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18 Jan 2102

**Addendum # 1**

RFP # 7449346

Statewide Library Delivery System

Submission Deadline: 25 January 2102 @ 11:00 AM (Eastern Time)

- **All questions discussed, or submitted, in reference to this solicitation are posted, and answered in this addendum.**
- **No further questions shall be entertained.**

A handwritten signature in black ink, appearing to read 'Jerome D. Moynihan', is located below the list of bullet points.

Jerome D. Moynihan, C.P.M., CPPO

Assistant Director for Special Projects

## Questions concerning RFP #7449346. Pre-conference

1. The number of stops on the RFP does not match exactly with the number of stops on the list from website. Want to be sure pulling data from right area - below is what we totaled.
  - a. Stops per week with Schools:
    - i. Mon – 139
    - ii. Tues – 124
    - iii. Wed – 144
    - iv. Thurs – 107
    - v. Fri – 164
    - vi. Total – 678 (says 680 on RFP)
  - b. Stops per week without Schools:
    - i. Mon – 93
    - ii. Tues – 85
    - iii. Wed – 93
    - iv. Thurs – 78
    - v. Fri – 94
    - vi. Total – 443 (says 450 on RFP)

**Answer:** The number of stops on the website is correct in that it reflects the current total number of stops, including Delivery on Demand (DOD) stops. The number of stops can vary as a result of temporary library closures or if a library requests an adjustment in the number of stops.

2. Is it possible to get the amount of bins or materials that go to each location (i.e. volume per location)? Are there certain stops that get significant more volume than other stops?

**Answer:** Twice a year OLIS asks participating libraries to do a sample item count during a representative week. The most recent results of this count (2010) are available on the OLIS website.

3. What is the plausibility that closed lid bins will be used with new contract? It has been our experience that the closed bins allow for increased protection from potential damage and more efficient/stable stacking within the vehicles.

**Answer:** LORI libraries have requested closed bins for Delivery. When and whether closed bins will be used will depend on the availability of funds.

4. Do all the schools come off the delivery routes during the 15 weeks or is it s subset of the schools listed on the website?

**Answer:** All schools, except St. George's in Portsmouth, come off of the delivery route during school summer vacation. All public schools close for one week during winter (mid-February) and spring (mid-April) break. Private schools typically close for 2 weeks in March for break.

5. Is it the goal to work toward a more "scheduled" routed system, where each location has a more specified delivery window? Would you like us to submit proposed route delivery times as part of this submission?

**Answer:** Currently, the vendor is expected to drop/pick-up during pre-scheduled hours during times that the library is open to the public. At present no library provides drop boxes or keys to the building; OLIS would be interested in alternative strategies.

6. Block Island delivery – would courier be responsible for just a drop/pick up at the ferry and someone from library on Block Island would facilitate pick/drop, or is courier responsible for full delivery?

**Answer:** Currently the vendor is responsible to drop off/pick up items at the Westerly Airport office. The library is responsible for items on the plane to Westerly and in New Shoreham.

7. Are there any “subsystems” within LORI or certain locations that share more items specifically between those libraries?

**Answer:** No. There are currently no formal subsystems. OLIS would be interested in alternative strategies.

### Questions from January 12

1. Are there any “subsystems” within LORI or libraries that share more between certain locations than others?
  - a. For additional clarification as we asked this originally, this question is important because it could affect the sort operation efficiency and keeping sorting costs lower. For instance do RILINK libraries primarily share with other RILINK locations? And would that be true of HELIN and Ocean State?

**Answer:** No. There are currently no formal subsystems. OLIS would be interested in alternative strategies.

2. As briefly discussed in Pre-Bid conference most of the library systems supported SIP2 – but wanted further clarification on that. And if some system does not support SIP2 what is the platform used?

**Answer:** The three major systems: OSL (III) with all of the public libraries, HELIN (III) with all of the academic and hospital libraries and RILINK (Follett/Destiny) with the K-12 libraries are SIP2 compliant, which leaves approximately 10 libraries that are not SIP2 compliant. OLIS would be interested in alternative strategies that take advantage of SIP2.

### Questions from January 13

1. Are the bins that the driver will pick up labeled?

**Answer:** Yes, but only as belonging to OLIS.

2. Are all the contents in the bin labeled per package?

**Answer:** Yes, with library of origin and library of destination.

3. Who will sort the contents of the bin?

**Answer:** the vendor.

4. Do the libraries have internet capabilities?

**Answer:** Yes.

5. What kind of scanning device is used when the drivers check into the library? Is it provided to the courier? What is the purpose of scanning the bar code?

**Answer:** Courier currently uses their own system for drivers to check in and out at each location using hand held barcode reading devices and a unique barcode at each location. OLIS would be interested in more effective alternative strategies.

6. What is the percentage of materials that have barcode on outside of packaging?

**Answer:** Libraries are increasingly affixing barcode labels to the outside of their items. Nearly all of the K-12 schools and approximately 20% of the public libraries are barcoding on the outside going forward. Several libraries are utilizing RFID in addition to barcodes. OLIS would be interested in alternative strategies employing these technologies.

**END**