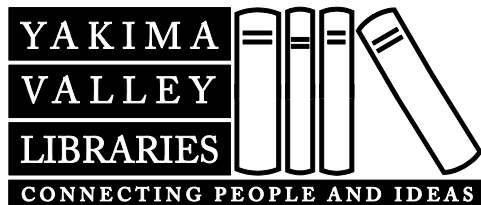


RFQ-136

Request for Quote

for

Yakima Central Library – Installation of Solar Roller Shades in Public Areas



Susan Miller
Facilities Manager

Yakima Valley Libraries

8/14/2026

RFQ NAME: Yakima Central Library –
Installation of Solar Roller Shades in Public Areas

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

Yakima Valley Libraries (YVL) is seeking qualified contractors for a Public Works project to remove and dispose of existing vertical blinds and furnish and install commercial-grade solar roller shades at Yakima Central Library. The project includes forty-eight (48) windows located in the main public area and south end of the library, with all labor, materials, and installation services necessary to provide a complete and functional window treatment solution.

1. RFQ SCHEDULE

Issue Request for Quote (RFQ)	08-14-2026
Pre-Quote Question Period	08-14-2026 – 08-28-2026
Deadline for Receipt of Quotes	08-31-2026
Evaluation of Quotes	09-03-2026
Name Apparent Successful Vendor	09-08-2026

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

Susan Miller, RFQ Coordinator
102 North 3rd Street
Yakima, WA 98901
Email: 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 08-28-2026. 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 for window blind replacement will be determined by the agreement between YVL and the contractor. The goal is to have the project completed prior to 11-01-2026. The quoted price provided will be valid through 11-30-2026. 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 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 Central Library
102 N. 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 and references. After successful contract negotiations have been completed, the Apparent Successful Vendor will be awarded the project of replacing the window blinds 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. 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 project is subject to Washington State Prevailing Wage requirements for Yakima County.

Project Overview

Yakima Valley Libraries (YVL) is soliciting quotes from qualified contractors to furnish and install commercial-grade solar roller shades at Yakima Central Library. The project includes the removal and disposal of existing vertical blinds and the installation of new solar roller shades for forty-eight (48) windows located within the main public area and the south end of the library. Depending on the installation schedule, library staff and patrons may be present on-site while the project is being completed. Contractors shall plan and perform all work in a manner that maintains a safe environment and minimizes disruptions to library operations.

Acceptable products include **Hunter Douglas RB 500** or an approved equal meeting or exceeding the specified requirements. Alternate is subject to approval by YVL designated representative.

The selected contractor shall provide all labor, materials, equipment, supervision, transportation, tools, permits, and incidentals necessary to complete the work, including but not limited to the following:

➤ **Removal and Disposal**

- Remove all existing vertical blinds and associated mounting hardware.
- Dispose of all removed materials off-site daily.
- Disposal fees are to be included in the total submitted bid.
- Protect existing building finishes and furnishings during removal activities.

➤ **Furnish and Install Solar Roller Shades**

- Provide and install commercial-grade light-filtering solar roller shades meeting the following minimum specifications:
- 3% openness/light-filtering solar shade fabric.
- Color to be selected by the Yakima Valley Libraries (YVL) designated representative from the manufacturer's standard color offerings. (TBD)
- Manual operation utilizing a continuous-loop metal chain system.
- Back-roll configuration.
- Non-fabric-wrapped 4-inch fascia.
- Shades will be mounted directly to the window frame.
- Product shall be Hunter Douglas RB 500 or an approved equal.

➤ **Installation Requirements**

- Verify all field dimensions and existing site conditions prior to fabrication and installation.
- Install all shades plumb, level, and in accordance with manufacturer recommendations.
- Provide all necessary equipment, lifts, and access tools required to safely reach and install shades at the top of each window opening.
- Ensure shades operate smoothly and properly without interference.
- Coordinate installation activities with YVL designated representative to minimize disruption to library operations.

➤ **Asbestos and Existing Conditions**

- Roller shades in the main public area shall be mounted to the window frames only.
- Under no circumstances shall the contractor disturb, penetrate, attach to, or otherwise impact the existing ceiling in the main public area due to the presence of asbestos-containing materials.
- The south-end ceiling area will be abated by others prior to installation; however, contractor shall verify conditions before commencing work.

➤ **Cleanup and Closeout**

- Maintain a clean, safe, and orderly work area throughout the project.
- Remove all packaging, debris, and waste materials from the site each day.
- Repair any damage caused by contractor operations at no additional cost to YVL.
- Provide all product warranties and manufacturer documentation upon project completion.

➤ **Contractor Responsibilities**

- Verify all measurements, quantities, and existing conditions prior to submitting a bid.
- Include all costs necessary to provide a complete and functional installation.
- Provide a timeline for removal and installation.
- Comply with Washington State Prevailing Wage requirements for Yakima County and provide all required documentation.

- Meet with the YVL designated representative upon completion of the project to conduct a final inspection of the work, verify satisfactory installation and operation of all shades, and address any outstanding punch list items.

➤ **Window Quantities**

Forty-eight (48) windows require replacement window coverings. Contractors are responsible for verifying all dimensions and quantities prior to bidding. Estimated sizes below.

Window Sizes:

East Side:	QTY.	≈ Length	≈ Width
E. side front	20	165"	55"
E. side above door	4	138"	55"
South End:	QTY.	≈ Length	≈ Width
E. side, S. end	6	87"	55"
S. side	6	74"	56"
S. side	12	122"	56"

Roller Shade Replacement Timeline:

Activity	Estimated Total Days	Requested Schedule
Removal of vertical blinds		Start date - how many days total needed?
Installation - Main Library		Start date - how many days total needed?
Installation - South End		Start date - how many days total needed?

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> :
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> :		