

1. When will you send out a RFP for the walk through?
 - We do not anticipate issuing an RFP for the actual move until early in 2019.
2. What are the addresses?
 - The Library & Archives is currently located at 403 7th Ave. North, Nashville TN 37243. The new location has not been assigned an address but is at the southwest corner of 5th Ave. North and Jefferson St., on the Bicentennial Mall.
3. How many linear feet are in the collection?
 - We are unable to provide this measurement at this time.
4. How many books are in the collection?
 - 466,000 books
5. How many manuscripts are in the collection?
 - 40,006 cubic feet
6. Are there any specialty items that need special attention?
 - Much of the collection consists of rare books and manuscripts. There are also many oversized ledger volumes of historical records, large flat files of maps and drawings, cabinets of microfilm and other unusual formats.
7. Do you have an approximate inventory of what is being moved? This information will aid in providing the "cost estimate for the various services".
 - In addition to standard office furnishings and equipment, the collection includes approximately 466,000 books and 40,006 cubic feet of manuscript collections. It also includes large flat files of maps and drawings, cabinets of microfilm and other unusual formats.
8. What services do you want to provide during the relocation?
 - This RFI is for consulting services to plan the move. The determination of which services will be provided by the mover will be made when the RFP for moving services is issued.
9. How many entry points (stations) will there be at the ASRS access? Will the retrieval system have more than one retrieval unit (lift/picker)?

- The system is still being developed. At this point we are planning on two entry stations and two retrieval units.
10. Has the State considered utilizing a "Library Relocation Consultant" to work with the library to formulate a relocation plan, prepare a scope of work for the relocation and outline the details of the library's requirements?
- That is essentially the purpose of this RFI – to guide us in identifying potential consultants experienced in library moving.
11. Is there a required time frame in which the move needs to be completed?
- The schedule has not been determined. Fall 2019 is expected construction completion date.
12. What is the distance from the existing facility to the new ASRS facility?
- Approximately one mile.
13. Will the existing library and archives facility be open for public use during the moving period?
- That is desirable, but not yet determined.
14. Please describe the elevators and loading dock access of the existing facility
- The purpose of this RFI is to guide us in identifying potential consultants experienced in library moving. We will go into those details with the consultant.
15. Will special transit be needed (climate controlled, air ride, etc.)?
- We do not think so at this time.
16. Is the material cataloged or inventoried?
- Yes
17. Is the collection barcoded?
- All books and manuscript boxes are barcoded, with the exception of some Federal Documents
18. Are archive materials stabilized in archive boxes?
- Yes

19. Does the archive contain artifacts or larger items? If so, can these be described?
- No artifacts to speak of, but it includes large flat files of maps and drawings, cabinets of microfilm and other unusual formats.
20. What materials have been identified as NOT going in the ASRS?
- Microfilm master negatives, photographic glass plates and negatives, slides and selected specialty items will be located in a separate vault. Approximately 20,000 books will be on open shelves in the public areas.
21. Has the Tennessee State Library and Archives calculated the maximum number of volumes that can be processed through the ASRS system on a daily basis and the length of time to ingest the entire collection?
- No, this is part of what we hope a consultant will provide.
22. What is the unit load of the ASRS system?
- We do not yet have that information.
23. How many cranes are available in the ASRS system?
- We do not yet have that information.
24. Are the bin sizes distributed evenly across all cranes, or are some cranes devoted to a particular size bin?
- We do not yet have that information.
25. Are bin dividers being used? If so, is there an inventory system in place to track the volume and sizes of the divider stock onsite?
- We do not yet have that information.
26. Are the ASRS cranes on a regular preventative maintenance agreement?
- We do not yet have that information.
27. What is the SLA for time of repair or accommodation that is in place if the cranes do break?
- We do not yet have that information.