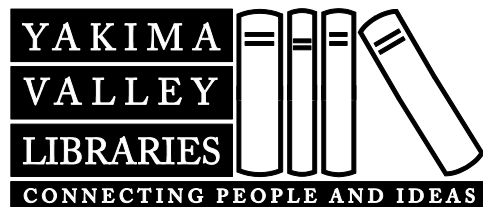


RFQ-091

Request for Quote

for

Cat 5e Network Cabling
at the Yakima Central Library



Melissa Vickers
Information Technology Manager

Yakima Valley Libraries

Date: 10/28/2019

RFQ NAME: Cat5e Network Cabling

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 replace existing cat5e network cables with a run of 4 cat5e network cables from the network rack in the basement to an office on the main floor.

1. RFQ SCHEDULE

Issue Request for Quote (RFQ)	10/28/2019
Pre-Quote Question Period	10/28/2019 – 10/31/2019
Deadline for Receipt of Quotes	11/1/2019
Evaluation of Quotes	11/2/2019 – 11/6/2019
Name Apparent Successful Vendor	11/8/2019

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

Melissa Vickers, RFQ Coordinator
102 North 3rd Street
Yakima, WA 98901
(509) 575-3426, mvickers@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 10/31/2019. 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 conclude at project completion. The start date will be determined during contract negotiation with project completion by 11/30/2019. 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.
- B. Certificate of insurance; naming Yakima Valley Libraries is required.

7. REFERENCES

Quote submitted will include 3 commercial references for comparable work / projects. References should 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 replace existing cat5e network cables with a run of 4 cat5e network cables from the network rack in the basement to an office on the main floor.

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 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. 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. Network Rack with existing patch panel

11. SCOPE OF WORK

This is a prevailing wage project in Yakima County to replace existing cat5e network cables with a run of 4 cat5e network cables from the network rack in the basement to an office on the main floor. Vendor is to remove the old cable and remove any unused materials. Vendor must also terminate both ends of the new cables and use the existing patch panel. Vendor is to supply all materials and supplies (which may include, but not be limited to back boxes, network jacks, cable, and faceplates) beyond the YVL supplied patch panel. A pull string must be attached and made available to future cable installers.

Vendor must patch any holes created from cable installation and paint to match all patch work done. All cables are to be properly bundled together and supported. Velcro is to be used to tie cables together, plastic zip ties are not permitted. Terminations must be tested, certified, and labeled at both the patch panel and wall plate.

Vendor will work with YVL representative on location for cable run, cable concealment, and on the labeling process for both the patch panel and wall plate. Any cable concealment used must be paintable open-slot wire duct which must be anchored into the wall. All colors of materials are to be determined by YVL designated representative. Remove all debris from site each day, leaving all work spaces in a clean and orderly manner.

The vendor is to provide all parts and quote all labor, materials, equipment, miscellaneous supplies, permits, and filing fees needed to complete this project with labor as a separate line item.