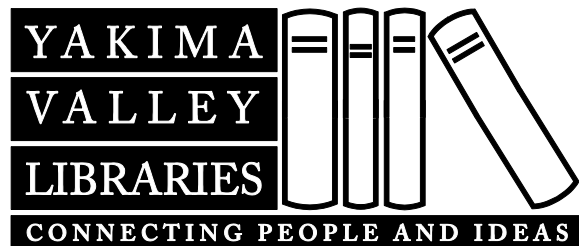


# **RFQ-120-B**

Request for Quote

for

**Re-carpeting the Terrace Heights Library**



Chad Althaus  
*RFQ Coordinator*

**Yakima Valley Libraries**

09-11-2023

**RFQ NAME:** Re-carpeting the Terrace Heights 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 replace the carpet with carpet squares throughout the interior of the Terrace Heights Library.

**1. RFQ SCHEDULE**

Issue Request for Quote (RFQ)	09-11-2023
Pre-Quote Question Period	09-11-2023 – 10-02-2023
Deadline for Receipt of Quotes	10-03-2023
Walk-thru Date	Schedule Appointments
Evaluation of Quotes	10-06-2023
Name Apparent Successful Vendor	10-09-2023

Upon release of this RFQ, all responding Vendors’ communications must be directed to the RFQ Coordinator’s email address listed below:

Chad Althaus, RFQ Coordinator  
102 North 3<sup>rd</sup> Street  
Yakima, WA 98901  
Email: [susan&chad@yvl.org](mailto:susan&chad@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 10-02-2023. 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 but our goal is to have the carpeting done in 2 stages and completed by early November 2023. 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: [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 services not included in this RFQ.

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

**Terrace Heights Library  
4011 Commonwealth Rd.  
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 the project of replacing the carpet at the Terrace Heights 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

We are requesting quotes for installation of new carpet tiles at the Terrace Heights Library. This project will be scheduled in 2 Stages (1/2 of the library to be re-carpeted during each stage). Before both stage 1 and stage 2, library staff will shift furnishings to the opposite side of the library of where carpet installers will be working. I am estimating  $\approx$  3 consecutive work days for the first stage and then 3 consecutive work days for the second stage, with a 3 day break between the 2 stages. (Work days are considered Monday thru Friday, weekends off). The library will be closed to the public for the duration of this project.

- **The Terrace Heights Library is approximately 35 ft. by 23.5 ft.  $\approx$  823 square feet**

YVL has selected to use the same carpet color throughout. We selected: 24" x 24" carpet tiles - **Mohawk Group: Style: Swipe Right Tile, Style# GT418; Color: 565 (rated for severe foot traffic)**. We will not

need base molding, there is painted wood molding along the floor. Transition strips at each door are to be equal or better than Tarkett wheeled traffic transitions and are to be ADA compliant.

**Scope of work detail:**

**Stage 1: Carpet –**

- Remove old carpet
- Prepare floor for new carpet (We believe that the floor under the current carpet is hardwood)
- Install new carpet tiles (color: Swipe Right Blue Ridge 565)
- Install new transition strips at each door
- Dispose of old carpet off site

There will be ≈ 3 days break between Stage 1 & Stage 2. This will allow library staff the time to shift furnishing to the opposite side of the library.

**Stage 2: Carpet –**

- Remove old carpet
- Prepare floor for new carpet (We believe that the floor under the current carpet is hardwood)
- Install new carpet tiles (color: Swipe Right Blue Ridge 565)
- Install new transition strips between vinyl and carpet tiles
- Dispose of old carpet off site
- Extra Stock: Vendor will supply a minimum of 10% extra stock of the Swipe Right Blue Ridge 565 carpet tiles. Turn over to the Owner's representative at completion of the carpeting project.

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.**

<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):		