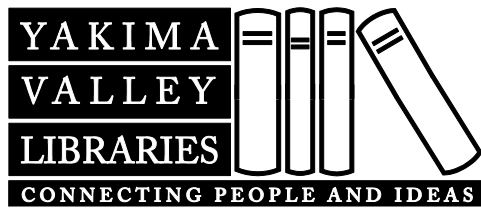


RFQ-099

Request for Quote

for

Cat 6 Network Cabling and Power
at the Wapato Community Library



Melissa Vickers

Information Technology Manager

Yakima Valley Libraries

Date: 10/8/2020

RFQ NAME: Cat6 Cabling and Power at the Wapato Community Library

ISSUING AGENCY: Yakima Valley Libraries
102 North 3rd Street
Yakima, WA 98901
Yakima County

Yakima Valley Libraries (YVL) is seeking quotes from qualified vendors for a Public Works Prevailing Wage project to add tele-power poles, power outlets and Category 6 Network drops at our Wapato Community Library.

1. RFQ SCHEDULE

Issue Request for Quote (RFQ)	10/8/2020
Pre-Quote Question Period	10/8/2020 – 10/14/2020
Deadline for Receipt of Quotes	10/14/2020
Evaluation of Quotes	10/15/2020 - 10/16/2020
Name Apparent Successful Vendor	10/16/2020

Upon release of this RFQ, all responding Vendors’ communications must be directed to the RFQ Coordinator’s email address 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 10/14/2020. 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 project completion. The start date will be determined during contract negotiation with project completion to be negotiated. 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 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

Wapato Community Library
119 E 3rd Street
Wapato, WA 98951
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.

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 and selected for the best value for Yakima Valley Libraries. The criteria for evaluation is weighted heaviest on the basis of price, but also references and other criteria that best suit Yakima Valley Libraries. After successful contract negotiations have been completed, the Apparent Successful Vendor will be awarded a contract to run, terminate, test, and certify Cat 6 cables and remove old Cat5e cables, add tele-power poles, and install duplex outlets at the Wapato Community 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. 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. SCOPE OF WORK

This project is to include a complete re-cabling of the library, pulling and removing the old cables and running 24 new vendor supplied Category 6 network cables that will terminate in the server/network rack on a new vendor supplied patch panel. Vendor supplied tele-power poles must be used in two locations to support 10 public computers in one area and two staff computers and accessories in another with both network and power. Vendor added wall duplex power outlets are required in two additional areas. Any areas where network cabling is removed and will no longer be used, must be patched and painted or a blank wall plate used with vendor provided materials.

Cabling

- Termination of (24) Cat6 plenum rated network cabling from keystone jacks and wall plates to patch panel, concealed along a designated path.
- Vendor will work with YVL representative on location for cable run, cable concealment, any color choices, and on the labeling process for both the patch panel and wall plate.
- All cable is to run above ceiling, through the wall, or in cable concealment and be properly bundled together and supported by the building structure. Test and label all terminations at both the patch panel and wall plate with labeling to be approved by the designated YVL representative.
- All cable is to be properly bundled together and supported. Velcro is to be used to tie cables together. No plastic zip ties are to be used.
- Tele-power poles to be used in two areas – to support 10 public computers and 2 staff computers with accessories.
- Removal of existing Cat5/Cat5e cables and patch panel, patching and painting or covering with blank face plate.
- Any holes created from cable installation or removal must be approved, patched, and painted to match.
- Remove all debris from site each day, leaving all work spaces in a clean and orderly manner.

Power

- Install (4) duplex outlets into 2 tele-power poles to be installed in designated locations.
- Install (2) new duplex wall outlets in (2) designated locations.
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The vendor is to provide and quote all labor, materials, equipment, miscellaneous supplies, permits, and filing fees needed to complete this project with labor and materials as a separate line items.

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: