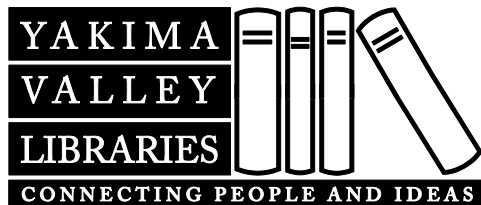


RFQ-105

Request for Quote

for

Sunnyside Library Janitorial and Ground Maintenance



Susan Miller
Facilities Manager

Yakima Valley Libraries

07-01-2021

RFQ NAME: Sunnyside Library Janitorial and Ground Maintenance

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

Yakima Valley Libraries (YVL) is seeking quotes from qualified vendors for a Public Works project in Yakima County to provide janitorial and ground maintenance for the Sunnyside Library; Monday thru Friday (5 days per week). Work is to be scheduled during closed library hours.

1. RFQ SCHEDULE

Issue Request for Quote (RFQ)	07/01/2021
Pre-Quote Question Period	07/01/2021 – 07/15/2021
Deadline for Receipt of Quotes	07/16/2021 (Friday)
Evaluation of Quotes	07/17/2021 – 07/23/2021
Name Apparent Successful Vendor	07/26/2021

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 3rd Street
Yakima, WA 98901
Email: smiller@yvl.org

2. PRE-QUOTE QUESTION PERIOD

Respondents who wish to submit a quote are invited to email any questions about the Scope of Work to the RFQ Coordinator. Questions will be accepted through 07/15/2021. 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 approximately 3-1/2 years, estimated dates are (8/1/2021 – 12/31/2024); this contract may be renewed for up to four years beyond the initial term before new bids are solicited. The estimated start date is 08/01/2021. The submitted quote will be valid for a 90 day period. Once an agreement has been executed, either party may cancel this agreement with a 30 days written notice.

Billing for this contract is to be done after services are complete. 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

**Sunnyside Library
621 Grant Ave.
Sunnyside, WA 98944
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

Bid submitted will include 3 commercial references for comparable work / projects. Page 7 of this RFQ has the reference form that is to be returned with your bid.

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 and references. After successful contract negotiations have been completed, the Apparent Successful Vendor will be awarded a contract to provide janitorial and ground maintenance for the Sunnyside Library, Monday thru Friday (5 days each week). Work is to be scheduled during closed library hours.

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 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 SUPPLIES AND EQUIPMENT SUPPLIED BY YAKIMA VALLEY LIBRARIES

- A. Paper towels: rolls & single-fold; toilet paper: standard and jumbo jr rolls; hand soap; toilet seat covers; liners: waxed liners, 13 gallon, 30 gallon & 44 gallon liners.

11. SCOPE OF WORK

INTERIOR:

Restrooms: (Duties performed daily - Monday through Friday)

- Sweep & then wet mop floors with properly diluted neutral (pH6 to 8) detergent solution
- Clean and sanitize inside and around all toilet bowls, sinks and fixtures
- Clean walls next to the toilets, sinks and under paper towel & soap dispensers
- Empty all waste receptacles and place waste in dumpster
(Liners may be reused but new liners must be inserted if you dispose of the old ones)
- Polish all chrome and stainless steel surfaces; mirrors and fixtures
- Fill all soap and paper dispensers
- Clean all light switches
- Clean inside and outside door handles and hardware

INTERIOR cont...

- Pour 1 cup of water down each floor drain

Daily Duties: (Duties performed - Monday through Friday)

- Vacuum high traffic areas, such as entryways daily
- Vacuum all other carpeted areas (at least three times per week)
- Sweep and then mop the kitchen and coffee bar area floors (at least twice a week)
- Empty all waste receptacles and place waste in dumpster
(Liners may be reused but new liners must be inserted if you dispose of the old ones)
- Clean all glass in the entrance foyer (inside and outside)
- Fill all soap and paper dispensers
- Clean and polish water fountain
- Spot clean all doors and door jams
- Wipe down chairs (pick a different section of chairs each day to clean)
- Clean and polish: table tops; counter tops and circulation desk top

Weekly Duties: (Duties performed at least one time each week)

- Clean glass above entrance doors
- Dust and clean around the public computer equipment and furniture
- Dust bookcases & low shelving tops
- Clean kitchen & work room sinks
- Clean & dust interior window ledges
- Clean cobwebs off of interior ceilings; bookcases; ledges; etc.

Quarterly Duties: (Duties performed in March; June; September; December)

- Wash all windows inside and outside
- Dust all window shades and mini blinds

Semi Annual Duties: (Duties performed on a Friday or Saturday night in June; and December)

Shampoo carpets (Vendor must confirm cleaning date at least 1 week in advance with Library Manager)

EXTERIOR:

Daily Duties: (Duties performed daily - Monday through Friday)

- Pick up and remove litter and debris from the courtyard and front sidewalk
- Empty exterior garbage can

Weekly Duties: (Duties performed once each week)

- Clean the cobwebs off the exterior of the building including around overhead light fixtures
- Sweep, vacuum and/or blow off: entry; courtyard and sidewalks around the library

EXTERIOR cont...

Spring Duties: * (During the month of March)

- Add new bark nuggets to the flower beds, matching current bark (product to be preapproved by YVL representative)

Except for items listed under 10 A, the Vendor is to provide all parts, equipment, & miscellaneous supplies needed to complete the duties within the Scope of Work.

VENDOR NAME:		UBI #:
LIST REFERENCES below:		Date:
List 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 (above): (please print)		Phone number (above):
Name of Contact (above):		Email address (above):
Type of work provided (above):		
2).		
Company & Address (above): (please print)		Phone number (above):
Name of Contact (above):		Email address (above):
3).		
Company & Address (above): (please print)		Phone number (above):
Name of Contact (above):		Email address (above):
Type of work provided (above):		