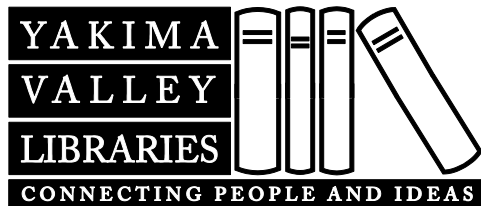


RFQ-072

Request for Quote

for

Yakima Central Library
Counter Top for Charging Stations



Susan Miller
Facilities Manager

Yakima Valley Libraries

7/14/2017

RFQ NAME: Yakima Central Library Counter Top for Charging Stations

ISSUING AGENCY: Yakima Valley Libraries
102 North 3rd Street
Yakima, WA 98901

Yakima Valley Libraries is seeking quotes from qualified vendors for a Public Works project to remove a section of existing counter top and replace it with a new bar style counter top. This will provide new charging stations to the public.

1. RFQ SCHEDULE

Issue Request for Quote (RFQ)	7/14/2017
Pre-Quote Question Period	7/14/2017 – 7/24/2017
Deadline for Receipt of Quotes	7/25/2017
Evaluation of Quotes	7/25/2017
Name Apparent Successful Vendor	8/3/2017

Upon release of this RFQ, all responding Vendors' communications must be directed to the RFQ Coordinator's email address listed below:

Susan Miller, RFQ Coordinator
102 North 3rd Street
Yakima, WA 98901
smiller@yvl.org

2. 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 7/24/2017. Respondents are requested to submit their questions to the RFQ Coordinator in writing via email.

3. CONTRACT PERIOD AND PAYMENT TERMS

The contract term will conclude at the project's completion. The start date will be determined during contract negotiation. The quote 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 after services are complete. Invoices will be mailed to:

Yakima Valley Libraries
Attn: Accounts Payable
102 North 3rd Street
Yakima, WA 98901

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

4. ADDITIONAL SERVICES

Written approval must be obtained from YVL prior to performing any additional services not included in this RFQ.

5. PROJECT LOCATION

Yakima Central Library
102 North 3rd Street
Yakima, WA 98901
Yakima County

6. CERTIFICATIONS AND REQUIREMENTS

A. All contractors, subcontractors and vendors must be licensed and bonded.

7. REFERENCES

Quote submitted will include 3 commercial references for comparable work / projects. The last page of this RFQ has the reference form that is to be returned with your quote.

8. 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 the basis of price, schedule, and references. After successful contract negotiations have been completed, the Apparent Successful Vendor will be awarded a contract to remove a section of existing counter top at Yakima Central Library and replace it with a new bar style counter top.

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.

9. 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 is 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.

10. LIST OF EQUIPMENT SUPPLIED BY YAKIMA VALLEY LIBRARIES

A. None

11. SCOPE OF WORK

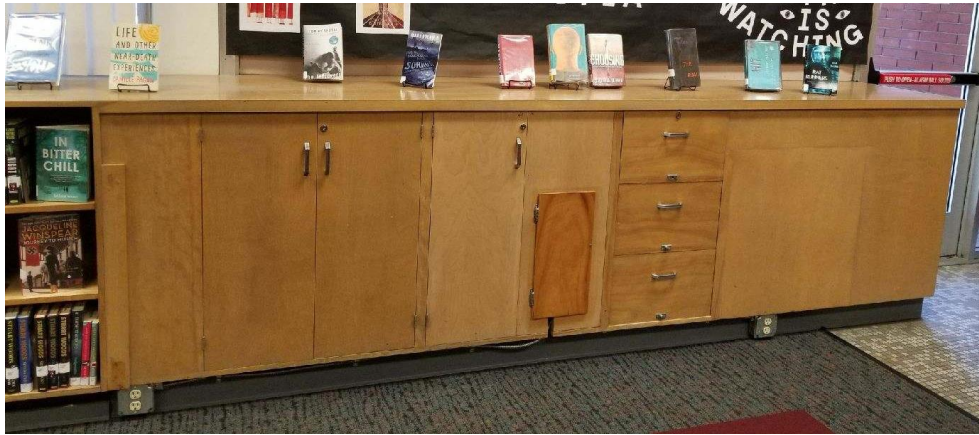
*** This is a "PREVAILING WAGE JOB" located in Yakima County**

Remove a section of the existing wood counter top and replace it with a new bar style counter top. High wear plastic laminate with a 3mm PVC self edge is to be used. Counter top will have an 8 inch back splash with matching laminate.

- The counter top size is approximately 37 inches deep (includes 12 inch overhang) by 128-5/8 inches long. (See current counter/cabinet in Attachment A).
- Counter top material: high wear plastic laminate with a 3mm PVC self edge.
- The back splash is to be 8 inches tall by approximately 128-5/8 inches long. Matching laminate is to be used on the back splash. (Note window frames that the back splash will need to fit around).
- Metal horizontal support brackets are to be used: Centerline or a comparable brand. (Seamless support wanted). Manufacturer guideline on the bracket spacing is to be followed. Assume a heavy load capacity when calculating spacing of the brackets.
- 2 grommet holes - size: 3 inches diameter. Vendor is to provide and install 2 - double sided plastic grommets in black. Approval of grommet locations must be given by the RFQ Coordinator.
- Vendor is to remove all debris from the site and leave the area in a clean and orderly manner.

The vendor is to provide all parts, equipment, miscellaneous supplies & permits needed to complete this project.

Attachment A:



This section of counter top will need to be replaced as described in the scope of work

VENDOR NAME:

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.

1).

Company & Address: *(please print)*

Name of Contact:

Phone number:

Type of work provided:

Email address:

2).

Company & Address: *(please print)*

Name of Contact:

Phone number:

Type of work provided:

Email address:

3).

Company & Address: *(please print)*

Name of Contact:

Phone number:

Type of work provided:

Email address: