Summary Price Sheet for - RFQ-089 (A&B)

Proactive HVAC Maintenance for Yakima Central, Sunnyside, Selah and West Valley Libraries

Company Name (Print):

Fill out the following document - it must be turned in with your bid packet.

Sales tax will be added to invoices according to rates at the time of service.

RFQ-089A

Yakima Central Library

Semi-Annual Billing Rate: $ _____

Annual Billing Rate: $ _____

RFQ-089B

Sunnyside Library

Quarterly Billing Rate: $ _____

Annual Billing Rate: $ _____

Selah Library

Quarterly Billing Rate: $ _____

Annual Billing Rate: $ _____

West Valley Library

Quarterly Billing Rate: $ _____

Annual Billing Rate: $ _____

Print Name

Signature

Date:

RFQ-089A

Request for Quote

for

Yakima Central Library
Proactive HVAC Maintenance

Susan Miller
Facilities Manager

Yakima Valley Libraries

06/13/2019

RFQ NAME: Yakima Central Library
Proactive HVAC 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 HVAC Proactive Maintenance and Repairs for our Mitsubishi City Multi HVAC system; bathroom exhaust and garage exhaust systems at Yakima Central Library.

1. RFQ SCHEDULE

Issue Request for Quote (RFQ)	06/13/2019
Pre-Quote Question Period	06/13/2019 - 07/09/2019
Walk-thru date @ Yakima Central Library - (Tuesday)	06/25/2019 @ 9:30 am
Deadline for Receipt of Quotes	07/11/2019
Evaluation of Quotes	07/12/2019 - 07/19/2019
Name Apparent Successful Vendor	07/26/2019

Upon release of this RFQ, all responding communications must be directed to the RFQ Coordinator's email, 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 07/09/2019. 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 4 years, estimated dates are (08/15/2019 - 08/14/2023; this contract may be renewed for up to four years beyond the initial term, before new price quotations or bids are solicited. The estimated start date is 08/15/2019. 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 semi-annually after services are complete. Invoices will be emailed to: Accounting@yvl.org or 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 repair services not included in this RFQ. Additional services will be billed as time & materials. YVL reserves the right to bid $5,000.00 or more projects independent of this agreement.

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.

B. All employees of the selected Vendor who perform the services outlined in the Scope of Work must be certified (at least one service technician must be certified within 60 days of the contract being awarded) by Mitsubishi on the City Multi System VRF, including certifications for installer, controls, and service technician. Copy(s) of Mitsubishi licenses for your technician(s) is/are required to be returned with your bid.

C. The Vendor selected will need to supply an IP address (or IP addresses) to access the HVAC system remotely. (This is because without our authorization for your IP address, the firewall will stop you from accessing our system.)

7. 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.

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 but not limited to the following criteria: Pricing is the most important criteria, but location of service technicians in relation to YVL service site, Vendor 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 Proactive HVAC Maintenance and Repairs for the Mitsubishi City Multi HVAC system; bathroom exhaust and garage exhaust systems installed at the Yakima Central Library.

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. Payment shall not be released until: L&I approves the Affidavit of Wages Paid form; a current W-9, 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

The selected Vendor will provide as part of the Proactive Maintenance (PM): semi-annual filter changes; HRV filter cleaning; and condenser coil cleaning (our PM Scope of Work lists the procedures to be completed by the Vendor). The Vendor will provide quarterly filters for a period of four years. There will be 8-scheduled maintenance visits over the 4-year period in May & November. The Vendor will also supply all filters to be replaced between the PM visits at no additional cost to YVL (Yakima Valley Libraries). The YVL staff will perform the filter changes on the opposite quarters of the PM visits.

The Vendor will provide all belts, oils, lubricants and filters needed for the PM to keep our HVAC and exhaust systems in good working repair as part of the contracted price, with no additional fees to YVL. The used filters are to be removed and disposed of offsite unless directed otherwise by our YVL representative.

The Vendor's technician will be required to provide a "Field Service Report" after each visit. The Vendor selected will need to supply an IP address (or IP addresses) to access the HVAC system remotely. The HVAC system is being managed by: GB50A and M-Net controllers. Both systems are web enabled. The Vendor will need to have software that can communicate with our HVAC system so that they are able to review our system online, prior to sending a technician to our library for maintenance issues or for questions that might arise. Normal business hours will be from 7 am to 6 pm Monday - Friday, excluding holidays. All services or repairs outside the scope of this PM Contract will be on a time and material basis and prevailing wage for Yakima County will apply.

Any modifications to our PM Scope of Work requested by our YVL representative or the Vendor; is to 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.

Mitsubishi must license the Vendor's service technicians on the Mitsubishi City Multi HVAC system prior to working on our system. The Vendor is to provide the technician's license certificate from Mitsubishi as part of the bid packet.

12. MAINTENANCE CHECKLISTS

PROACTIVE MAINTENANCE SCOPE OF WORK (page 1 of 3)		
VRF SYSTEMS	**TIMES PER YEAR**	
	1 x	**2 x's**
Check all damper actuators and dampers for proper position & operation		X
Check building pressure control fans and related equipment		X
Check contactor points		X
Check economizer and associated equipment for proper operation if equipped		X
Check liquid line sight glass for indication of moisture and/or bubbles		X
Check proper operation of duct system controls		X
Clean return air grilles and supply diffusers		X
Clean return air section		X
Clean unit and surrounding area		X
Inspect all panels and cabinet insulation		X
Inspect and clean condensate drain system / add pan tablets		X
Inspect belt drive and adjust belts		X
Inspect blower motor for signs of overheating and bearing wear		X
Inspect blower wheel(s)		X
Inspect cabinet and all painted surfaces		X
Inspect condenser fans		X
Inspect condenser/evaporator coil condition		X
Inspect fresh air filter or screen		X
Inspect operational controls		X
Inspect safety controls		X
Inspect wiring		X
Lube bearings per manufacturer's specifications		X
Perform visual leak check of accessible piping and check insulation		X
Replace, date, and initial all disposable filters / Clean permanent filters		X
Verify all motor and compressor currents are within specifications		X
Deliver filters for library personnel to replace between PM's		X
Replace filters in heat recovery unit		X
Clean condenser coil	X	
If refrigerant problems are indicated, record each circuit's refrigerant pressures, superheat, sub cooling, and ambient temperature	X	
Inspect compressor	X	
Inspect indoor coil	X	
Inspect over current protection	X	
Verify crankcase heater operation	X	
Visually inspect filter drier(s)	X	

PROACTIVE MAINTENANCE SCOPE OF WORK (page 2 of 3)		
BUILDING AUTOMATION	**TIMES PER YEAR**	
	1 x	**2 x's**
Create backup of the operating system software in the central controller. Date and initial backup.	X	
Reload aborted and/or corrupted programs from the backup and report issue to the controls department	X	
Verify all set points are correct per customer requirements and design specifications	X	
Verify communication to/from each component	X	
Verify front end is operational	X	
Verify operation of system controllers and components	X	
Verify programming is operating per specifications and within the parameters of the designed sequence of operation.	X	
Verify remote communication is operational	X	

FANS	**TIMES PER YEAR**	
	1 x	**2 x's**
Check all damper actuators and dampers for proper position & operation	X	
Clean unit and surrounding area	X	
Inspect belt drive system	X	
Inspect blower motor for signs of overheating and bearing wear	X	
Inspect blower wheel	X	
Inspect cabinet and all painted surfaces	X	
Inspect disconnect / fuses	X	
Inspect electrical and secure any loose connections	X	
Lube bearings per manufacturer's specifications	X	
Record motor current and voltage and verify within specifications	X	
Replace or clean filters. Date and initial disposable filters as appropriate.	X	
Replace, initial, and date belts. Label old belts "Emergency Spare" and store in or near unit	X	

PROACTIVE MAINTENANCE SCOPE OF WORK (page 3 of 3)		
GAS HEATER	**TIMES PER YEAR**	
	1 x	**2 x's**
Check & adjust manifold pressure		X
Check all damper actuators and dampers for proper position & operation		X
Clean burners		X
Clean ignition components		X
Clean unit and surrounding area		X
Inspect cabinet and all painted surfaces		X
Inspect disconnect / fuses		X
Inspect draft fan / clean		X
Inspect electrical and secure any loose connections		X
Inspect flue and cap		X
Inspect heat exchangers		X
Inspect ignition controls		X
Inspect thermostat		X
Replace, date, and initial all disposable filters / Clean permanent filters		X
Test safety controls		X
Verify proper operation of duct system controls		X

13. EQUIPMENT LIST

See Attachment A.

14. 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: *(please print)*	
Name of Contact:	Phone number:
Type of work provided:	Email address:

Company & Address: *(please print)*	
Name of Contact:	Phone number:
Type of work provided:	Email address:

Company & Address: *(please print)*	
Name of Contact:	Phone number:
Type of work provided:	Email address:

15. PRICING PROPOSAL for ADDITIONAL SERVICES

Fill separate form out for each library. List location name(s) on each form.

Library Name: _____ Your Company Name: _____

Circle One: RFQ-089A RFQ-089B

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 ($): $ _____

Equipment Number	Type	Make	Model Number	Size	Serial Number	Year	Location - Area Served	Belts	Filters *(Nominal Size)*
DDC-01	DIGITAL CONTROL	MITUSBISHI	VRF DIGITAL CONTROLS		N/A	2010			
EF-01	EXHAUST FAN	GENERAL ELECTRIC	K5182AG201		N/A	0	ROOF Mechanical Room - RESTROOM EXHAUST FAN	2 - 4L720 BELTS or A-70	
FC-01A (IC-15)	VRF ID UNIT	MITSUBISHI	PEFY-P48NMAU-E	4 TON	9ZW00136	2010	BASEMENT Store - KIDS ROOM / SOUTH LIBRARY (Quad Stack - middle bottom)		Pleated Filters: 2 - 9x20x2; 1 - 9x16x2
FC-01B (IC-16)	VRF ID UNIT	MITSUBISHI	PEFY-P48NMAU-E	4 TON	91W00167	2010	BASEMENT Store - KIDS ROOM / SOUTH LIBRARY (Quad Stack - bottom)		Pleated Filters: 2 - 9x20x2; 1 - 9x16x2
FC-02 (IC-11)	VRF ID UNIT	MITSUBISHI	PCFY-P24NKMU-E	2 TON	97A00017D	2010	BASEMENT IT - SERVER ROOM		Washable Filters
FC-03 (IC-12)	VRF ID UNIT	MITSUBISHI	PEFY-P48NMAU-E	4 TON	93W00263	2010	BASEMENT Store - ACCOUNTING		Pleated Filter: 1 - 18x30x2
FC-04 (IC-09)	VRF ID UNIT	MITSUBISHI	PEFY-P96NMHU-E	8 TON	92W00719	2010	BASEMENT ADA Elevator - FRONT LIBRARY		Pleated Filters: 2 - 12x18x2
FC-05A (IC-13)	VRF ID UNIT	MITSUBISHI	PEFY-P48NMAU-E	4 TON	92W00213	2010	BASEMENT Store - KIDS ROOM / SOUTH LIBRARY (Quad Stack - top)		Pleated Filters: 2 - 9x20x2; 1 - 9x16x2
FC-05B (IC-14)	VRF ID UNIT	MITSUBISHI	PEFY-P48NMAU-E	4 TON	9ZW00137	2010	BASEMENT Store - KIDS ROOM / SOUTH LIBRARY (Quad Stack - middle top)		Pleated Filters: 2 - 9x20x2; 1 - 9x16x2
FC-06 (IC-06)	VRF ID UNIT	MITSUBISHI	PEFY-P96NMHU-E	8 TON	99W00569	2010	BASEMENT Dumbwaiter - FRONT LIBRARY		Pleated Filters: 2 - 16x20x2
FC-07 (IC-01)	VRF ID UNIT	MITSUBISHI	PEFY-P72NMHU-E	6 TON	92W00935	2010	BASEMENT by hidden Stairs - FRONT LIBRARY		Pleated Filters: 2 - 16x20x2
FC-08 (IC-02)	VRF ID UNIT	MITSUBISHI	PEFY-P48NMHU-E	4 TON	92W01972	2010	BASEMENT Outside Relander Room - BOARDROOM		Pleated Filter: 1 - 8x24x2
FC-09 (IC-03)	VRF ID UNIT	MITSUBISHI	PEFY-P15NMHU-E	1-1/4 TON	92W01237	2010	BASEMENT in Relander Room - DIRECTORS OFFICE		Pleated Filter: 1 - 14x24x2

Equipment Number	Type	Make	Model Number	Size	Serial Number	Year	Location - Area Served	Belts	Filters *(Nominal Size)*
FC-10 (IC-04)	VRF ID UNIT	MITSUBISHI	PDFY-P08NMU-E	3/4 TON	97W01711	2010	BASEMENT in Relander Room - HR OFFICE		Pleated Filter: 1 - 12x25x2
FC-11 (IC-05)	VRF ID UNIT	MITSUBISHI	PEFY-P24NMHU-E	2 TON	92W02327	2010	BASEMENT Outside Facilities Office - MAIN BASEMENT AREA		Pleated Filter: 1 - 16x25x2
FC-12 (IC-07)	VRF ID UNIT	MITSUBISHI	PEFY-P15NMHU-E	1-1/4 TON	92W01238	2010	FIRST FLOOR CEILING Admin. Office - ADMIN. OFFICE		Pleated Filter: 1 - 13x24x2
FC-13 (IC-08)	VRF ID UNIT	MITSUBISHI	PEFY-P18NMHU-E	1-1/2 TON	04W01623	2010	BASEMENT TUNNEL Ceiling/horizontal - BREAKROOM		Pleated Filter: 1 - 14x24x2
FC-14 (IC-10)	VRF ID UNIT	MITSUBISHI	PVFY-P36E00A	3 TON	R0309100133	2010	BASEMENT TUNNEL Floor/vertical - NORTH STAFF AREA		Pleated Filter: 1 - 12-1/2x28x2
FC-15A (IC-18)	VRF ID UNIT	MITSUBISHI	PEFY-P96NMHU-E	8 TON	04W00820	2010	BASEMENT Lower Fan Room - READING ROOM/LIBRARY (Dual Stack - top)		Pleated Filters: 1 - 16x20x2; 1 - 16x24x2
FC-15B (IC-19)	VRF ID UNIT	MITSUBISHI	PEFY-P96NMHU-E	8 TON	9XW00576	2010	BASEMENT Lower Fan Room - READING ROOM/LIBRARY (Dual Stack - bottom)		Pleated Filters: 1 - 16x20x2; 1 - 16x24x2
FC-16 (IC-20)	VRF ID UNIT	MITSUBISHI	PEFY-P96NMHU-E	8 TON	92W00720	2010	FIRST FLOOR Ceiling Tech Service Area - SOUTH STAFF AREA		Pleated Filters: 2 - 16x20x2
FC-17 (IC-17)	VRF ID UNIT	MITSUBISHI	PKFY-P06NBMU-E	1/2 TON	97A00298D	2010	BASEMENT Store - STORE		Washable Filters
HRU-01	HEAT RECOVER	RENEWAIRE	PA9XIN (PA-9XJIN9)		G105858C	2010	ROOF Mechanical Room		Pleated Filters: 18 - 20x20x2
RF-01	RETURN FAN	DAYTON	3KV87G		ETP6085009012	0	BASEMENT North Lower Fan Room	1-B210 BELTS (Matched set of 5)	
SF-01	SUPPLY FAN	GENERAL ELECTRIC	5K4326A3		PN18559	0	BASEMENT South Lower Fan Room	3 - C195 BELT	

Equipment Number	Type	Make	Model Number	Size	Serial Number	Year	Location - Area Served	Belts	Filters *(Nominal Size)*
SF-02	SUPPLY FAN	COOK	195SQN195SQNB		033SD274200000701	2010	BASEMENT Store - KIDS ROOM/SOUTH LIBRARY	2 - A90 BELT	
UH-01	DUCT HEATER	STERLING	QVSD-175-M (Unit #SSUD-D3175A2N2AH100)		H1001016241001001	2010	ROOF Mechanical Room Ceiling		
VRF-01-1 (OC-62)	VRF OD UNIT	MITSUBISHI	PURY-P120YJMU-A	10 TON	04W00246	2010	ROOF / VRF-1-BC (VRF- BC-63)		
VRF-01-2 (OC-61)	VRF OD UNIT	MITSUBISHI	PURY-P120YJMU-A	10 TON	04W00215	2010	ROOF / VRF-1-BC (VRF- BC-63)		
VRF-02 (OC-57)	VRF OD UNIT	MITSUBISHI	PURY-P120YJMU-A	10 TON	04W00238	2010	ROOF / VRF-2-BC (VRF- BC-59)		
VRF-03-1 (OC-52)	VRF OD UNIT	MITSUBISHI	PURY-P120YJMU-A	10 TON	04W00385	2010	ROOF / VRF-3-BC (VRF- BC-3)		
VRF-03-2 (OC-51)	VRF OD UNIT	MITSUBISHI	PURY-P120YJMU-A	10 TON	04W00278	2010	ROOF / VRF-3-BC (VRF- BC-3)		
VRF-04-1 (OC-69)	VRF OD UNIT	MITSUBISHI	PURY-P120YJMU-A	10 TON	04W00388	2010	ROOF / VRF-4-BC (VRF- BC-70)		
VRF-04-2 (OC-68)	VRF OD UNIT	MITSUBISHI	PURY-P120YJMU-A	10 TON	05W00394	2010	ROOF / VRF-4-BC (VRF- BC-70)		
VRF-BC-01 (BC-63)	VRF BC CONTROL	MITSUBISHI	CMB-P108NU-GA		93W01450	2010	South Fan Room / (VRF- BC-63) SERVES: (IC- 11,12,13,14,15,16,17) F/C #S 1,2,3,5 & 17		
VRF-BC-02 (BC-59)	VRF BC CONTROL	MITSUBISHI	CMB-P108NU-GA		04W00763	2010	North Fan Room / SERVES: (IC- 18,19,20) F/C #S 4,12,13 & 14		
VRF-BC-03 (BC-53)	VRF BC CONTROL	MITSUBISHI	CMB-P108NU-GA		91W00738	2010	North-Center Basement / SERVES: (IC- 7,8,9,10) (OC-57) F/C #S 6,7,8,9,10 & 11		
VRF-BC-04 (BC-70)	VRF BC CONTROL	MITSUBISHI	CMB-P108NU-GA		93W01447	2010	South Fan Room / SERVES: (FC- 7,8,9,10,11) F/C #S 15 & 16		
(EF-02)	EXHAUST FAN	GREENHECK	CWB-099-4-X		12807865 1204	2012	ROOF SW side / Public Bathrooms	1 - 3L190 BELT	
(GEF-01)	EXHAUST FAN	BREIDERT	BW-404 B				ROOF NW side / Garage Exhaust	1 - A-35 BELT	

RFQ-089B

Request for Quote

for

Sunnyside, Selah and West Valley Libraries
Proactive HVAC Maintenance

Susan Miller
Facilities Manager

Yakima Valley Libraries

6/13/2019

RFQ NAME: Sunnyside, Selah and West Valley Libraries
Proactive HVAC 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 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.

1. RFQ SCHEDULE

Issue Request for Quote (RFQ)	06/13/2019
Pre-Quote Question Period	06/13/2019 - 07/09/2019
Walk-thru date @	
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Selah Library - (Tuesday)	06/25/2019 @ 3:30 pm
Sunnyside Library - (Wednesday)	06/26/2019 @ 11:00 am
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5. 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

6. CERTIFICATIONS AND REQUIREMENTS

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

7. 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.

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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. Payment shall not be released until: L&I approves the Affidavit of Wages Paid form; a current W-9, 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

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.

12. 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

13. 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: *(please print)*	
Name of Contact:	Phone number:
Type of work provided:	Email address:

Company & Address: *(please print)*	
Name of Contact:	Phone number:
Type of work provided:	Email address:

Company & Address: *(please print)*	
Name of Contact:	Phone number:
Type of work provided:	Email address:

14. PRICING PROPOSAL for ADDITIONAL SERVICES

Fill separate form out for each library. List location name(s) on each form.

Library Name: _____ Your Company Name: _____

Circle One: RFQ-089A RFQ-089B

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 ($): $ _____