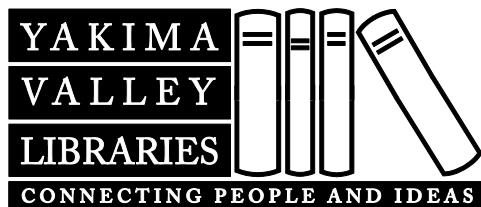


RFQ-077

Request for Quote

for

Cat5e Cabling at the  
West Valley Library



Melissa Vickers  
*Information Technology Manager*

**Yakima Valley Libraries**

Date: 11/13/2017

RFQ NAME: Cat5e Cabling at the West Valley Library

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 run (1) cable from existing patch panel and install new wall mounted network jack.

### 1. RFQ SCHEDULE

Issue Request for Quote (RFQ)	11/13/2017
Pre-Quote Question Period	11/13/2017 – 11/17/2017
Deadline for Receipt of Quotes	11/17/2017
Evaluation of Quotes	11/18/2017 – 11/20/2017
Name Apparent Successful Vendor	11/21/2017

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

Melissa Vickers, RFQ Coordinator  
102 North 3<sup>rd</sup> Street  
Yakima, WA 98901  
(509) 575-3426, [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 11/17/2017. Respondents are requested to submit their questions to the RFQ Coordinator in writing via email. **All site visits must be scheduled with RFQ coordinator.**

### 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 and the **work must be completed by 12/8/2017**. 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, but prior to 12/15/2017.**  
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

Richard E. Ostrander West Valley Community Library  
223 South 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.

#### 7. REFERENCES

Quote submitted will include 3 commercial references for comparable work / projects. References should 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 run (1) cable from existing patch panel and install new wall mounted network jack.

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 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 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 EQUIPMENT SUPPLIED BY YAKIMA VALLEY LIBRARIES

- A. Existing Cat5e patch panel

## 11. SCOPE OF WORK

Yakima Valley Libraries (YVL) is seeking a vendor for a Yakima County prevailing wage project. The vendor would cable from the existing patch panel in our network rack and terminate at a designated location following the path designated by a YVL representative. All site visits must be scheduled with RFQ coordinator.

Project is to include:

- Termination of (1) Cat5e plenum rated network cable from existing patch panel in network rack to designated locations per path designated by a YVL representative.
- Install (1) wall mounted back box with (1) keystone jack and a faceplate to match.
- Test and label all terminations at both ends with labeling to be approved by the designated YVL representative.
- No plastic zip ties are to be used, Velcro or other YVL representative approved methods are acceptable.
- All cable is to run per path designated by YVL representative above ceiling, under the floor, through the wall, or in cable concealment and be properly bundled together and supported by the building structure.
- Any new wall penetrations must include fire barrier around EMT or rigid conduit sleeves with 1/2" lips at each end, leaving at least 40% free space.
- Any holes created from cable installation must be approved, patched, and painted with vendor supplied materials.
- Remove all debris from site daily, leaving all work spaces in a clean and orderly manner.
- Obtain all required permits and arrange for any inspections required for this project.

Vendor is to provide in their quote: all labor, parts, equipment, miscellaneous supplies, filing fees, and permits to complete this project. Vendor must list separately the costs for labor, materials, and fees on their official quote.