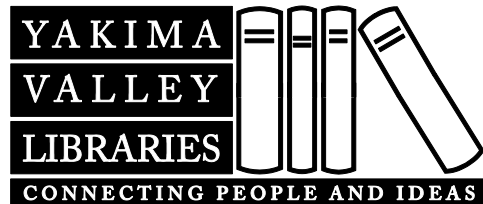


RFQ-059

Request for Quote

for

HVAC Maintenance and Repair for
Sunnyside, Selah and West Valley Libraries



Susan Miller
Facilities Manager

Yakima Valley Libraries

7/13/2016

RFQ NAME: HVAC Maintenance and Repair for
Sunnyside, Selah and West Valley Libraries

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 HVAC Proactive Maintenance and Repairs for our HVAC systems and our bathroom exhaust systems at 3 of our facilities: Sunnyside, Selah and West Valley Libraries.

RFQ SCHEDULE

Issue Request for Quote (RFQ)	07/13/2016
Pre-Quote Question Period	07/13/2016 – 08/02/2016
Deadline for Receipt of Quotes	08/03/2016
Evaluation of Quotes	08/04/2016
Name Apparent Successful Vendor	08/19/2016

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

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 08/02/2016. 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 (09/01/2016 – 08/31/2019); 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 09/01/2016. 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 quarterly 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.

3. ADDITIONAL SERVICES

Written approval must be obtained from YVL prior to performing any additional services not included in this RFQ. Additional services will be billed as time & materials. YVL reserves the right to bid large \$5,000.00 or more projects independent of this agreement.

4. PROJECT LOCATIONS

Location 1:

Sunnyside Library
621 Grant Ave.
Sunnyside, WA 98944

Location 2:

Selah Library
106 S. Second St.
Selah, WA 98942

Location 3:

West Valley Library
223 S. 72nd Ave
Yakima, WA 98908

5. CERTIFICATIONS AND REQUIREMENTS

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

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 the following criteria: Pricing is the most important criteria; location of service technicians in relation to YVL service sites; references and other factors are also criteria that will be reviewed.

After successful contract negotiations have been completed, the Apparent Successful Vendor will be awarded a contract to provide HVAC Proactive Maintenance and Repairs for our HVAC systems and our bathroom exhaust systems at 3 of our libraries: Sunnyside, Selah and West Valley Libraries.

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. None

10. SCOPE OF WORK

The selected Vendor will provide as part of the Proactive Maintenance (PM), quarterly visits to each of the three (3) listed location. Over the contracted 3 year period of time, there will be 12 scheduled PM visits to each location. The Vendor is to contact the appointed Yakima Valley Libraries' (YVL) representative a minimum of 24 hours in advance of each PM visit. The Vendor's technician will be required to provide a "Field Service Report" after each visit. Normal business hours will be from 7 am to 6 pm Monday - Friday, excluding national holidays.

As part of the contracted price the Vendor will provide all Proactive Maintenance labor and supplies needed such as belts, oils, lubricants and filters to keep our HVAC and exhaust systems in good working repair and with no additional fees to YVL.

Any modifications to our Proactive Maintenance Scope of Work requested by YVL, YVL's representative or the Vendor will be quoted as an addendum and added to the price of the agreement. All services and repairs outside the scope of this PM Contract will be on a time and material basis and prevailing wage for Yakima County will apply.

Roof Access: Sunnyside & West Valley Libraries have inside roof access during library open hours; Selah will require an outside ladder for roof access.

Proactive Maintenance to include the following:

Two (2) Mid-Season Inspections (February and August)

- Replace all air filters (date, initial each filter)
- Inspect and adjust belts and blower components
- Inspect and lubricate exhaust fan, blower & motor bearings (per manufacturer's specifications)
- Verify that heating/cooling systems are operable and running within specifications
- Verify that economizer dampers are set and operable
- Check for damaged wiring, corrosion, unusual noises, vibrations & secure panels
- Clean condensate drains, traps, and pans
- Clean units and surrounding area

One (1) Cooling Start-Up (May)

- Replace all air filters (date, initial each filter)
- Replace blower belts (date, initial each belt) (Label old belts "Emergency Spare" and store in or near unit)
- Replace exhaust fan belts (date, initial each belt) (Label old belts "Emergency Spare" and store in or near unit)
- Inspect and lubricate exhaust fan, blower & motor bearings (per manufacturer's specifications)
- Verify that heating/cooling systems are operable and running within specifications
- Verify that economizer dampers are set and operable
- Check refrigerant and compressor oil levels on compressors
- Check and adjust all operating and safety controls
- Megohmmeter check compressors and motors
- Check for damaged wiring, corrosion, unusual noises, vibrations & secure panels
- Clean condensate drains, traps, and pans
- Clean heating, evaporator and condenser coils
- Clean units and surrounding area

One (1) Heat Start-Up (November)

- Replace all air filters (date, initial each filter)
- Inspect blowers and belts
- Inspect and lubricate exhaust fan, blower & motor bearings (per manufacturer's specifications)
- Test the operation of heating systems.
- Verify that heating/cooling systems are operable and running within specifications
- Verify that economizer dampers are set and operable
- Check and adjust all operating and safety controls
- Check for damaged wiring, corrosion, unusual noises, vibrations & secure panels
- Clean condensate drains, traps, and pans
- Clean units and surrounding area

The Vendor is to provide all parts, equipment, miscellaneous supplies & permits needed to complete this project. The used filters are to be removed from each site and disposed of unless directed otherwise by the YVL representative.

11. EQUIPMENT LIST

- **Sunnyside Library:**
 - **Goodman** (South-Unit #1) 10 Ton - Model #PGC120225-3FA - Serial # 0702007954
RTU - Installed in 2007
Belt - AX31
Filters - (3) 20" x 25" x 2"
 - **Luxaire** (North-Unit #2) 3 Ton - Model #DBCW-FO36N60A - Serial # EENM117102
RTU - Installed in 2004
Belt - No Belt (Direct Drive Blower)
Filters - (1) 20" x 25" x 2"
 - **Exhaust Fan** - Bathrooms
Installed - 2016 (new motor)
Belt - No Belt (Direct Drive)
 - **Exhaust Fan** - Kitchen
Installed - unknown
Belt - No Belt (Direct Drive)
- **Selah Library:**
 - **York** (West-Unit #1) 5 Ton - Model #DBYA-F060N110D - Serial # NCNM-031289
RTU - Installed in 2003
Belt - No Belt (Direct Drive Blower)
Filters - (2) 20" x 20" x 2"
 - **York** (East-Unit #2) 3 Ton - Model #DAYA-F036N090C - Serial # NCNM-032792
RTU - Installed in 2003
Belt - No Belt (Direct Drive Blower)
Filters - (1) 20" x 20" x 2"
 - **Exhaust Fans** - Bathrooms
Installed - unknown
Belt - No Belt

- **West Valley Library:**

- **Lennox** (North-Unit #1) 12.5 Ton - Model #LGH150S4BH2Y - Serial # 5612A04760
RTU - Installed in 2012
Belt - B57
Filters - (4) 20" x 25" x 2"
- **Lennox** (Middle-Unit #2) 7.5 Ton - Model #LGH092H4BM1Y - Serial # 5612A04762
RTU - Installed in 2012
Belt - B54
Filters - (4) 20" x 25" x 2"
- **Lennox** (South-Unit #3) 7.5 Ton - Model #LGH092H4BM1Y - Serial # 5612A04761
RTU - Installed in 2012
Belt - B54
Filters - (4) 20" x 25" x 2"
- **Exhaust Fan** - Bathrooms **Greenheck** ¼ HP - Model GB-091-4-X - Serial # 12718874-1201
Installed - 2012
Belt - 3L190

12. 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:

13. PRICING PROPOSAL for ADDITIONAL SERVICES

Fill separate form out for each library location if rate varies between locations. List location name(s) on each form.

Library Name: _____

SERVICE WORK HOURLY RATES:	
Regular Hourly rate (\$):	\$
Overtime Hourly rate (\$):	\$
Weekend/Holiday Hourly rate (\$):	\$
MARK-UP RATES:	
Material Mark-up rates (%):	%
Equipment Rental Mark-up (%):	%
RESPONSE TIME:	
Standard Response (Hrs):	Hour(s)
Emergency Response (Hrs):	Hour(s)
ADDITIONAL FEES:	
Service Call Fee (\$):	\$
Travel/Trip Fee (\$):	\$