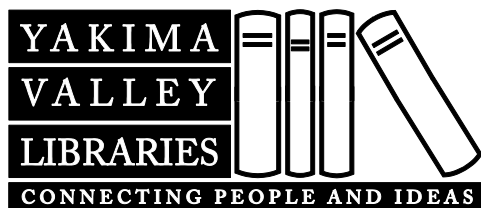


RFQ-101

Request for Quote

for

Yakima Central Library Metal Cap for Planter Bed



Susan Miller
Facilities Manager

Yakima Valley Libraries

10/23/2020

RFQ NAME: Yakima Central Library Metal Cap for Planter Bed
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 install a black powder coated metal cap on a granite planter bed at Yakima Central Library.

1. RFQ SCHEDULE

Issue Request for Quote (RFQ)	10/23/2020
Pre-Quote Question Period	10/23/2020 – 10/30/2020
Deadline for Receipt of Quotes	11/2/2020
Evaluation of Quotes	11/5/2020
Name Apparent Successful Vendor	11/9/2020

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 10/30/2020. 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 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

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.
- C. Vendor must have an active L & I Prevailing Wage Intent & Affidavit Account (PWIA).
- D. Valid Unified Business Identifier (UBI)

7. REFERENCES

Quotes submitted will include 3 commercial references for comparable work / projects. Page six (6) of this document is to be completed and returned with your 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 first on the basis of price, then on schedule, and references. After successful contract negotiations have been completed, the Apparent Successful Vendor will be awarded a contract to install a black power coated metal cap over a granite cap on our planter bed, matching existing metal caps on our other planter beds at Yakima Central 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 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 should 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

Yakima Valley Libraries is looking for a Vendor to install a black powder coated metal cap on a planter bed, matching the black metal caps on the surrounding planter beds at Yakima Central Library. The current metal caps are approximately 8-1/2 inches wide and approximately 1/8 inch thick, with a ≈2 inch overhang on the sides. The metal cap is to be secured to the planter bed.

The Vendor may need to shift some rocks and dirt or knock down some cement on the inside of the planter bed to accommodate the new metal cap. The new metal cap is to protect the granite cap of the plant bed. I have attached pictures to show the damages that have occurred over time to the granite cap & sides of the plant bed. The Vendor will not be required to repair the granite cap, as the metal cap should cover these damages.

Planter bed:	North to South (2 pieces)	≈ 19 feet - 1/2 inch ea.
	East to West (south side) (1 piece)	≈ 11 feet - 1/8 inch
	<u>East to West (north side) (1 piece)</u>	<u>≈ 10 feet - 6 inches</u>
	Total Linear Feet is approximately	≈ 59 feet - 7-1/8 inches

The Vendor is to provide all parts, equipment, miscellaneous supplies, permits & miscellaneous fees needed to complete this project. The Vendor is to break out on the quote with separate line item costs for labor and for materials.

Planter Box at Yakima Central Library



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: