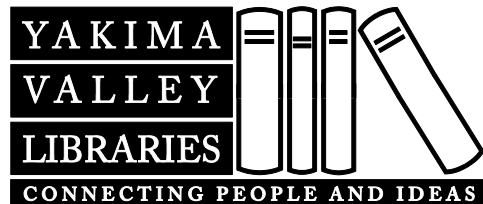


RFQ-056.1

Request for Quote

for

Selah Library Janitorial Maintenance



Susan Miller
Facilities Manager

Yakima Valley Libraries

03-02-2016

RFQ NAME: Selah Library Janitorial and Maintenance

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 provide janitorial maintenance for the Selah Library, two days per week. Work is to be scheduled during closed library hours.

1. RFQ SCHEDULE

| | |
|---------------------------------|----------------------------|
| Issue Request for Quote (RFQ) | 03/02/2016 |
| Pre-Quote Question Period | 03/02/2016 – 03/08/2016 |
| Deadline for Receipt of Quotes | 03/09/2016 (Wednesday) |
| Evaluation of Quotes | 03/10/2016 thru 03/16/2016 |
| Name Apparent Successful Vendor | 03/18/2016 |

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

Susan Miller, RFQ Coordinator
102 North 3rd Street
Yakima, WA 98901
(509) 575-3411, 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 03/08/2016. 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 cover a period of 3 years, estimated dates are (4/1/2016 – 3/31/2019); 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 04/01/2016. 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 monthly. 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

Selah Library
106 S. Second St
Selah, WA 98942
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. References to include the name of the contact person, phone number, and email.

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 provide janitorial maintenance for the Selah Library, two days per week. Work is to be scheduled during closed library hours. Normal cleaning schedule would be Monday and Friday evenings. Cleaning schedule may change if agreed upon by both YVL and Vendor.

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 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 SUPPLIES AND EQUIPMENT SUPPLIED BY YAKIMA VALLEY LIBRARIES

- A. Paper towels; toilet paper; hand soap; toilet seat covers; liners: waxed liners, 13 gallon, 30 gallon & 44 gallon liners.

11. SCOPE OF WORK

All items needed to complete the Scope of Work that are not listed under 10.A are to be provided by the Vendor.

Cleaning Duties:

(Duties to be done 2 time per week)

- Wash all 3 Glass Doors (inside and outside)
- Vacuum all carpeted areas in the library (including floor mats)
(Make sure to vacuum near the walls under wall mounted book cases)
- Empty all waste receptacles (inside and outside) then remove waste from the premises:
(After emptying waste receptacles new liners must be inserted)
- Sweep and wet mop all non-carpet flooring
- Clean and polish: table tops, counter tops, desk tops
- Wash and/or wipe down all chairs & benches
- Dust and clean the surfaces around the computers (both public & staff areas)
- Dust tops of all bookcases
- Clean (wipe down) all light switches
- Clean & dust all interior window ledges
- Remove all cobwebs on interior ceilings, bookcases, ledges, etc.
- Clean and polish water fountains
- Spot clean all doors and door jams
- Spot clean carpet as needed
- Clean kitchen sink

Restrooms:

(Duties to be done 2 times per week)

- Clean and sanitize toilet bowls and sinks, inside and out
- Clean and polish all chrome surfaces, mirrors, and fixtures
- Fill all soap and paper dispensers
- Clean walls next to the sink, under paper towel & soap dispensers
- Wipe (clean) light switches
- Clean inside and outside door handles/hardware
- Spot clean walls as needed
- Sweep floors
- Wet mop floors (taking extra care to clean around the base of the toilets)
- Empty all waste receptacles and remove waste from the premises (replace liners with new ones)

Quarterly Duties:
(Duties performed each March; June; September; December)

- Wash all windows inside and outside
- Vacuum window coverings (pleated shades)

Semi Annual Duties:
(Duties performed on a Friday or Saturday night in June and December)

- Shampoo carpets (Vendor must confirm cleaning date at least 1 week in advance with Library Manager)
- Strip and wax all non-carpeted floors in the building (Vendor must confirm cleaning date at least 1 week in advance with Library Manager)

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