Vendor Submitted Questions for the Automated Materials Handling (AMH) System and Related Installation, Training, and Support Services RFP

Date Issued: September 12, 2024

Questions submitted by: October 1, 2024, at 9am CDT

Response due by: October 15, 2024, at 12pm CDT

Vendor Questions with Responses

A .dwg file labeled "Addison Public Library Guest Services Workroom Plan" has been added to the [RFP webpage](#).

Who is responsible for providing the dumb drops? Exterior and internal.

The exterior return will be connected to the AMH, so no dumb drop is needed.

The Library will provide the bin for the interior dumb drop that will be used to return items like kits. This is labeled as the "New Library of Things Return Slot" on the drawings.

The other interior return will be connected to the AMH.

How many items come in daily/weekly from SWAN # of totes?

We receive 4-8 bins/totes daily which averages to about 200 items daily (Monday – Friday).

How do you prepare items that go out to SWAN?

Item conditions are inspected by staff, staff scan (using a barcode scanner) the item to generate a self-adhering routing label, the label is placed on the item, and then the item goes into a tote/bin.

Can the OSHA Certification happen post install?

Yes.

Will the drive up be staffed?

Yes.

If so, can staff hand items to patron from the drive up?

Yes.

Where will items be returned when AMH is out of the building?

Our preliminary plans call for bins to be used during construction. Patrons will drop off returns into bins which will then be manually checked in by staff.

Do you have specifications for new wall openings where the manual drops will be placed?

The only manual drop will be for the Library of Things return slot as shown in the drawings. The rough opening for the slot has not been finalized. This manual return is outside the scope of the RFP.

The rough openings for the interior (1) and exterior (1) returns that will be connected to the AMH will be coordinated with the selected vendor to ensure compatibility with the AMH.