There are 5 possible service options for each extinguisher:

- Hydro Test
- 6 Year maintenance
- Recharge
- Certify
- Replace

(The Vendor is to inform YVL's representative prior to replacing an extinguisher due to age or damage as we have replacement extinguishers in storage.)

The Vendor is to invoice each location with a separate invoice showing quantity and service completed or on a single invoice with a line item break out by: location; quantity; and services completed for each location.

The Vendor is to provide all parts, equipment, miscellaneous supplies & permits needed to complete this project. This is a Yakima County prevailing wage project.

If travel is to be charged to service each location, this must be included in your quote.

## **11. REFERENCE LIST**

See form below:

## LIST OF REFERENCES

The following are the names, addresses, telephone numbers and email addresses of the three (3) references for which BIDDER has performed similar work within the past three years. Public Agencies are preferred.

Company & Address: <i>(please print)</i>	
Name of Contact:	Phone number:
Type of work provided:	Email address:

Company & Address: <i>(please print)</i>	
Name of Contact:	Phone number:
Type of work provided:	Email address:

Company & Address: <i>(please print)</i>	
Name of Contact:	Phone number:
Type of work provided:	Email address:

**12. PRICING PROPOSAL for SERVICES**

- 1. Hydro Test: \$ \_\_\_\_\_
- 2. 6 Year Maintenance: \$ \_\_\_\_\_
- 3. Recharge 5 lb: \$ \_\_\_\_\_
- 4. Recharge 10 lb: \$ \_\_\_\_\_
- 5. Certify (no service needed): \$ \_\_\_\_\_
- 6. Trip/Travel Fee \$ \_\_\_\_\_  
(Grand total fee per year that will be added to the bill for travel. If none, mark \$0.00.)
- 7. Miscellaneous Fees \$ \_\_\_\_\_  
(Grand total miscellaneous fees if any are to be added to your invoice(s). Write description of what these fees are below)

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