

## Questions and Answers for RFP 22-0021 – RFID and Automated Materials Handling System

### 1. When is the deadline to submit questions for the RFP?

All questions should be submitted by 5 p.m., February 4<sup>th</sup>. The City will provide answers on our website no later than 5 p.m., Tuesday, February 8<sup>th</sup>.

### 2. Page 3: “While proposals are sought for all components, this RFP differentiates between those components to be included as a base solution and components to be offered as options.” Can you please clarify where in the RFP you differentiate between “a base solution” and “components to be offered as options”?

A base solution would match what we currently have: 17 self-check units as well as AMH units. We are looking for at least three AMH units that have patron and staff induction with at least 5 sorting areas. One AMH unit with patron and staff induction with at least 11 sorting areas. One AMH unit with staff induction with at least 5 sorting areas. RFID readers will be added to the current fleet. Optional would be options for streamlining getting the materials to the sorter and sorting in different ways. It could also mean reconfigurations that better fit the space. Options are not required for meeting what we currently have but instead would be enhances we could choose if budget allowed and the function was desired.

### 3. Page 3: 3.01 Introduction, notes that the procurement will “replace existing RFID self-check and AMH systems.” Can you please confirm that the equipment listed in 2.02 Current Equipment/Products is all the equipment you want us to provide quotes for removal and replacement?

Items to be removed will be 17 self-checks and 5 AMH units. RFID readers will remain. Some of the AMH sorting bins may also remain and be repurposed in the library.

### 4. Can you please provide itemization for the equipment to be removed and addresses where it is currently located?

- a. Brandon Branch 305 S. Splitrock Blvd Brandon, SD 57005 – One table top self-check.
- b. Caille Branch 4100 Carnegie Cir. Sioux Falls, SD 57106 – One table top self-check, two kiosk self-checks, one five bin AMH unit with both patron and staff induction.
- c. Crooks Branch 900 N. West Ave Crooks, SD 57020 - One table top self-check.
- d. Downtown Library 200 N. Dakota Ave Sioux Falls, SD 57104 - One table top self-check, two kiosk self-checks, one 11 bin AMH unit with both patron and staff induction.

- e. Hartford Branch 119 N Main Ave Suite A, Hartford, SD 57033 - One table top self-check.
- f. Oak View Branch 3700 E. 3rd St Sioux Falls, SD 57103 - One table top self-check, one kiosk self-check, one five bin AMH unit with staff induction.
- g. Prairie West Branch 7630 W. 26th St. Sioux Falls, SD 57106 - One table top self-check, two kiosk self-checks, one five bin AMH unit with both patron and staff induction.
- h. Ronning Branch 3100 E. 49th St. Sioux Falls, SD 57103 - One table top self-check, two kiosk self-checks, one five bin AMH unit with both patron and staff induction. This location will be under renovation so the sorter may be dismantled at the time new equipment is installed.

**5. Can you please provide drawings for the locations where the new AMH systems will be installed?**

Drawings are available but most do not show the current location of the AMH equipment.

- a. Downtown Library – Circulation Room 128 is where the sorter resides. The furniture shown in that area does not exist now.
- b. Caille Branch – Room 105 is where the sorter resides.
- c. Oak View Branch – Circulation Desk 111 is where the AMH with only a staff induction resides in the middle of the space.
- d. Prairie West Branch – Workroom 109 is where the AMH resides. It is to the left of the door when entering the room from Room 119.
- e. Ronning Branch – These plans show the planned location. This branch will be under renovation March – early May 2022.

Drawings are available on the City's RFP website:

<https://www.siouxfalls.org/business/rfq/2022/01/22-0021>

**6. Page 5: 15. Fines and Fees. Do you want us to provide quotes for credit card terminals for all 17 self-checkout stations? Do you want us to provide quotes for cash and coin terminals for all 17 self-checkout stations?**

Yes, we would like to see what the cost would be per unit. If there are other cost saving methods, we would like to hear about those as well.

**7. Page 5: 16. Do you want us to quote RFID shielded workstations for the 23 units requested?**

We would like a quote for an individual workstation. We will determine how many we are interested in replacing or adding to the current fleet.

- 8. Page 17: “Federal Tax ID Number: Each Offeror shall state its federal tax identification number on the line provided on the bid form.” Can you please clarify this request, as there appears to be no “bid form” in the bid documents?**

Your Federal Tax ID number should be included in your cost proposal. There is no bid form included in this RFP.

- 9. For the AMH would it be possible to have drawings of the current layouts so we can quote like for like. If drawings cannot be provided, is it possible to get some photographs of the existing sorters.**

Photos of our existing equipment and layouts have been provided as links on our website: <https://www.siouxfalls.org/business/rfq/2022/01/22-0021>

- 10. Is it possible to get floor plans of the sort rooms, or architects drawings if you have them, so that we might be able to quote what we would recommend in the space available as well as quoting like for like?**

Please see question 5 above.

- 11. Are all of the patron inductions interior or exterior?**

All are interior.

- 12. The RFP states that the vendor must remove all existing equipment. Is this true for the self-checks and RFID pads, or just the sorters?**

Please see questions 3 and 4 above for additional details.

- 13. What locations are the AMH Systems going into?**

Currently we have AMH Systems replacements planned in the following locations:

- a. Caille Branch 4100 Carnegie Cir. Sioux Falls, SD 57106
- b. Downtown Library 200 N. Dakota Ave Sioux Falls, SD 57104
- c. Oak View Branch 3700 E. 3rd St Sioux Falls, SD 57103
- d. Prairie West Branch 7630 W. 26th St. Sioux Falls, SD 57106
- e. Ronning Branch 3100 E. 49th St. Sioux Falls, SD 57103

- 14. What is the pre-COVID annual circulation at each of the above locations?**

- a. Caille Branch - 2019 circulation – 371,119
- b. Downtown Library - 2019 circulation – 376,504
- c. Oak View Branch - 2019 circulation – 139,615
- d. Prairie West Branch - 2019 circulation – 275,800
- e. Ronning Branch - 2019 circulation – 414,086