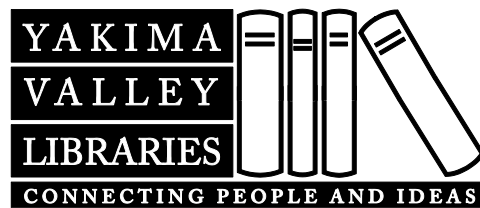


# RFQ-123

Request for Quote

for

## Yakima Valley Libraries Annual Fire Extinguisher Certification



Susan Miller  
*Facilities Manager*

Yakima Valley Libraries

05/20/2024

**RFQ NAME:** Yakima Valley Libraries  
Annual Fire Extinguisher Certification

**ISSUING AGENCY:** Yakima Valley Libraries  
102 North 3<sup>rd</sup> Street  
Yakima, WA 98901

Yakima Valley Libraries (YVL) is seeking quotes from qualified vendors for a Public Works project in Yakima County. The Vendor is to perform the annual inspection, service and recertification on our fire extinguishers, for the next 3 (three) years (2024, 2025, 2026).

**1. RFQ SCHEDULE**

Issue Request for Quote (RFQ)	05/20/2024
Pre-Quote Question Period	05/20/2024 – 05/30/2024
Deadline for Receipt of Quotes	05/31/2024
Evaluation of Quotes	06/05/2024
Name Apparent Successful Vendor	06/07/2024

Upon release of this RFQ, all responding Vendors’ communications must be directed to the RFQ Coordinator 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 5/30/2024. 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 3 years, estimated dates are (07/2024 – 09/2026); this contract may be renewed for up to four years beyond the initial term, before new price quotations or bids are solicited. The estimated start date is 08/2024. The quoted 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

Services not included in the quote will be completed only upon YVL approval and shall be billed as an additional charge.

#### 5. PROJECT LOCATIONS

1. **Yakima Central Library:**  
102 N. 3<sup>rd</sup> St., Yakima, WA 98901: = 27 in building + 7 in vehicles = 34 Extinguishers
2. **West Valley Library:**  
223 S. 72<sup>nd</sup> Ave., Yakima, WA 98908: = 4 in building Extinguishers
3. **Delivered to Vendor's shop:**  
Fire extinguishers we will deliver throughout the month = 22 Extinguishers

#### 6. CERTIFICATIONS AND REQUIREMENTS

A. All contractors, subcontractors and Vendors must have a Fire Protection Certification to service and certify fire extinguishers.

#### 7. REFERENCES

Quote submitted will need to include 3 commercial references for comparable work / projects. References to include the name of the contact person, phone number, and email. 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 pricing.

After successful contract negotiations have been completed, the Apparent Successful Vendor will be awarded a contract to perform the annual fire extinguisher certification for YVL over the next 3 (three years).

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, 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. YVL has spare fire extinguishers available. YVL may provide replacement extinguishers if it is determined that an extinguisher is no longer useable.

## 11. SCOPE OF WORK

The Vendor is to service extinguishers onsite at two (2) Yakima Valley Libraries' (YVL) locations listed above (***prevailing wage will apply***), as well as service extinguishers that YVL's Facilities team will bring to the Vendor's shop (***prevailing wage does not apply***) from other libraries throughout the Library District. Services are to be completed by August 31<sup>st</sup> of each year. If unable to meet this timeframe for any reason, the Vendor must inform designated YVL contact person. The Vendor is to perform the annual inspection and recertify all 60 fire extinguishers. If an extinguisher needs serviced off site, then the Vendor will leave a loaner extinguisher until YVL's extinguisher is returned.

**Service option fees for each extinguisher:**

- Recertify
- Recharge
- 6 Year maintenance
- Hydro Service
- Replacement

(The Vendor is to inform YVL's representative prior to replacing an extinguisher due to age or damage as YVL has replacement extinguishers in storage.)

The Vendor is to invoice Yakima Central Library and West Valley Library as separate line items on one invoice. The invoice is to list the quantity and each service (recertify, recharge, 6 year maintenance, hydro service) completed for each location. The Vendor is also to list the quantity and each service (recertify, recharge, 6 year maintenance, hydro service) completed for each extinguisher brought into the Vendor's shop.

The Vendor is to provide all parts, equipment, miscellaneous supplies & permits needed to complete this project. If there is a travel charge to service the two (2) locations, it must be included in your quote.

**This is a Yakima County prevailing wage project!**

**12. REFERENCE LIST**

See form below:

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

**13. PRICING PROPOSAL for SERVICES**

- 1. Recertify \$ \_\_\_\_\_
- 2. Recharge 2.5 lb.: \$ \_\_\_\_\_
- 3. Recharge 5 lb.: \$ \_\_\_\_\_
- 4. Recharge 10 lb.: \$ \_\_\_\_\_
- 5. 6 Year Maintenance: \$ \_\_\_\_\_
- 6. Hydro Service: \$ \_\_\_\_\_
- 7. Replacement 2.5 lb.: \$ \_\_\_\_\_
- 8. Replacement 5 lb.: \$ \_\_\_\_\_
  
- 9. Trip/Travel Fee \$ \_\_\_\_\_  
(Grand total fee “per year” that will be added to the bill for travel. If none, mark \$0.00.)
  
- 10. Miscellaneous Fees \$ \_\_\_\_\_  
(Grand total miscellaneous fees if any are to be added to your invoice(s).  
Write description of what these fees are below)

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