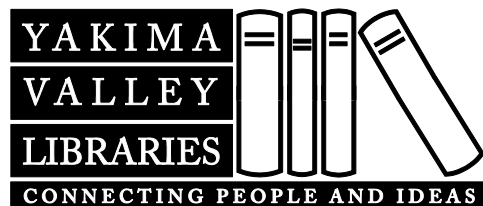


RFQ-115b

Request for Quote

for

2022 Electrical Outlets  
at the  
Buena Library



Melissa Vickers  
*Information Technology Manager*

**Yakima Valley Libraries**

Date: 2/15/2022

RFQ NAME: 2022 Electrical Outlets at the Buena Library

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 disconnect, label, and secure the wiring at each end and cap off (2) floor outlets and install (2) new floor outlets in new designated location.

### 1. RFQ SCHEDULE

Issue Request for Quote (RFQ)	2/15/2022
Pre-Quote Question Period	2/15/2022 – 3/15/2022
Deadline for Receipt of Quotes	3/15/2022
Evaluation of Quotes	3/16/2022 – 3/18/2022
Name Apparent Successful Vendor	3/21/2022

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

Melissa Vickers, RFQ Coordinator  
102 North 3<sup>rd</sup> Street  
Yakima, WA 98901  
[mvickers@yvl.org](mailto: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 3/15/2022.

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 and is contingent on budget approval, but must be started no earlier than 7/1/2022 as well as completed and invoiced no later than 11/15/2022. 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

Buena Library  
801 Buena Rd  
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).
- D. Valid Unified Business Identifier (UBI)

#### 7. REFERENCES

Quote submitted will include 3 commercial references for comparable work / projects. References should include the company name, 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 disconnect, label, and secure the wiring at each end and cap off (2) floor outlets and install (2) new floor outlets in new designated location.

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 must 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. Distribution Board

## 11. SCOPE OF WORK

Yakima Valley Libraries is seeking a vendor for a Yakima County prevailing wage project. The vendor is to disconnect, label, and secure the wiring at each end and cap off (2) floor outlets and install (2) new floor outlets in new designated location.

After disconnecting, labeling, and securing the wiring at each end of (2) grounded floor outlets, keep the floor boxes and add vendor supplied metal blank faceplates. Installation of (2) grounded recessed duplex outlets from breaker panel to new designated location in the floor.  
All work must comply with current electrical codes.

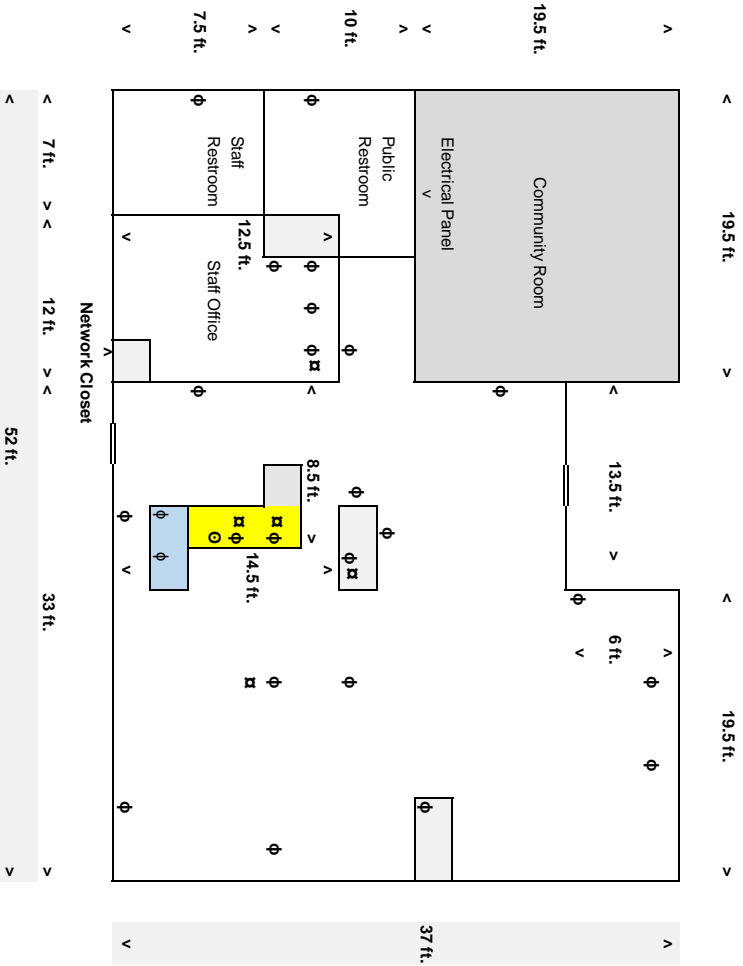
The vendor is to provide all parts, equipment, miscellaneous supplies & permits needed to complete this project.

**The vendor must list separately the costs for labor, materials, and fees on their official quote.**

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

# ATTACHMENT A

## Buena Library



Public Area - Square Feet ≈

1,092.25

Public Restrooms - Square Feet ≈

81.50

Staff Area - Square Feet ≈

325.75

Blue = New location for outlets  
Yellow = Need to be moved

○	= 2 phone lines
■	= 2 Ether Connections
φ	= 2 Power Outlets
<	Directional arrow
>	Directional arrow
^	Directional arrow
v	Directional arrow