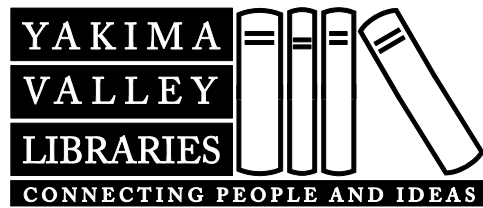


**RFQ-097**

Request for Quote

for

**West Valley Library Arborvitaes Tree Trimming**



Susan Miller  
*Facilities Manager*

**Yakima Valley Libraries**

4/27/2020

RFQ NAME: **West Valley Library Arborvitaes Tree Trimming**

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 trim & clean up all of the arborvitaes at the rear (east side) of the library property to approximately 16 feet in height from their current height of approximately 20 feet.

#### 1. RFQ SCHEDULE

Issue Request for Quote (RFQ)	04/27/2020
Pre-Quote Question Period	04/27/2020 – 05/08/2020
Deadline for Receipt of Quotes	05/11/2020
Evaluation of Quotes	05/22/2020
Name Apparent Successful Vendor	05/22/2020

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

Susan Miller, RFQ Coordinator  
102 North 3<sup>rd</sup> Street  
Yakima, WA 98901  
[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 05/08/2020. 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. 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 may be emailed to [accountspayable@yvl.org](mailto:accountspayable@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

West Valley Library  
223 S. 72<sup>nd</sup> Ave.  
Yakima, WA 98908  
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).
- D. Valid Unified Business Identifier (UBI)
- E. Industrial insurance coverage for employees

7. REFERENCES

Quote submitted will include 3 commercial references for comparable work / projects. References form to use is on the last page of this document. Fill in all fields for each reference.

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 trim & clean up all of the arborvitaes along the rear (east side) of the property at the West Valley Library per the 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 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 from YVL for projects under \$2,500; provided that there will be a single billing for all services performed the vendor may complete the online Combined Intent and Affidavit Form. Payment shall not be released until L&I approves the prevailing wage forms and YVL has been provided with the vendor's current W-9 and contractor registration # (when applicable).
- 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

This is a prevailing wage job in Yakima County & should be bid accordingly!

We have approximately (135 ft.), 38 arborvitae trees (approximately 20 ft. tall) on the West side (rear) of library property that need trimmed. You are to trim each arborvitae to approximately 16 feet in height. The cutting away of dead, discolored and/or diseased foliage, plus twigs and small branches from the interior and perimeter of the trees is also to be included. Remove off site, all debris on the library and the neighbor's property that comes from the arborvitae trees. You must also remove any branches leaning over into the neighbor's yards.

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: