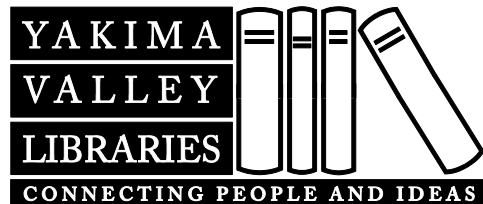


RFQ-055

Request for Quote

for

Sunnyside Library Janitorial and Ground Maintenance



Susan Miller  
*Facilities Manager*

**Yakima Valley Libraries**

02-05-2016

RFQ NAME: Sunnyside Library Janitorial and Ground Maintenance

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 provide janitorial and ground maintenance for the Sunnyside Library, Monday thru Friday (5 days each week). Work is to be scheduled during closed library hours.

### 1. RFQ SCHEDULE

Issue Request for Quote (RFQ)	02/05/2016
Pre-Quote Question Period	02/05/2016 - 02/12/2016
Deadline for Receipt of Quotes	02/16/2016 (Tuesday)
Evaluation of Quotes	02/22/2016 - 02/23/2016
Name Apparent Successful Vendor	02/26/2016

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  
(509) 575-3411, 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 02/12/2016. 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 (3/1/2016 - 2/28/2019); this contract may be renewed for up to four years beyond the initial term without a price increase, before new price quotations or bids are solicited. The start date is 03/01/2016. 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 monthly. Invoices will be 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

Sunnyside Library  
621 Grant Ave.  
Sunnyside, WA 98944  
Yakima County

#### 6. CERTIFICATIONS AND REQUIREMENTS

A. All contractors, subcontractors and vendors must be licensed and bonded.

#### 7. REFERENCES

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

#### 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 a contract to provide janitorial and ground maintenance for the Sunnyside Library, Monday thru Friday (5 days each week). Work is to be scheduled during closed library hours.

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. Provide approved Intent to Pay Prevailing Wages before commencing work and provide an Affidavit of Wages Paid at the completion of the service period. Upon prior approval of YVL for projects under \$2,500, provided that there will be a single billing for all services performed, vendor may submit a Combined Intent and Affidavit Form. Payment shall not be released until the L&I approved form, current W-9, copy of business license, and contractor registration # (when applicable) has been provided to YVL.
- 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 SUPPLIES AND EQUIPMENT SUPPLIED BY YAKIMA VALLEY LIBRARIES

- A. Paper towels: rolls & single-fold; toilet paper: standard and jumbo jr rolls; hand soap; toilet seat covers; liners: waxed liners, 13 gallon, 30 gallon & 44 gallon liners.

## 11. SCOPE OF WORK

**All items needed to complete the Scope of Work that are not listed under 10.A are to be provided by the Vendor.**

### **Cleaning Duties:**

#### **INTERIOR:**

##### **Restrooms: (Duties performed daily - Monday through Friday)**

- Clean and sanitize toilet bowls and sinks, inside and out
- Clean wall next to the toilets
- Polish all chrome and stainless steel surfaces; mirrors and fixtures
- Fill all soap and paper dispensers
- Spot clean walls as needed next to the sink; under paper towel and soap dispensers
- Clean all light switches
- Clean inside and outside door handles and hardware
- Sweep floors
- Wet mop floors with properly diluted neutral (pH6 to 8) detergent solution
- Empty all waste receptacles and place waste in dumpster (replace liners)
- Pour 1 cup of water down each floor drain

##### **Daily Duties: (Duties performed daily - Monday through Friday)**

- Vacuum high traffic areas, such as entryways daily
- Empty all waste receptacles (inside and outside) place waste in dumpster: (After emptying waste receptacles new liners must be inserted each time)
- Clean all glass in the entrance foyer (inside and outside)
- Sweep kitchen & coffee bar area floors
- Fill all soap and paper dispensers
- Clean and polish water fountain

##### **Alternate Days: (Duties performed every other day)**

- Vacuum half of the library (the entire floor must be completely vacuumed twice a week)
- Mop kitchen and coffee bar area floors
- Spot clean all doors and door jams
- Wipe down chairs (pick a different section of chairs each day to clean)

##### **Weekly Duties:**

- Clean glass above entrance doors
- Clean and polish: table tops; counter tops and circulation desk top & shelves
- Dust and clean around the public computer equipment and furniture
- Dust bookcases
- Clean work room sink
- Clean & dust interior window ledges
- Clean cobwebs off of interior ceilings; bookcases; ledges; etc.

**Quarterly Duties: (Duties performed 1st week in March; June; September; December)**

- Wash all windows inside and outside
- Dust Roller Shades and Mini Blinds

**Semi Annual Duties: (Duties performed on a Friday night in June; and December)**

- Shampoo carpets (Vendor must confirm cleaning date at least 1 week in advance with Library Manager)

**EXTERIOR:**

**Daily Duties: (Duties performed daily - Monday through Friday)**

- Pick up and remove litter and debris from the courtyard and sidewalk

**Weekly Duties: (Duties performed once each week)**

- Clean the cobwebs off the exterior of the building and around light fixtures
- Weed management (remove weeds) from: raised flower beds; around the trees and the concrete courtyard (Remove debris from library site)
- Sweep, vacuum and/or blow off: entry; courtyard and sidewalks around the library

**Every 6 Weeks Duties: \* (Starting in March)**

- Fertilize: Flower beds; plants and trees
- Apply pesticide to: Plants, shrubs and trees

**Spring Duties: \* (During the month of March)**

- Clean out all debris/litter and dead plants from the flower beds (remove debris from library site)
- Mulch the flower beds with medium size bark mulch (product to be preapproved by YVL representative)