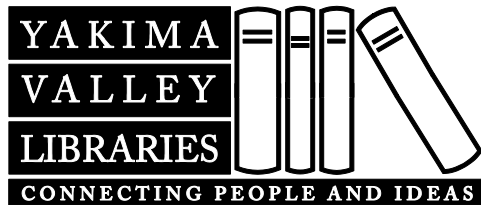


RFQ-118

Request for Quote

for

Teleconferencing Equipment, Acoustic Treatment,
and Echo Cancellation in the
Executive Boardroom at the Yakima Central Library



Melissa Vickers
Information Technology Manager

Yakima Valley Libraries

4/12/2023

RFQ NAME: Teleconferencing Equipment, Acoustic Treatment, and Echo Cancellation in the Executive Boardroom

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

Yakima Valley Libraries is seeking quotes from qualified and experienced vendors for a Public Works project to recommend, purchase, and install solutions for teleconferencing equipment, acoustic treatment, and echo cancellation in the Executive Boardroom at the Yakima Central Library.

1. RFQ SCHEDULE

Issue Request for Quote (RFQ)	4/12/2023
Pre-Quote Question Period	4/12/2023 – 5/3/2023
Walk-thru for Vendors	4/25/2023 10 a.m. to 11 a.m.
Deadline for Receipt of Quotes	5/4/2023
Evaluation of Quotes	5/9/2023
Name Apparent Successful Vendor	5/12/2023

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
Email: 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 May 3, 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 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 will 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 Valley Libraries
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

Quote submitted will include 3 commercial references for comparable work / projects. The last page of this RFQ has the reference form that is to be 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 on the basis of price, schedule, warranty and references. After successful contract negotiations have been completed, the Apparent Successful Vendor will be awarded a prevailing wage project to recommend, purchase, and install solutions for teleconferencing equipment, acoustic treatment, and echo cancellation in the Executive Boardroom at the 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. 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 seeking quotes from qualified and experienced vendors for a prevailing wage project to recommend, purchase, and install solutions for teleconferencing equipment, acoustic treatment, and echo cancellation in the Executive Boardroom at the Yakima Central Library.

The following are the key specifications of the project:

1. Teleconferencing Equipment Installation:
 - The vendor will be responsible for recommending, providing, and possibly installing teleconferencing equipment in our executive boardroom.
 - The equipment should be compatible with our existing communication infrastructure and should include high-quality video conferencing capabilities to pick up voices from anywhere in the room.
 - Any power cords or patch cables for this project will need to be properly enclosed in cable concealment approved by YVL's representative without using zip ties.
 - Since the ceiling is composed of asbestos, vendor should avoid all contact with the ceiling.
 - The vendor should provide a comprehensive report on the proposed solutions, including requirements and technical specifications.
2. Acoustic Treatment and Echo Cancellation:
 - The vendor will be responsible for reviewing any initial ideas proposed by YVL prior to recommending, providing, and possibly installing suitable acoustic treatment and echo cancellation solutions for our executive boardroom.
 - The solutions should be designed to reduce noise, minimize echo, and improve sound quality in the room.
 - Since the ceiling is composed of asbestos, vendor should avoid all contact with the ceiling.
 - The vendor should provide a comprehensive report on the proposed solutions, including all requirements and technical specifications.
3. Project Timeline:
 - The vendor should provide a detailed project timeline outlining the proposed schedule for completing the project.
 - The timeline should include all key project milestones, including solution procurement, delivery, installation, and testing.
4. Cost Estimate:
 - The vendor should provide 2 detailed quotes for cost estimates to complete the project with a quote that would include installation and a quote that would include everything except for installation.
 - The vendor should provide each detailed quote with separate line items for all hardware, software, supplies, fees, labor for installation and any ongoing maintenance as applicable.

Interested vendors should provide the following information:

- Company profile, including information about past experience on similar projects
- Proposed solutions for acoustic treatment and echo cancellation, teleconferencing equipment per specifications above
- Detailed proposed project timeline per specifications above
- 2 detailed cost estimates with and without installation, including a breakdown of all costs associated with the project per specifications above
- Any additional information that may be relevant to the project

A YVL representative must approve any recommendations prior to purchase or install.

The vendor is to provide all parts, equipment, miscellaneous supplies & permits needed to complete this project. This is a prevailing wage project and winning vendor must follow L & I prevailing wage laws.

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 <i>(above)</i> : <i>(please print)</i>		Phone number <i>(above)</i> :
Name of Contact <i>(above)</i> :		Email address <i>(above)</i> :
Type of work provided <i>(above)</i> :		
2).		
Company & Address <i>(above)</i> : <i>(please print)</i>		Phone number <i>(above)</i> :
Name of Contact <i>(above)</i> :		Email address <i>(above)</i> :
Type of work provided <i>(above)</i> :		
3).		
Company & Address <i>(above)</i> : <i>(please print)</i>		Phone number <i>(above)</i> :
Name of Contact <i>(above)</i> :		Email address <i>(above)</i> :
Type of work provided <i>(above)</i> :		