

1. 11:00 A.M. Agenda

Documents:

[2021-11-02 Library Agenda.pdf](#)

2. Meeting Materials

Documents:

[2021-11-02 Library Financial Report.pdf](#)  
[Introduction And RFQ Draft.pdf](#)

3. No Agenda

There is no agenda available for this meeting, please review the minutes.



**CITY OF YACHATS**  
**YACHATS LIBRARY COMMISSION MEETING**  
Yachats OR  
**Tuesday, November 2, 2021 at 11:00 am**  
**To Be Held Via Zoom**

Join Zoom Meeting

<https://us02web.zoom.us/j/85854180460>

Meeting ID: 858 5418 0460

One tap mobile

+16699006833,,85854180460# US (San Jose) 12532158782,,85854180460# US

+(Tacoma)

Dial by your location

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

Meeting ID: 858 5418 0460

Find your local number: <https://us02web.zoom.us/j/85854180460>

**Work Session**

- I. Introduction
- II. Discussion of protocols for hiring an interior designer and architect for the library expansion, with invited guest, Linn West (See related materials)

**Regular Meeting**

- III. Meeting called to order
- IV. Announcements and Correspondence
- V. Vote on whether to approve the hiring protocols discussed during the work session.
- VI. Reports
  - a. From the librarians
  - b. Progress on implementing the library's e-books program.
  - c. Assessment of the new book return drop-box.
  - d. From the Friends of Yachats Library
  - e. From the volunteers
- VII. Other old business
- VIII. New business
- IX. Adjournment

**\*\*\*\*\*NOTICE OF POSSIBLE CITY COUNCIL QUORUM\*\*\*\*\***

Library Commission Meeting held Quarterly on the 2<sup>nd</sup> Thursday at 10:00am  
(January-April-July-October, 3<sup>rd</sup> Thursday)

This meeting is open to the public and all interested persons are invited to attend. This meeting will be audio taped. All items to be considered by the Commission must be submitted to City Hall no later than one week prior to the meeting. City of Yachats will make a good faith effort to provide accommodations for any person desiring to attend a public meeting, if the request is made at least 48 hours in advance of the meeting time. The meeting room is physically accessible to persons with mobility devices; a sign language or foreign language interpreter may be available, with advance notice. Call City Hall at 541- 547-3565 or Oregon Relay 1- 800-735-2900 (TDD) two days in advance.

**Posted 10/27/21**

**Library 100-1030**  
**Monthly Financial Detail Report**  
**SEPTEMBER 2021**

Printed: 10/22/2021 7:54:15 AM  
 Period 03 - 03  
 Fiscal Year 2022

Fund	Dept	Account Number	Description	Budget for Year	Prior Mo Bal	Current Activity	Actual to Date	% of Budget	Notes
100	1030	300101	Beginning Balance	\$ 25,229.00	\$ 28,700.20	\$ -	\$ 28,700.20	113.76%	Beginning Balance - Unaudited
100	1030	304480	Gifts/Donations	\$ 500.00	\$ 100.00	\$ -	\$ 100.00	20.00%	
100	1030	304690	Other State Sources	\$ 1,000.00	\$ -	\$ -	\$ -	0.00%	
100	1030	314861	Transfer in General Fund	\$ 33,100.00	\$ -	\$ 8,275.00	\$ 8,275.00	25.00%	Quarterly transfer from 100-1010
			<b>REVENUE</b>	<b>\$ 59,829.00</b>	<b>\$ 28,800.20</b>	<b>\$ 8,275.00</b>	<b>\$ 37,075.20</b>	<b>61.97%</b>	
100	1030	205222	Insurance	\$ 2,800.00	\$ 2,581.29	\$ -	\$ 2,581.29	92.19%	Annual Property/Liability Renewal FY22
100	1030	205240	Office Materials & Supplies	\$ 1,500.00	\$ 51.09	\$ 126.41	\$ 177.50	11.83%	
100	1030	205251	Telephones/Cell Phones/DSL	\$ 1,600.00	\$ 110.21	\$ 217.36	\$ 327.57	20.47%	
100	1030	205252	Utilities	\$ 1,700.00	\$ 153.03	\$ 81.27	\$ 234.30	13.78%	
100	1030	205262	Legal	\$ 200.00	\$ -	\$ -	\$ -	0.00%	
100	1030	205282	Software	\$ 3,500.00	\$ -	\$ -	\$ -	0.00%	
100	1030	205313	Equipment Repair	\$ 2,500.00	\$ -	\$ -	\$ -	0.00%	
100	1030	205330	Building and Land Maintenance	\$ 5,000.00	\$ 200.00	\$ 100.00	\$ 300.00	6.00%	
100	1030	205335	Custodial Support/Supplies	\$ 2,000.00	\$ 380.00	\$ 370.00	\$ 750.00	37.50%	
100	1030	205345	Books and Periodicals\Children's Books/Programs	\$ 12,500.00	\$ 1,159.46	\$ -	\$ 1,159.46	9.28%	
100	1030	205474	Mowing	\$ 300.00	\$ 19.00	\$ 19.00	\$ 38.00	12.67%	
100	1030	205490	Material and Services	\$ 1,900.00	\$ (50.00)	\$ -	\$ (50.00)	-2.63%	
100	1030	208000	Operating Contingency	\$ 1,900.00	\$ -	\$ -	\$ -	0.00%	
			<b>MATERIALS AND SERVICES</b>	<b>\$ 37,400.00</b>	<b>\$ 4,604.08</b>	<b>\$ 914.04</b>	<b>\$ 5,518.12</b>	<b>14.75%</b>	
			<b>EXPENSE</b>	<b>\$ 37,400.00</b>	<b>\$ 4,604.08</b>	<b>\$ 914.04</b>	<b>\$ 5,518.12</b>	<b>14.75%</b>	
			<b>Revenue Total</b>	<b>\$ 59,829.00</b>	<b>\$ 28,800.20</b>	<b>\$ 8,275.00</b>	<b>\$ 37,075.20</b>	<b>61.97%</b>	
			<b>Expense Total</b>	<b>\$ 37,400.00</b>	<b>\$ 4,604.08</b>	<b>\$ 914.04</b>	<b>\$ 5,518.12</b>	<b>14.75%</b>	
			<b>NET GAIN/(LOSS)</b>	<b>\$ 22,429.00</b>	<b>\$ 24,196.12</b>	<b>\$ 7,360.96</b>	<b>\$ 31,557.08</b>	<b>140.70%</b>	

**Library Reserve 150-1030**  
 Monthly Financial Detail Report  
 SEPTEMBER 2021

Printed: 10/22/2021 7:54:44 AM

Period 03 - 03

Fiscal Year 2022

<b>Fund</b>	<b>Dept</b>	<b>Account Number</b>	<b>Description</b>	<b>Budget for Year</b>	<b>Prior Mo Bal</b>	<b>Current Activity</b>	<b>Actual to Date</b>	<b>% of Budget</b>	<b>Notes</b>
150	1030	300101	Beginning Balance	\$ 140,875.00	\$ 141,781.50	\$ -	\$ 141,781.50	100.64%	Beginning Balance - Unaudited
150	1030	300105	Beginning Balance-Hall Bequest	\$ 150,000.00	\$ 150,000.00	\$ -	\$ 150,000.00	100.00%	Beginning Balance - Unaudited
			<b>RESOURCE</b>	<b>\$ 290,875.00</b>	<b>\$ 291,781.50</b>	<b>\$ -</b>	<b>\$ 291,781.50</b>	<b>100.31%</b>	
			<b>Resource Total</b>	<b>\$ 290,875.00</b>	<b>\$ 291,781.50</b>	<b>\$ -</b>	<b>\$ 291,781.50</b>	<b>100.31%</b>	
			<b>Expense Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>	
			<b>NET GAIN/(LOSS)</b>	<b>\$ 290,875.00</b>	<b>\$ 291,781.50</b>	<b>\$ -</b>	<b>\$ 291,781.50</b>	<b>100.31%</b>	

# FOR DISCUSSION

Submitted by David Rivinus, Library Commission Chair  
October 21, 2021

What follows is a suggested approach to hiring an architect and an interior designer to produce plans for the Yachats Library expansion. The ideas that follow are to be discussed, and possibly amended and revised to reach consensus among the members of the Library Commission. The discussion will take place during the Work Session at the beginning of our quarterly Library Commission Meeting on November 2, 2021, at 11:00 a.m.

## Solicitation of applicants

We will require the services of both an interior designer and an architect. While the work of the architect is vital, it is also general in nature; the architect will design a “shell” to enclose the new space.

More specific to our needs are the plans of the interior designer; we need a designer with experience organizing space effectively in small libraries. For that reason, it seems advisable to begin the selection process with this individual. Local architect, Linn West, with Marion’s and my sporadic input, has created a document called a *Request for Qualifications* (see below). It itemizes the information we would want submitted by interior design applicants during our initial review. This *Request for Qualifications* (RFQ) is still in draft form pending review by the Yachats City Manager, and by the Yachats City Attorney. Once approved, the RFQ will be made available to applicants, probably via the City Website.

As per Oregon state law, solicitations for applicants must be public, and will be made in two ways. First, there will be advertisements placed in at least two periodicals. Again, this is state law. One periodical will be local—perhaps the *Newport News Times*—and another will possibly be a magazine/bulletin geared specifically to architects. It might also be advisable to put an ad in the *Yachats News*.

Second, we already have the names of several interior designers with library design experience. Some of these names were submitted by Penny Hummel at my request. Other names are those familiar to Linn West. Letters will be sent to all these designers encouraging them to apply.

## Selection of the interior designer

Assuming there are multiple applications, it seems advisable to have a two-part screening process. First, two Library Commission members—perhaps Marion and Viki—will review all applicants, comparing applications and making choices. The goal of this first screening will be to narrow the applicants to two finalists—possibly three if there are numerous candidates.

The finalists will be considered by an executive committee made up as follows: Two other Commission members—perhaps Naomi and David—a librarian, a member of the Yachats Library Friends and a library volunteer. This committee of five will make the final selection that will be presented to the Yachats City Council for its approval.

## Details still to be worked out

We need to develop wording for the advertisement. We need to have the City Manager and the City Attorney approve both the ad and the RFQ. Please mention other thoughts or suggestions you have.

# REQUEST FOR QUALIFICATIONS

## 2.0 PURPOSE, BACKGROUND AND SCOPE OF WORK

### 2.01 PURPOSE

The City of Yachats is requesting submittal of Qualifications for Interior Consulting and Design Services based on the scope of work described herein to attain an addition and reorganization of the existing Library.

### 2.02 BACKGROUND

The Yachats public Library is a rectangular building of 2,048 sq. ft. built in 1973. This was, of course, prior to the advent of computers and their library-related services. The building is no longer adequate for the needs of this small, but growing community of approximately 950 permanent residents. The scope of work of the current expansion project includes the addition of approximately 1,200 sq. ft. plus the remodeling of approximately 1,327 sq. ft. of connected space. The goal is to come as close as possible to meeting the recommendations made in the November 25, 2020 Library Assessment Report submitted by library assessor, Penny Hummel. (Instructions to access the Report online are given at the end of this RFQ.) At the same time, the expansion project must factor in the limited fundraising capabilities of a community of this size.

### 2.03 SCOPE OF WORK

The Services of an Interior Designer are required for two components of the Project.

1. Represent the Library on a Design/Build Team, to be selected, to design and construct the addition and any remodeling of the existing building spaces:
  - a. Utilize the Library Assessment Report (Penny Hummel--See the end of this RFQ). This Report has been accepted by the Library Commission & City Council and should be used as the guide to Programming & Design.
2. Assist in identifying, ordering/bidding appropriate Fixtures, Furnishings & Equipment for the new Library through the Library Commission.

The selected Proposer will be free to suggest changes and improvements to the Statement of Work that will benefit the library.

### 2.04 ESTIMATED SCHEDULE

The interior designer's work will begin after selection of the Design/Build Team approximately **March 1, 2022.**

It will then include:

- Programming with the Library Design Team
- Schematic Design Completed and SF cost estimate for the Project
  - Approval to proceed given by Library Design Team
- Design Development with an estimated Budget created
  - FF&E Developed with Approval to proceed given by Library Design Team
- Construction Documents with updated Budget with Approval to proceed given by Library Design Team
- Sub-Bidding with Actual cost identified with Approval to proceed given by Library Design Team
- Approval of Project by Library Commission and City Council
  - Ordering & Bidding of FF&E with Approval to proceed given by Library Design Team
- Substantial Completion of Construction

- Final Completion – estimated **January 1, 2023**  
Warranty Period Complete: 1 year

### **3.00 PROCUREMENT REQUIREMENTS**

#### **3.01 QUALIFICATION SUBMISSION**

Any Individual or Company interested in submitting a Qualification should contact:

Kimmie Jackson via email  
[kimmie@yachatsmail.org](mailto:kimmie@yachatsmail.org)

and leave Company Name, Individual Contact name, email and phone number.  
Intent is to be able to provide additional information as may occur to those interested.

#### **Proposers must submit:**

One (1) electronic copy, formatted as the original hard copy, and submitted to:

Kimmie Jackson  
[kimmie@yachatsmail.org](mailto:kimmie@yachatsmail.org)

One (1) original hard copy on white 8 ½ “x11” recycled paper and six (6) copies

Only one Proposal per Proposer shall be allowed. Proposals must be submitted in sealed envelopes

To ensure proper identification and handling, all envelopes shall be clearly marked as follows:

RFQ: Interior Consulting and Design Services for Yachats Library Addition  
Attn: Kimmie Jackson  
Yachats City Hall  
PO Box 345 Yachats, OR 97498

#### **PROPOSALS MUST BE DATE AND TIME-STAMPED AS RECEIVED BY THE STATED DEADLINE.**

Proposals will not be accepted after the Closing date/time as stated. Failure to comply with this requirement shall result in rejection of the Proposal as non-responsive.

Electronic Submittal shall arrive no later than: **January 5, 2022.**

Hard copies shall arrive no later than **January 15, 2022.**

#### **3.02 RFP PROTEST AND REQUEST FOR CHANGE**

Prospective Proposers may submit a written protest of anything contained in the RFQ and may request a change to any provision, specification or Contract term contained in the RFQ, no later than **fourteen (14) calendar days prior** to the Submittal **deadline** set in the RFQ. Protest or request for change that is submitted after the submission deadline will not be accepted.

Protests shall be sent to the designated DAS PS contact for protest of proposer selection at the Addenda that will be emailed to those who registered and listed as interested.

All Addenda shall have the same binding effect as though contained in the main body of this RFQ. Oral instructions or information concerning the specifications of the Project from an individual shall not bind the City of Yachats.

#### **3.03 PROTEST OF PROPOSER SELECTION**

City of Yachats will send a notice of Intent to Award or Interview to the highest-ranked Proposer. A Proposer who claims to have been adversely affected or aggrieved by the selection of the highest ranked Proposer may submit a **written** protest of the selection to the City of Yachats no later than four (4) calendar days after receiving the Intent to Award Notice.

Address protests to:

RFQ: Interior Consulting and Design Services for Yachats Library Addition  
Attn: Kimmie Jackson  
Yachats City Hall  
PO Box 345 Yachats, OR 97498

### **3.04 COST OF PREPARATION OF RESPONSE**

Each Proposer is responsible for all costs incurred in Proposal preparation and participation in the Proposal evaluation, Award and Contract negotiation processes.

### **3.05 PROPOSAL REJECTION AND SOLICITATION CANCELLATION**

The City of Yachats may reject any and all Proposals prior to Contract execution and may cancel or postpone this RFQ at any time.

### **3.06 MINOR INFORMALITIES**

The City of Yachats and the Library Commission may waive minor informalities in Proposals, evidencing an intent.

### **3.07 INITIAL NEGOTIATIONS**

Once the Library Design Team (LDT) has scored and ranked each Proposer, LDT has the right to negotiate a final Contract and will begin negotiating a Contract with the highest ranked Proposer.

### **3.09 DISPUTES**

In case of any doubt or differences of opinion as to the items or Service to be furnished hereunder, or the interpretation of the provisions of the RFQ, the RFQ on file with City of Yachats shall govern along with the decision of LDT with approval from City Council.

### **3.10 CLARIFICATION OF RESPONSES**

LDT reserves the right to request clarification of any item in a Proposal or to request additional information necessary to properly evaluate a particular Proposal. All requests for clarification and responses shall be in writing.

### **3.11 REFERENCES**

LDT reserves the right to investigate references including clients other than those listed in the Proposal if known. Investigation may include past performance of any Proposer with respect to its performance of similar projects, compliance with specifications and contractual obligations, its completion or delivery of a project on schedule, and its lawful payment of employees and workers. Supportive references are required.

### **3.12 COLLUSION**

A Proposer submitting a Proposal hereby certifies that no officer, agent or employee of the City of Yachats has a pecuniary interest in this Proposal; that the Proposal is made in good faith without fraud, collusion or connection of any kind with any other Proposer and that the Proposer is competing solely in its own behalf without connection with, or obligation to, any undisclosed person or firm.



### **3.13 PUBLIC RECORDS**

All Proposals and protests are public information after the Proposals have been opened and after the protest period ends. However, copies of Proposals will not be provided until the evaluation process has been completely closed and a Contract has been executed with the selected Proposer. Copies of public information may be requested by any person. Therefore, if the Proposer considers any part of its Proposal or protest a trade secret, or otherwise exempt from disclosure under the Oregon Public Records Law, ORS192.311 through 192.338, the Proposer shall clearly designate that portion as confidential in order to obtain protection, if any, from disclosure at the time of submission. See Oregon Revised Statutes 192.311 through 192.338, and 646.461 to 646.475. Application of the Oregon Public Records Law shall determine if the confidential information claimed to be exempt is in fact exempt from disclosure.

### **3.16 CERTIFICATION OF COMPLIANCE WITH DISCRIMINATION LAWS**

Each Proposer, by submitting a Proposal in response to this RFP, thereby certifies that it has not discriminated against minority, women or emerging small business enterprises, or a business enterprise that is owned or controlled by or that employs a disabled veteran, as that term is defined in ORS 408.225, in obtaining any subcontracts, and that the Proposer is not in violation of any discrimination laws.

As a condition of receiving the award of a Contract under this RFP, the successful Proposer shall certify, in accordance with ORS 279A.112 that it has in place a policy and practice of preventing sexual harassment, sexual assault, and discrimination against employees who are members of a protected class.

### **3.17 PROPOSAL VALIDITY**

Proposals shall remain valid for a period of ninety (90) days following the deadline set for receiving Proposals.

## **4.00 PROPOSAL FORMAT, EVALUATION, AND SELECTION**

### **4.01 PROPOSAL FORMAT**

The Proposal must be limited in format and length. All Proposals shall be typed and single-spaced, with font size no smaller than 11 point. Proposal pages shall be numbered consecutively. Format will be 8-1/2" x 11" with foldout sheets allowed up to maximum 11" x 17" in size. These sheets will be counted as two pages and shall be labeled as such. Length of the Proposal must be limited to a **maximum of 20 numbered pages** (printed sheet faces). If there is any question as to format requirements, contact the City of Yachats for clarification prior to submittal of the Proposal. **Any pages that exceed the maximum number of pages shall not be evaluated.**

The Proposals must be arranged in separate sections according to the Proposal content requirements described below.

**NOTE:** Material with the "\*\*\*" notation is excluded from the **20**-page maximum count.

Cover Letter and any divider pages are included in the maximum page count.

- Title page – optional (one page maximum) \*\*
- Resumes\*\*

### **4.02 EVALUATION AND SELECTION PROCESS**

An evaluation committee: First, two Library Commission members will do the initial fielding of responses from whoever replies to our advertising. If those two commissioners can narrow the

choices down to two candidates, or three in the event of numerous Proposers, then the finalists will be presented to the Library Design Team.

The Library Design Team will consist of two commissioners, one member of the Friends of the Library, one librarian, and one volunteer. These will make the final decision and recommendation to the City Council, which will, in turn, give final approval for contract ratification.

#### **4.03 PROPOSAL ELEMENTS and EVALUATION CRITERIA**

Each Proposal must include responses covering the specific information requested below for each of the categories. Responses shall be presented by category in the order listed below, and will be scored by the Evaluators using the number of points available for that category.

##### **A. Cover Letter/Background (0 - 10 points available)**

Each Proposal shall include a cover letter with the following:

- a) A brief summary of Proposer's experience in the programming and design phases for projects similar to the Project (which will be covered in more detail by Proposer's response to Proposal Element E below);
- b) A statement that the Proposal is valid for at least ninety (90) calendar days following the Proposal Submission Deadline; and
- c) A statement certifying that no one has a pecuniary interest in the Proposal; that the Proposal is made in good faith without fraud, collusion or connection of any kind with any other Proposer and that the Proposer is competing solely on its own behalf without connection with, or obligation to, any undisclosed person or firm.

##### **B. Proposer History/Philosophy (0 - 15 points available)**

Each Proposal must describe the Proposer's history as well as Proposer's philosophy for approaching projects similar to this Project. Each Proposal must include the following information:

- a) A description of Proposer's size, business structure, and hourly rates;
- b) Identification of staff to be assigned to this Project; and
- c) Provide a list of similar type and size projects that the Proposer has done or been involved with.

##### **C. Project Approach / Schedule (0 - 25 points available)**

Proposals must demonstrate an understanding of Project requirements and the steps necessary to successfully meet the Project goals. Each Proposal must include the following:

- a) A step-by-step detailed description of how the Proposer would approach the Project in order to minimize Project costs, provide Services in a timely manner, and ensure Project quality;
- b) An outline of the elements of the Services to be performed, in the stages and a schedule for the performance of the Service elements;
- c) An indication of how the Proposer will meet Project objectives within the schedule;
- d) A description of how the Proposer will interact effectively with the Library Design Team and the Design/Build Team, and with all other Project affiliates.

##### **D. Experience of Assigned Project Team Members (0 - 25 points available)**

Each Proposal shall identify each individual intended to be involved in the Project Services and include the following for each individual:

- a) Names and titles of staff to be assigned to Project;
- b) Resumes for all staff assigned to the Project that include a summary of the staff professional qualifications and relevant experience, including but not limited to: education, years of experience in design field, years in proposed Project capacity, industry licenses, and

certifications.

c) A summary of Project staff experience on projects similar in size and scope listing the dollar amount, size and description of the projects.

**E. Proposer’s Experience (0 – 25 points available)**

Each Proposal shall include the following:

- a) A list and brief project description of up to five (5) similar types and sizes of projects, client name and contact information.
- b) 5 References: may be some but not all listed in a) above.  
Include Project name, contact information (email and phone), size of project, your involvement in the reference

Total available for all categories together is **100 points**.

**F. Evaluation**

Each Evaluator will review and assign a score to each section of the Proposal that corresponds to the section.

Each Evaluator will add up the scores awarded for each criterion and determine the total score out of 100 possible points for each Proposal. After scoring each Proposal in this manner, each Evaluator will rank each Proposal from highest to lowest, with the Proposal ranked #1 being the Proposal with the highest total score. The Proposer with the lowest Total Evaluation Ranking number will be considered as the highest ranking Proposal for award purposes.

**G. Oral Interviews (optional) 50 points**

An oral interview may be scheduled if it is determined by the LDT in its sole discretion, to be in the best interests of the Library and the City. The Proposers with the highest final ranking of the written evaluation scores, but not more than three (3), will be invited to an oral interview with the LDT via Zoom. Questions used to evaluate the finalists during the oral evaluations will be provided 24 hours prior to the interview. No additions, deletions or substitutions, other than clarifications, may be made to Proposals during the oral evaluations.

After the oral interview evaluations, each Evaluator will assign a score to each oral interview evaluation criterion and the criteria scores for the oral interview evaluation will be summed for each Proposal. After scoring each Proposal in this manner, each Evaluator will add the score for the oral interview evaluation to the previous score for the Proposal for each Proposer. Each Evaluator will add the scores and determine the total score out of 150 possible points for the combination of oral interview and evaluation of the response to the RFQ.

**5.01 PROFESSIONAL SERVICES CONTRACT**

City of Yachats and the Successful Proposer shall execute the standard Services Contract used by the City of Yachats or an appropriate AIA Contract.

**5.02 INSURANCE REQUIREMENTS**

Insurance requirements for the Contract are .....need to insert city info here

**5.03 LEGAL COMPLIANCE**

Proposer shall comply with all applicable requirements of federal and state civil rights law and rehabilitation statutes including the Americans with Disabilities Act.

**5.04 RECYCLABLE PRODUCTS**

The State of Oregon encourages use of recyclable products to the maximum extent economically feasible. The City of Yachats would prefer consideration in the performance of the Services described in this RFQ and the resulting Contract for Finishes, Furniture and Equipment (FF&E)

Participation By Disadvantaged Business Enterprises (“DBE”), Minority-Owned Businesses, Woman-Owned Businesses, Businesses Owned by Service-Disabled Veterans (“SDV”) and Emerging Small Businesses (“ESB”).

Any Oregon firm that is certified as a disadvantaged business enterprise, minority-owned business, woman-owned business, business owned by a service-disabled veteran or emerging small business, as defined in ORS 200.005 and pursuant to ORS 200.055 (a “Certified Business Firm”), has an equal opportunity to participate in the performance of contracts.

Proposal, Proposer certifies that it will make good faith efforts to ensure that Certified Business Firms are provided an equal opportunity to compete for and participate in the performance of any subcontracts.

The information submitted in response to this clause will not be considered in any scored evaluation and no evaluative points will be assigned to the information.

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**NOTE:** To access and download Penny Hummel’s November 25, 2020 *Library Assessment Report*, log onto:

- [www.yachatsoregon.org](http://www.yachatsoregon.org)
- Click on “Document Center”
- In the Document Center, click on “Departments”
- Then click on “Library”
- The Assessment report is the last PDF at the very bottom. It is entitled “Yachats Public Library Assessment 12.10.20.” (The December 10 date in this title was when the report was formally presented.)