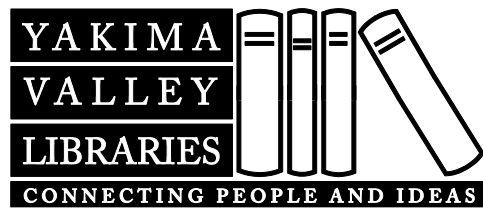


RFQ-117-A

Request for Quote

for

Yakima Central Library  
Proactive HVAC Maintenance



Susan Miller  
*Facilities Manager*

**Yakima Valley Libraries**

04/07/2023

**RFQ NAME:** Yakima Central Library  
Proactive HVAC Maintenance

**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 provide HVAC Proactive Maintenance and Repairs for our Mitsubishi City Multi HVAC system; bathroom exhaust and garage exhaust systems at Yakima Central Library.

### 1. RFQ SCHEDULE

Issue Request for Quote (RFQ)	04/07/2023
Pre-Quote Question Period	04/07/2023 – 04/25/2023
<b>Walk-thru (site visit) date:</b> Yakima Central Library	<b>04/18/2023 @ 2:00 pm – (Tuesday)</b>
Deadline for Receipt of Quotes	04/27/2023
Evaluation of Quotes	05/04/2023
Name Apparent Successful Vendor	05/09/2023

Upon release of this RFQ, all responding communications must be directed to the RFQ Coordinator’s email, 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 04/25/2023. 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 4 years, estimated dates are 08/01/2023 – 12/31/2027; this contract may be renewed for up to four years beyond the initial term, before new bids are solicited. The estimated start date is 08/01/2023. The quoted price provided will be valid for a 90 day period. Once the contract has been executed, either party may cancel this contract with 30 days written notice.

Billing for this contract is to be done semi-annually after services are complete. Invoices will be emailed to: [Accounting@yvl.org](mailto:Accounting@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 repair services not included in this RFQ. Additional services will be billed as time & materials. YVL reserves the right to bid \$2,000.00 or more projects independent of this contract.

#### **5. PROJECT LOCATION**

Yakima Central Library  
102 North 3<sup>rd</sup> Street  
Yakima, WA 98901  
Yakima County

#### **6. CERTIFICATIONS AND REQUIREMENTS**

- A. All contractors, subcontractors and vendors must be licensed and bonded.
- B. All employees of the selected Vendor who perform the services outlined in the Scope of Work must be certified (at least one service technician must be certified within 60 days of the contract being awarded) by Mitsubishi on the City Multi System VRF, including certifications for installer, controls, and service technician. Copy(s) of Mitsubishi licenses for your technician(s) is/are required to be returned with your bid.
- C. The Vendor selected will need to supply an IP address (or IP addresses) to access the HVAC system remotely. (This is because without our authorization for your IP address, the firewall will stop you from accessing our system.)

#### **7. REFERENCES**

Quote submitted will need to include 3 commercial references for comparable work / projects. References to include: company name, name of the contact person, phone number, email and services provided. The attached form is required to be completed and 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, but not limited to the following criteria: Pricing and qualifications are high criteria, but location of service technicians in relation to YVL service site, Vendor references and other factors are also criteria that will be reviewed.

After successful contract negotiations have been completed, the Apparent Successful Vendor will be awarded a contract to provide Proactive HVAC Maintenance and Repairs for the Mitsubishi City Multi HVAC system; bathroom exhaust and garage exhaust systems 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 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 Affidavit of Wages Paid form; a current W-9, 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. LIST OF EQUIPMENT SUPPLIED BY YAKIMA VALLEY LIBRARIES

A. None

## 11. SCOPE OF WORK

The selected Vendor will provide as part of the Proactive Maintenance (PM): semi-annual filter changes; HRV filter cleaning; and condenser coil cleaning (our PM Scope of Work lists the procedures to be completed by the Vendor). The Vendor will provide quarterly filters for a duration of the contract. There will be 8 scheduled maintenance visits over the 4 year period in **April & October**. The Vendor will also supply all filters to be replaced between the PM visits at no additional cost to YVL (Yakima Valley Libraries). The YVL staff will perform the filter changes on the opposite quarters of the PM visits.

As part of the contracted price, the Vendor will provide all Proactive Maintenance labor and supplies needed, but not limited to all belts, oils, lubricants and filters needed to keep our HVAC and exhaust systems in good working order as part of the contracted price, with no additional fees to YVL. The used filters & belts are to be removed and disposed of offsite unless directed otherwise by our YVL representative.

The Vendor's technician will be required to provide a "Field Service Report" after each PM service call. The Vendor selected will need to supply an IP address (or IP addresses) to access the HVAC system remotely. The HVAC system is being managed by: GB50A and M-Net controllers. Both systems are web enabled. The Vendor will need to have software that can communicate with our HVAC system so that they are able to review our system online, prior to sending a technician to our library for maintenance issues or for questions that might arise. Normal business hours will be from 7 am to 6 pm Monday - Friday, excluding holidays. All services or repairs outside the scope of this PM Contract will be on a time and material basis and prevailing wage for Yakima County will apply.

Any modifications to our PM Scope of Work requested by our YVL representative or the Vendor; is to be quoted as an addendum and added to the price of the contract. All services and repairs outside the scope of this PM Contract will be on a time and material basis and prevailing wage for Yakima County will apply.

Mitsubishi must license the Vendor's service technicians on the Mitsubishi City Multi HVAC system prior to working on our system. The Vendor is to provide the technician's license certificate from Mitsubishi as part of the bid packet.

## 12. MAINTENANCE CHECKLISTS

PROACTIVE MAINTENANCE SCOPE OF WORK (page 1 of 3)		
VRF SYSTEMS	TIMES PER YEAR	
	1 x	2 x's
Check all damper actuators and dampers for proper position & operation		X
Check building pressure control fans and related equipment		X
Check contactor points		X
Check economizer and associated equipment for proper operation if equipped		X
Check liquid line sight glass for indication of moisture and/or bubbles		X
Check proper operation of duct system controls		X
Clean return air grilles and supply diffusers		X
Clean return air section		X
Clean unit and surrounding area		X
Inspect all panels and cabinet insulation		X
Inspect and clean condensate drain system / add pan tablets		X
Inspect belt drive and adjust belts		X
Inspect blower motor for signs of overheating and bearing wear		X
Inspect blower wheel(s)		X
Inspect cabinet and all painted surfaces		X
Inspect condenser fans		X
Inspect condenser/evaporator coil condition		X
Inspect fresh air filter or screen		X
Inspect operational controls		X
Inspect safety controls		X
Inspect wiring		X
Lube bearings per manufacturer's specifications		X
Perform visual leak check of accessible piping and check insulation		X
Replace, date, and initial all disposable filters / Clean permanent filters		X
Verify all motor and compressor currents are within specifications		X
Deliver filters for library personnel to replace between PM's		X
Replace filters in heat recovery unit		X
Clean condenser coil ( <b>spring visit</b> )	X	
If refrigerant problems are indicated, record each circuit's refrigerant pressures, superheat, sub cooling, and ambient temperature	X	
Inspect compressor	X	
Inspect indoor coil	X	
Inspect over current protection	X	
Verify crankcase heater operation	X	
Visually inspect filter drier(s)	X	

**PROACTIVE MAINTENANCE SCOPE OF WORK (page 2 of 3)**

<b>BUILDING AUTOMATION</b>	<b>TIMES PER YEAR</b>	
	<b>1 x</b>	<b>2 x's</b>
Create backup of the operating system software in the central controller. Date and initial backup.	<b>X</b>	
Reload aborted and/or corrupted programs from the backup and report issue to the controls department	<b>X</b>	
Verify all set points are correct per customer requirements and design specifications	<b>X</b>	
Verify communication to/from each component	<b>X</b>	
Verify front end is operational	<b>X</b>	
Verify operation of system controllers and components	<b>X</b>	
Verify programming is operating per specifications and within the parameters of the designed sequence of operation.	<b>X</b>	
Verify remote communication is operational	<b>X</b>	

<b>FANS</b>	<b>TIMES PER YEAR</b>	
	<b>1 x</b>	<b>2 x's</b>
Check all damper actuators and dampers for proper position & operation	<b>X</b>	
Clean unit and surrounding area	<b>X</b>	
Inspect belt drive system	<b>X</b>	
Inspect blower motor for signs of overheating and bearing wear	<b>X</b>	
Inspect blower wheel	<b>X</b>	
Inspect cabinet and all painted surfaces	<b>X</b>	
Inspect disconnect / fuses	<b>X</b>	
Inspect electrical and secure any loose connections	<b>X</b>	
Lube bearings per manufacturer's specifications	<b>X</b>	
Record motor current and voltage and verify within specifications	<b>X</b>	
Replace or clean filters. Date and initial disposable filters as appropriate.	<b>X</b>	
Replace, initial, and date belts. Label old belts "Emergency Spare" and store in or near unit	<b>X</b>	



**PROACTIVE MAINTENANCE SCOPE OF WORK (page 3 of 3)**

<b>GAS HEATER</b>	<b>TIMES PER YEAR</b>	
	<b>1 x</b>	<b>2 x's</b>
Check & adjust manifold pressure		<b>X</b>
Check all damper actuators and dampers for proper position & operation		<b>X</b>
Clean burners		<b>X</b>
Clean ignition components		<b>X</b>
Clean unit and surrounding area		<b>X</b>
Inspect cabinet and all painted surfaces		<b>X</b>
Inspect disconnect / fuses		<b>X</b>
Inspect draft fan / clean		<b>X</b>
Inspect electrical and secure any loose connections		<b>X</b>
Inspect flue and cap		<b>X</b>
Inspect heat exchangers		<b>X</b>
Inspect ignition controls		<b>X</b>
Inspect thermostat		<b>X</b>
Replace, date, and initial all disposable filters / Clean permanent filters		<b>X</b>
Test safety controls		<b>X</b>
Verify proper operation of duct system controls		<b>X</b>

**13. EQUIPMENT LIST**

See Attachment A.

**14. REFERENCE LIST**

See form below:

## 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.

Company & Address: <i>(please print)</i>	
Name of Contact:	Phone number:
Type of work provided:	Email address:

Company & Address: <i>(please print)</i>	
Name of Contact:	Phone number:
Type of work provided:	Email address:

Company & Address: <i>(please print)</i>	
Name of Contact:	Phone number:
Type of work provided:	Email address:

**15. PRICING PROPOSAL for ADDITIONAL SERVICES**

Fill out a separate Additional Services form for each library.

Library Name: \_\_\_\_\_ Your Company Name: \_\_\_\_\_

Circle One:     **RFQ-117-A**     or     **RFQ-117-B**

<p><b>Vendor Name:</b> _____</p> <p><b>SERVICE WORK HOURLY RATES:</b></p> <p>Regular Hourly Prevailing Wage rate (\$): \$ _____</p> <p>Overtime Hourly Prevailing Wage rate (\$): \$ _____</p> <p>Weekend/Holiday Hourly Prevailing Wage rate (\$): \$ _____</p> <p><b>MARK-UP RATES:</b></p> <p>Material Mark-up rates (%) over your cost: % _____</p> <p>Equipment Rental Mark-up (%) over your cost: % _____</p> <p><b>ADDITIONAL FEES:</b></p> <p>Service Call Fee (\$) per visit: \$ _____</p> <p>Travel/Trip Fee (\$) per visit: \$ _____</p> <p><b>RESPONSE TIME:</b></p> <p>Standard Response (Hrs): _____ Hour(s)</p> <p>Emergency Response (Hrs): _____ Hour(s)</p>
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