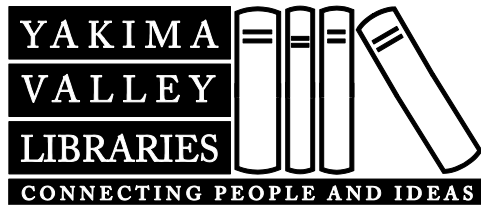


RFQ-060

Request for Quote

for

Yakima Valley Libraries
District Carpet Cleaning



Susan Miller
Facilities Manager

Yakima Valley Libraries

08/05/2016

RFQ NAME: Yakima Valley Libraries
District Carpet Cleaning

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

Yakima Valley Libraries is seeking quotes from qualified vendors for a Public Works project in Yakima County to clean the carpets at 11 (eleven) of our libraries, 2 (two) times per year, over the next 3 (three) years.

RFQ SCHEDULE

Issue Request for Quote (RFQ)	08/05/2016
Pre-Quote Question Period	08/05/2016 – 08/18/2016
Deadline for Receipt of Quotes	08/22/2016
Evaluation of Quotes	08/23/2016
Name Apparent Successful Vendor	09/07/2016

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

Susan Miller, RFQ Coordinator
102 North 3rd Street
Yakima, WA 98901
(509) 575-3411, smiller@yvl.org

1. 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 08/18/2016. Respondents are requested to submit their questions to the RFQ Coordinator in writing via email.

2. CONTRACT PERIOD AND PAYMENT TERMS

The contract term will cover a period of 3 years, estimated dates are (10/01/2016 – 09/31/2019); 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 estimated start date is 10/01/2016. 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 twice a year, after services are complete. Invoices are to be itemized by location and 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.

3. ADDITIONAL SERVICES

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

4. PROJECT LOCATIONS

1. **Yakima Central Library:**
102 N. 3rd St., Yakima, WA 98901: (Carpet area approx. 20,122 sq. ft.)
2. **Buena Library:**
801 Buena Rd, Buena, WA 98921: (Carpet area approx. 1,292 sq. ft.)
3. **Granger Library:**
508 Sunnyside Ave., Granger, WA 98932: (Carpet area approx. 1,667 sq. ft.)
4. **Mabton Library:**
415 B St., Mabton, WA 98935: (Carpet area approx. 845 sq. ft.)
5. **Southeast Library:**
1211 S. 7th St., Yakima, WA 98901: (Carpet area approx. 854 sq. ft.)
6. **Terrace Heights Library:**
4011 Commonwealth, Yakima, WA 98901: (Carpet area approx. 805 sq. ft.)
7. **Toppenish Library:**
1 S. Elm, Toppenish, WA 98948: (Carpet area approx. 2,064 sq. ft.)
8. **Wapato Library:**
119 E. 3rd St., Wapato, WA 98951: (Carpet area approx. 1,969 sq. ft.)
9. **West Valley Library:**
223 S. 72nd Ave., Yakima, WA 98908: (Carpet area approx. 8,899 sq. ft.)
10. **White Swan Library:**
391 1st St., White Swan, WA 98952: (Carpet area approx. 893 sq. ft.)
11. **Zillah Library:**
109 7th, Zillah, WA 98953: (Carpet area approx. 837 sq. ft.)

5. CERTIFICATIONS AND REQUIREMENTS

- A. All contractors, subcontractors and Vendors must be licensed and bonded.

6. 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.

7. 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 deep clean carpets, using the hot water extraction method, twice yearly at the 11 (eleven) listed library locations.

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.

8. 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.

9. LIST OF EQUIPMENT SUPPLIED BY YAKIMA VALLEY LIBRARIES

A. None

10. SCOPE OF WORK

Two times per year at each location listed, deep clean all exposed carpets using the hot water extraction method. Exposed carpet is to include but not limited to: under chairs, chair mats, and small items such as garbage cans. The Vendor is to use a spot cleaner on all carpet spots during each cleaning. Fans are to be provided by Vendor to dry the carpets as quickly as possible.

Please note that the square footage listed above includes carpeted areas covered by bookcases, desks and furniture which cannot or will not be moved. Vendors are welcome to visit each library to determine the actual square footage. The square footage listed above are only estimates.

Carpets are to be cleaned 2 times per year, approximately at 6 months intervals. Carpet cleaning will be completed during library **closed hours**. Terrace Heights Library will require cleaning to be completed on Sunday's. Cleaning hours could include cleaning the carpets late at night, early in the morning, on the weekends and/or holidays. Library open hours are available at the yvl.org website. The carpet cleaning schedules are to be determined and agreed upon by YVL Facilities Department and the selected Vendor. The Vendor will be required to secure points of entry into the building while cleaning each library and to lock up when finished with the cleaning process.

The Vendor is to provide all parts, equipment, miscellaneous supplies & permits needed to complete this project. This is a prevailing wage project in Yakima County.

11. REFERENCE LIST

See form below:

LIST OF REFERENCES

The following are 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.

Company & Address: <i>(please print)</i>	
Name of Contact:	Phone number:
Type of work provided:	Email address:

Company & Address: <i>(please print)</i>	
Name of Contact:	Phone number:
Type of work provided:	Email address:

Company & Address: <i>(please print)</i>	
Name of Contact:	Phone number:
Type of work provided:	Email address:

12. PRICING PROPOSAL for SERVICES by LOCATION

		<u>Total cost per visit</u>
1.	Yakima Central Library:	\$ _____
2.	Buena Library:	\$ _____
3.	Granger Library:	\$ _____
4.	Mabton Library:	\$ _____
5.	Southeast Library:	\$ _____
6.	Terrace Heights Library:	\$ _____
7.	Toppenish Library:	\$ _____
8.	Wapato Library:	\$ _____
9.	West Valley Library:	\$ _____
10.	White Swan Library:	\$ _____
11.	Zillah Library:	\$ _____ <div style="background-color: #cccccc; width: 150px; height: 15px; margin-top: 2px;"></div>
 GRAND TOTAL per VISIT.....		 \$ _____
 GRAND TOTAL for 3 YEARS..... (2 visits per year x 3 years)		 \$ _____