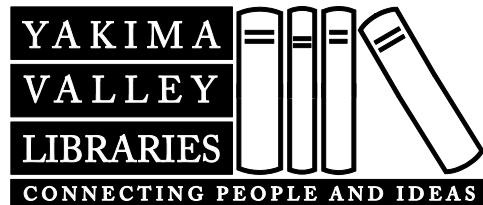


# RFQ-094

Request for Quote

for

Yakima Central Library Retro-Fit T8's with LED Tubes



Susan Miller  
*Facilities Manager*

**Yakima Valley Libraries**

2/14/2020

**RFQ NAME:** Yakima Central Library Retro-Fit T8's with LED Tubes

**ISSUING AGENCY:** Yakima Valley Libraries  
102 North 3<sup>rd</sup> Street  
Yakima, WA 98901

Yakima Valley Libraries is seeking quotes from qualified vendors for a Public Works project to retro-fit the current T8 (4 ft.) fluorescent light fixtures, by-pass the ballasts and replace each of the T-8's with LED tubes.

### 1. RFQ SCHEDULE

Issue Request for Quote (RFQ)	2/14/2020
Pre-Quote Question Period	2/14/2020 - 3/5/2020
Walk-thru site visit	2/20/2020 Thursday @ 1:30 pm
Deadline for Receipt of Quotes	3/6/2020
Evaluation of Quotes	3/20/2020
Name Apparent Successful Vendor	3/26/2020

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 3<sup>rd</sup> Street  
Yakima, WA 98901  
Email: [smiller@yvl.org](mailto: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 3/5/2020. 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. Our goal is to have this project completed prior to May 1, 2020. 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 after services are complete. Invoices will be emailed to: [Accounting@yvl.org](mailto:Accounting@yvl.org) or mailed to:

Yakima Valley Libraries  
Attn: Accounts Payable  
102 North 3<sup>rd</sup> 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 Valley Libraries  
102 North 3<sup>rd</sup> 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 as Additional Insured.
- C. Vendor must have an active L & I Prevailing Wage Intent & Affidavit Account (PWIA).

#### **7. REFERENCES**

Quotes submitted will include 3 commercial references for comparable work / projects. We request that Vendors use the reference form located on the last page of this RFQ document. Vendors must submit references along with their 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, length of warranty and references. After successful contract negotiations have been completed, the Apparent Successful Vendor will be awarded the project of Retro-fitting our T8 lights with LED tubes per the scope of work listed below.

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 the L&I approved form, current W-9, and contractor registration # (when applicable) have 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

Yakima Central Library is seeking to retro-fit the current T8 (4 ft.) fluorescent light fixtures, bypass the ballasts and replace each of the T-8's with LED tubes. There are 3 main areas in the public library space: the main library (ceiling is 20 ft.); the south end (ceiling is 12 ft.); and the mezzanine (ceiling is 9 ft. 7 in.). A lift will be required to reach the main library's high ceiling

fixtures. The installation is to be scheduled during closed hours. The library is currently open 7 days a week. This is a prevailing wage project in Yakima County and must be bid accordingly.

Requirements for LED's - Equivalent or better: RAB Pro Series T8-17-48G-850-SD-BYP  
5000K, 2200 Lumens

**Project #1 - Main bid:**

Main library (144 fixtures w/4 lamps each), south end (36 fixtures w/4 lamps each) & mezzanine (25 fixtures w/4 lamps each)

- **TOTAL = 692 lamps to replace & 205 ballasts to remove**

**Project #2 - Alternate bid:**

Under the mezzanine - low ceiling (12 fixtures w/3 lamps each), Main library - low ceiling (2 fixtures w/2 lamps each)

- **TOTAL = 40 lamps to replace & 14 ballasts to remove**

**Project 1 & 2 bids are to include the following:**

You must break your bid out into 2 sections & label them as (Project 1 & Project 2). Labor (prevailing wage applies), parts, equipment, and miscellaneous fees to be listed as separate line items for each project. Also include: brand, item number and description of LED tubes to be installed. If we accept both Project 1 & Project 2, work will be scheduled together, as one job. Cost will be the deciding factor to include or exclude Project #2.

- Remove off site all ballasts, lamps & garbage at the end of each work day/night, with legal disposal process for these items
- Replace any tombstones as needed
- Wipe down lens of each light fixture (inside & outside)
- Schedule the installation during closed hours, with no more than 3 days/nights off during a 7 day period of time
- Vendor to provide lift for high ceiling work (protect flooring from any leaks or dirt on wheels)
- Assist with Pacific Power's Watt Smart program to secure incentives offered
- Complete and file all required permits and L & I prevailing wage Intents & Affidavits required for project

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

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: