



**STATE OF TENNESSEE
SECRETARY OF STATE**

REQUEST FOR INFORMATION

**Preparation and Moving of the Entire Collection of the Tennessee State Library
and Archives**

RFI # 30504-02417

May 19, 2017

1. STATEMENT OF PURPOSE:

1.1. The Office of the Secretary of State (the "SOS"), is interested in obtaining information and to determine what advance work is necessary to prepare and plan for moving the entire collection of the Tennessee State Library and Archives.

1.2 The SOS issues this Request for Information ("RFI") for the purpose of seeking information and estimated costs from the vendor community regarding the availability of solutions that will meet the SOS requirements of the preparation and plan for moving of the collection from the current facility to the new State Library and Archives. This request is strictly a mechanism for gathering information.

1.3. This RFI is not a competition. The information submitted in writing will be used only to improve the SOS's knowledge of industry capabilities. No evaluation of participating vendors will occur and your participation is not a promise of future business with the SOS.

1.4. Responding or not responding to this RFI does not preclude the vendor from bidding on any future solicitations. Specific pricing information must **NOT** be submitted with your response. The SOS appreciates your cooperation and looks forward to a meaningful and very productive collaborative market research effort.

2. BACKGROUND:

2.1. A new library and archives is scheduled to be built with construction beginning in approximately 6 months, and an estimated completion timeframe of 20 months. The entire collection must be prepared, organized, packed, labeled and moved to the new facility and installed primarily in a robotic ASRS (Automatic Storage Retrieval System) but also with portions going to traditional open shelving, compact storage shelving, and flat file storage.

2.2. The vendor will need to possess knowledge and have experience in moving library and archival collections providing moving services, special moving equipment and containers, and special handling of fragile collection items..

3. COMMUNICATIONS:

3.1. Vendors should contact the SOS's Point of Contact in writing only with any questions regarding this RFI by 4:00 p.m. CDT May 31, 2019. The SOS will provide a response to those questions by 4:00 p.m. CDT June 5, 2019. All vendor communications regarding the RFI should be in writing only and reference RFI Number: 30504-02417. The SOS's Point of Contact is:

Mary Beth Thomas
General Counsel
Tennessee Secretary of State
State Capitol, First Floor
Nashville, TN 37243
(615) 741-2819
mary.beth.thomas@tn.gov

Please do NOT contact anyone else at the State of Tennessee regarding this RFI.

3.2. Vendors are invited to submit a response to the RFI to the SOS's Point of Contact listed in above in section 3.1.

3.3. The SOS has assigned the following RFI identification number that must be referenced in all communications regarding this RFI: 30504-02417.

4. RFI SCHEDULE OF EVENTS:

4.1. The following is the RFI schedule:

	EVENT	TIME (Central Time Zone)	DATE (all dates are State business days)
1.	RFI Issued		May 19, 2017
2.	Vendor Questions Due	4:00 p.m.	May 31, 2017
3.	Responses to Vendor Questions	4:00 p.m.	June 5, 2017
4.	RFI Response Deadline	2:00 p.m.	June 9, 2017

4.2. Vendor responses should be received no later than 2:00 p.m. CDT June 9, 2017. These responses should be in the form of a well-organized document and include the original question/request number along with the stated question or information requested preceding each individual response. Responses received after that date may not be reviewed.

4.3. Respondents should submit a file in PDF format to the SOS's Point of Contact listed in Section 3.1. The SOS requires the response to be submitted in a PDF file preferably by email so that it can be readily distributed internally. Please note that the maximum email and file attachment size for incoming emails to the SOS is 15 megabytes.

5. GENERAL INFORMATION:

5.1. Request for Information Number 30504-02417, along with the company's name should

be clearly displayed on all pages of the vendor's response.

5.2. Please include the name, title, e-mail address, mailing address, and telephone number of the person the SOS should contact regarding the RFI submission. Also include the legal name of the entity the contact person represents.

5.3. Please note that responding to this RFI is not a prerequisite for responding to any future solicitations related to this project and a response to this RFI will not create any contract rights. Responses to this RFI will become property of the SOS.

5.4. The information gathered during this RFI is part of an ongoing procurement. In order to prevent an unfair advantage among potential respondents, the RFI responses will not be publicly available until after the completion of evaluation of any responses, proposals, or bids resulting from a Request for Qualifications, Request for Proposals, Invitation to Bid or other procurement method. In the event that the SOS chooses not to go further in the procurement process and responses are never evaluated, the responses to the procurement including the responses to the RFI, will be considered confidential by the SOS.

5.5. Under no circumstances shall the State of Tennessee be liable for, or reimburse any costs incurred by any respondent in the preparation and submission of its RFI response or for other costs incurred by participating in this process. Furthermore, there is no guarantee that a procurement of software and/or implementation services will ever take place as a result of this RFI.

6. INFORMATION REQUESTED:

6.1 The SOS is requesting the following specific information.

RFI # 30504-02417 TECHNICAL INFORMATION
Respondent Legal Entity Name:
Respondent Contact Person Name: Title: Mailing Address: Phone Number: Email Address:
Provide a brief description of your experience providing similar scope of services:
Provide a detailed description of your company's ability to provide information on the following issues:
FUNCTIONALITY AND FEATURES
1. Develop an overall plan to move entire library and archival collections of the Tennessee State Library and Archives from current location to new facility.
2. Vendor must have knowledge and experience of preparing and moving large library collections, and experienced in special handling of manuscripts, oversized documents and ledgers, rare books, and other special collection items.
3. Vendor must provide information about types and quantities of special moving containers and the process for preparing, organizing, packing, and labeling the collection in order to transfer it to and install it in the new facility.

4. Vendor must have experience in preparing the collection for packing and moving into the ASRS chamber, including staging the collection for loading of each specialized stainless steel storage bin according to document size, type and category. Vendor will provide guidance for coordinating work of the moving crew with TSLA staff librarians and archivists in loading ASRS chamber.
5. Vendor will assist in identifying the type and amount of liability insurance coverage needed for moving the collections.
6. Vendor will evaluate the existing building's barriers for moving such as restricted hallway widths and ceiling heights, narrow collection storage aisles and range widths, elevator size and dock access, and suggest strategies for overcoming them.
7. Vendor will recommend methods for coordinating preparation and moving of collection with minimum disruption at current facility to allow library to remain open to the public while providing other services.
COST INFORMATION
8. Respondent should provide a cost estimate for the various products and services needed to move the library and archive collection. Please note that specific fees and prices are <u>NOT</u> being solicited and must not be included.
9. Respondent should provide any recommendations you have for cost savings or problem avoidance.
ADDITIONAL CONSIDERATIONS
10. Respondent should provide any additional information about the proposed solution.