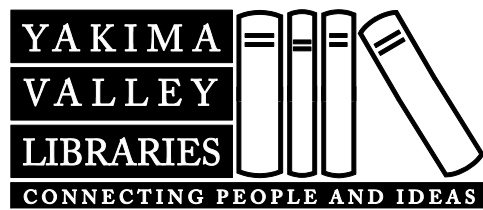


RFQ-095

Request for Quote

for

Buena Library Weed & Pest Control Services



Susan Miller
Facilities Manager

Yakima Valley Libraries

2/20/2020

RFQ NAME: Buena Library Weed & Pest Control Services

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 weed control spray and ground sterilant services every six (6) weeks as needed in areas around the Buena Library. They will also provide pest control services (2) times per year over the next four (4) years.

1. RFQ SCHEDULE

Issue Request for Quote (RFQ)	2/20/2020
Pre-Quote Question Period	2/20/2020 – 2/27/2020
Deadline for Receipt of Quotes	2/28/2020
Evaluation of Quotes	3/6/2020
Name Apparent Successful Vendor	3/12/2020

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
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 2/27/2020. 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 cover a period of 4 years, starting in March 2020 thru October 2024, with an option to extend the agreement for an additional 4 years. The start date will be determined during contract negotiation. The price quoted 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 are to be done yearly, at the end of each fall season. 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 services not included in this RFQ.

5. PROJECT LOCATION

Buena Library
801 Buena Road
Buena, WA 98921
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.
- C. Vendor must have an active L & I Prevailing Wage Intent & Affidavit Account (PWIA).

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 provide weed control spray, a ground sterilant and pest control services at our Buena Library as described in our scope of work.

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 is 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, 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 vendor will provide weed control spray services every 6 weeks to keep the weeds from growing around the building and in the parking lot. These services are to begin in spring and continue through fall. The vendor will also apply a ground sterilant in the gravel parking lot as well as the rock around the building and in the garden areas.

The vendor will also provide a pest control service twice a year. They will apply pest control products to the trees and shrubs, once in the spring & again in the fall.

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

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: