

## ADDENDUM TO RFP DOCUMENTS

**REQUEST FOR PROPOSAL:** Radio Frequency Identification

**ADDENDUM No.:** 2

**DATE:** 11/15/2018

To All Potential Bidders:

This addendum is issued to modify the previously issued bid documents and/or given for informational purposes, and is hereby made part of the bid documents. Please attach this addendum to the documents in your possession.

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### **QUESTIONS AND ANSWERS:**

#### **Q1: RFP – Section 1.2: Detailed Scope of Work -**

Can you supply information/photos of DPL's current delivery vehicles, routes, and processes? Information that could be beneficial to a complete RFID logistical recommendation include, but is not limited to: **No, unable to supplying this information.**

1. Vehicles – What type of vehicle (box-tail truck, cargo van, pickup truck)? Does this vehicle have a lift-gate? How many vehicles are currently used? **Unable to supplying this information.**
2. Routes – What is the current weekly route schedule between the 6 DPL locations and Crook & Jefferson Counties? What is the current weekly route schedule between the 26 Deschutes County schools? Are the delivery drivers DPL staff, or a 3<sup>rd</sup> party courier service? **Unable to supplying this information.**
3. Materials – Where are materials sorted for delivery (on-truck, or at a Central Processing Facility)? That is, let's assume a delivery route goes from Distribution à Branch A à Branch B à Return to Distribution. If an Item destined for Branch B is picked up at Branch A, do the courier/drivers sort those materials during their route? Or would that item Return to Distribution and be sorted there, to complete delivery the next day? **Unable to supplying this information.**
4. Holds – How many holds per year is DPL filling for patrons? **DPL does not have access to this number.**

#### **Q2: RFP – Section 3.1: General Information**

DPL indicates a current number of Self-Checkout Units (24) and Staff Work Stations (65 DPL, 14 JCL, 14 CCL).

1. Is the Library looking for the best overall recommendation for deployment of SCO, and thus open to possibly increase or decreasing the number of SCO terminals? Or is the Library looking to do a 1-for-1 replacement of the current SCO solution? **We would be interesting in seeing responses for both and the library will make the best determination from the information provided.**
2. Is the Library looking for the best overall recommendation for deployment of Staff Stations, and thus open to possibly increasing or decreasing the number of RFID Staff Stations? Or is the Library looking to do a 1-for-1 replacement of the current Staff Station Terminals? **We would be interesting in seeing responses for both and the library will make the best determination from the information provided.**

### **Q3: RFP – Section 4.9: Fines and Payments**

1. Does DPL currently accept CC and/or Debit payments? **Yes.**
2. If so, can you provide the CC Processing Organization? **Payflow Pro.**
3. If not, is the Library free to establish a CC Processing account independent of Deschutes County? Or will any CC/Debit processing need to be integrated to a pre-existing County system? Any additional information on this would be helpful.

### **Q4: Posted Documents, Floor Plans**

DPL has posted Floor plans for five locations:

1. Please verify if DPL is looking to install AMH systems at each of these five locations? **We would be interesting in seeing all possible scenarios and the library will make the best determination from the information provided.**
2. Is so, is the Library looking for the best overall recommendation for deployment of AMH, and thus open to possibly decreasing the number of AMH systems (assuming the recommendation include staff and workflow improvements in environments without AMH systems)? **We would be interesting in seeing all possible scenarios and the library will make the best determination from the information provided.**
3. If so, please verify that DPL is not seeking an AMH system at the East Bend location. **We are not seeking AMH for East Bend as East Bend is a rented facility.**

**Q5:** Could you please provide us dimensions for the Sunriver spaces? **No. The graphics provided are the most detailed floorplan options we have access to.**

**Q6:** Do you have a preference for either single-item (touchscreen induction) or a multi-item induction AMH system? If one branch prefers one induction method over another, could you let us know so we can prepare drawings/pricing accordingly? **We would be interesting in seeing all**

possible scenarios and the library will make the best determination from the information provided.

**Q7:** How many return bins will each branch need: Downtown Bend, La Pine, Redmond, Sisters, and Sunriver?

Downtown Bend – a minimum of 2

Redmond – a minimum of 2

La Pine – a minimum of 1

Sisters – a minimum of 1

Sunriver – a minimum of 1

**Q8:** Would you allow us to adjust the cost table in the RFP to include additional cells and details? **Yes.** The RFP reads on page 11 “Costs for all features and add-on functionality must to be included in the cost table. Failure to include added costs will result in credit for the feature at time of implementation should contact be awarded.” Please do include those costs as necessary.

**Q9:** Could you please provide more detailed/specific floorplan drawings, the red squares make it difficult to see the exact size of the space? **No.** The graphics provided are the most detailed floorplan options we have access to.

**Q10:** Could you also provide the annual circulation by branch? Based on the drawings, the designated areas are very small and may only accommodate 1, 3 or 5 bins.

Numbers based of FY 17/18 First Circulations:

Downtown Bend – 617,407

East Bend – 228,289

Redmond – 292,808

La Pine – 83,597

Sisters – 85,823

Sunriver – 56,718