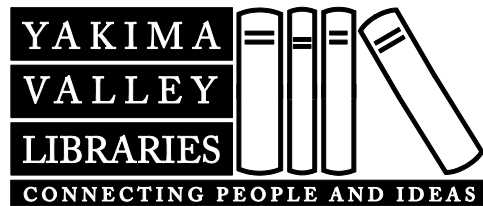


# RFQ-121

Request for Quote

for

West Valley Library  
Security Cameras 2023



Melissa Vickers  
*Information Technology Manager*

Yakima Valley Libraries

10/27/2023

**RFQ NAME:** West Valley Library Security Cameras 2023

**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 remove an old camera security system and replace it by recommending, purchasing, and installing a new system.

### 1. RFQ SCHEDULE

Issue Request for Quote (RFQ)	10/27/2023
Pre-Quote Question Period	10/27/2023 – 11/8/2023
Deadline for Receipt of Quotes	11/8/2023
Evaluation of Quotes	11/9/2023
Name Apparent Successful Vendor	11/13/2023

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 3<sup>rd</sup> Street  
Yakima, WA 98901  
Email: [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 November 8, 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 project completed by December 10, 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: [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**

West Valley Library  
223 S 72<sup>nd</sup> Avenue  
Yakima, WA 98908  
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 to remove an old camera security system and replace it by recommending, purchasing, and installing a new system.

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

This is a prevailing wage project to remove the old cameras and video recording system and replace it with the purchase and installation of a new system. The new system must consist of eight security cameras approximately fifteen feet off the ground and associated equipment (including software), design, installation, implementation, configuration, testing, and training.

The selected Vendor will be responsible for recommending the type of security cameras and any other applicable equipment, hardware, software, and warranties associated with the security cameras to cover the parking lot as well as the North, East, and South sides of the building.

The security video camera management system recommended by the Vendor must have the following features:

- Centralized management system and standardized access.
- Able to be viewed from a computer via a web browser.
- Show live and historical video while recording, hold historical data for a minimum of 2 weeks, and allow download of video snippets.
- Record continuously and adjust to daylight and nighttime vision.
- High-definition cameras capable of viewing fine details.
- Additional features suggested by the Vendors may be considered.

If any cables are needed from the cameras to the IT room, they must be run from each camera through the exterior walls coming into the building, above the drop ceiling, and then fed to the IT room, where the Vendor will label each cable and then group them. All penetrations must be made watertight, and if any firewalls are penetrated Vendor will make them code-compliant with a fire sealant provided by the Vendor. Interior penetrations into the IT Room will be caulked to seal the IT environment by the Vendor.

The vendor will be responsible for removing the old cameras, cabling, and system from the building and transferring the equipment to the YVL designated representative.

The exterior dimension of the building is approximately 100 ft. x 100 ft. The entrance to the building is on the West side. The IT room is located approximately 40 feet from the West wall and twenty feet in from the South wall. The location of the cameras is provided in Attachment A.

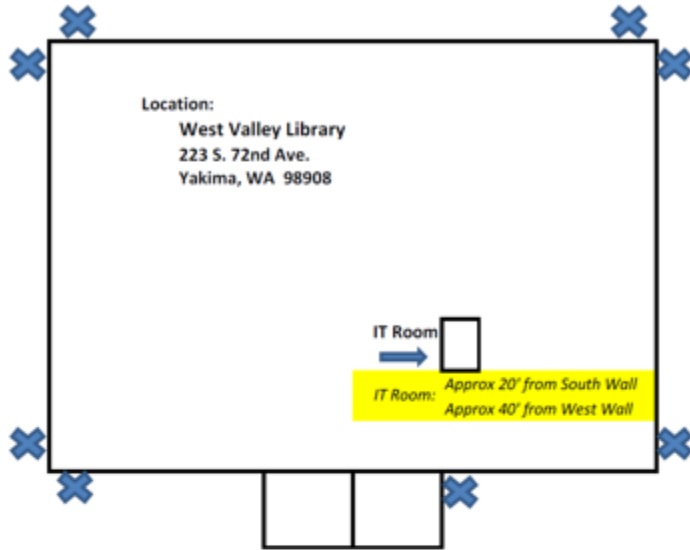
The vendor is to provide all parts, equipment, miscellaneous supplies & permits needed to complete this project. This is a prevailing wage project and winning vendor must follow L & I prevailing wage laws.

After the installation, the Vendor will test to make sure each camera is working properly. The Vendor will remove any debris and leave the inside and outside of the building in a clean and orderly manner.

<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 <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> :		

# ATTACHMENT A

## Current Camera Locations



## Requested Camera Locations

