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Purchasing Division



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Director of Purchasing

**Addendum No. 2**  
July 29, 2016

This Addendum No. 2 is in reference to the Annual Contract Competitive Proposal Request; Unified RFID Technology System and A16-52540 Contract on Renewable Supplies which is scheduled to open August 4, 2016 at 11:00 a.m. CST.

The following questions are being addressed for the solicitation:

1. In the section "General Requirements for all parts of this system" on page 40 of your revised RFP, UL certification is requested for major components for Library RFID Self Check System and AMH System. Under "Verification", the last line requests "UL Certification for unified whole". Considering the "Unified Whole" Requirement present in the previous RFP has been removed, is the "Unified Whole" statement under Verification still valid in the Revised RFP?

The requirements for UL Certification have been relaxed to provide some limited additional flexibility for vendors while still maintaining a high standard for independently verified safety of major components of the project. If a vendor has certification for the "Unified Whole", this would still be one of the acceptable methods of providing verification. It is not, however, an absolute requirement and certification for other portions of the project can satisfy the requirements.

2. In requiring a UL Certificate for each system, does the Parish want a UL Certificate for each individual product in that proposed system, or just the "antennae, kiosks, and conveyor units of Library RFID Self Check system and AMH system" as stated in the left-hand column?

Please note that these components were clearly listed as examples of what could be considered major components. Any components considered as "major" by the vendor should be certified. Components that are not certified may be subject to a clarification request during the evaluation process, and a vendor could supply the needed certification documentation or alternate information that would be assessed.

3. Is there an option for a vendor to supply a non-UL listed payment option on the self-check kiosk, since the two products do not have any connecting wires or other interconnecting pieces that could compromise the UL certification of the kiosk? Our proposed payment solution will be UL certified by the end of the third quarter of this year.

Providing a UL certification prior to the proposed installation of the system would certainly be acceptable within the more flexible parameters set in the specifications for this RFP— particularly for a unit within the system with the limited safety risks described in this case.

4. Specifications for Item #17 – 21 do not specify whether or not bins or exceptions/holds printers are requested to be included in pricing. Should #17-21 include these items?

For Items #17 – 21: RFID Automated Return System with 3 bin sorter for the following locations:

- # 17: Bluebonnet Regional Branch Library
- # 18: Greenwell Springs Road Regional Branch Library

- # 19: Jones Creek Regional Branch Library
- # 20: Zachary Branch Library
- # 21: Central Branch Library

Under the specifications for these branches, we have asked for a complete automated return system that includes a three bin sorter. In addition, the specifications on page 36, under Item 21: RFID Automated Return System with 3 Bin Sorter, state that this is to include an: “Automated return system with 3 bin sorting system for workroom. These must be modular units, so they can be expanded and re-configured as needed.” The Library’s expectation is that the vendor will include the above referenced bins as part of the equipment as described in the specifications.

The Library’s expectation is that the vendor should include exceptions/hold printers for these systems.

5. **Specifications for Item #13 do not specify if the Staff Induction workstation should include a Bar Code Scanner in pricing. Should #13 include a BC Scanner?**

For Item # 13 – Staff Induction Workstation: the Library’s expectation is that the vendor will include a bar code scanner.

6. **Branch Specifications for 0005 BAK, 0013 CAR, 0021 Delmont Gardens, 0025 Eden Park, 0041 Pride and 0045 Scotlandville do not specify a bin or Exceptions/Holds printer. Should these branches include one bin and one Exceptions/Holds Printer at each location?**

Per the wording in each of these items (0005 Baker, 0013 Carver, 0021 Delmont Gardens, 0025 Eden Park, 0041 Pride, and 0045 Scotlandville) the pricing is to include “all equipment for this location as listed in specifications.”

For each of these locations, the following is specified:

Branch	Item	Description
0005 Baker	12.0	Exterior RFID Check In System With Receipt Printer and LCD Monitor
0013 Carver	12.0	Exterior RFID Check In System With Receipt Printer and LCD Monitor
0021 Delmont Gardens	12.0	Exterior RFID Check In System With Receipt Printer and LCD Monitor
0025 Eden Park	12.0	Exterior RFID Check In System With Receipt Printer and LCD Monitor
0041 Pride	12.0	Exterior RFID Check In System With Receipt Printer and LCD Monitor
0045 Scotlandville	12.0	Exterior RFID Check In System With Receipt Printer and LCD Monitor

The specifications for item 12.0, on page 35 states: “In 5 library locations the automated book drop will feed directly into an AMH system. In other locations, the automated book drop will feed into a static bin.” The Library’s expectation is that the vendor will include a bin as part of equipment as described in the specifications.

In addition, the specification on page 34 states that the Exterior RFID Check-In System is “with Receipt Printer and LCD monitor.” The specifications on page 35 state that “each device must be able to connect to a printer.” The Library’s expectation is that the vendor’s system will enable us to identify holds and exceptions and print any necessary hold slips to a receipt printer or to other printers that are connected to the network.

7. Branch Specifications for 0029 Fairwood include one of each return, Interior (#11), Exterior (#12) and Staff (#13) but there is no sort module. Is the intention to use these three returns as three stand-alone returns, each emptying into one bin? If so, should pricing include one bin each and one Exceptions/Holds printer each? If no, is the objective to connect these to a three bin sorter as in #17?

Per the wording for item 0029 Fairwood, the pricing is to include "all equipment for this location as listed in specifications."

Currently, there are no plans to connect these to a three bin sorter. The intent is to use these three returns as three stand-alone returns, each emptying into one bin.

For item #11 - Interior RFID Check In System with receipt printer and LCD monitor, and for item #12 - Exterior RFID Check In System with receipt printer and LCD monitor, the specifications on page 35 states: "In 5 library locations the automated book drop will feed directly into an AMH system. In other locations, the automated book drop will feed into a static bin." The Library's expectation is that the vendor will include a bin for each of these two systems as part of equipment as described in the specifications.

For item #13 - RFID Staff induction workstation for the Fairwood Branch Library, the vendor should include a static bin in the bid.

In addition, the specification on page 34 states that the both the Interior and Exterior RFID Check-In Systems are "with Receipt Printer and LCD monitor." The specifications on page 35 state that "each device must be able to connect to a printer." The Library's expectation is that the vendor's system will enable us to identify holds and exceptions and print any necessary hold slips to a receipt printer or to other printers that are connected to the network.

8. Branch Specifications for 00009 Bluebonnet included one of each return, Interior (#11), Exterior (#12) and Staff (#13). The layout of the space for the sorter is not conducive to a dual patron return system. Will EBR consider a one patron and one staff system? If so, is the desired patron return internal or external?

In speaking with several vendors over the last year, there was no indication that the current room configuration would prevent the installation of the proposed exterior RFID return, interior RFID return, and staff induction workstations. The Library's expectation is that the successful vendor will design and bid a configuration that will support all three items.

9. Will the city allow a bid on only part of the project, such as for the AMH but not RFID?

No, the city is under an obligation to solicit proposals that must include both RFID and AMH systems as one project.

10. Is a sweeper style system the only type that is acceptable for the sorting function?

A system that has the attributes of a sweeper style of materials handling is the requirement for the materials sorting system. The way materials are moved does not necessarily have to be formally designated a "sweeper" system but it must meet these primary criteria:

- quiet operation of the sortation system
- must not exceed 55 decibels.
- gentle treatment of returned items; the system must avoid rough handling of materials; pop-up diverters should not be a feature of the system
- a minimum number of belts and parts requiring frequent maintenance, replacement and repair.

11. Where is a lift gate needed? Does a lift gate need to be quoted? What are alternatives?

A lift gate is requested due to the large AMH configuration at the Main Library Shipping Room. This is a busy area with thousands of items to sort and organize throughout the day, and with multiple deliveries incoming and outgoing. Staff needs to be able to navigate quickly through this area so as to maintain productivity. This does not apply to the 3 and 5 bin configurations. Pricing for a lift gate should be quoted unless an alternative can be offered by a vendor. The library has not designed or designated an approved alternative. It will be the vendor's responsibility to describe the alternative and include it in their cost. If the alternative is not an

acceptable solution, based on ease of use and maintenance of the traffic flow outlined above, then it will be rejected and the vendor would need to either provide a lift gate within the cost quoted or fail to be fully responsive. Alternatives that require reconfiguration of the Shipping Room and its furnishings, other equipment, and fixtures, as well as changes in workflow and functions for this area, will not be acceptable.

All other terms and conditions of the solicitation remain the same.

This addendum is hereby officially made a part of the referenced solicitation and should be attached to the bidder's proposal or otherwise acknowledged therein.

If you have already submitted your proposal and this addendum causes you to revise your original bid, please indicate changes herein and return to Purchasing prior to bid opening in an envelope marked with the file number, bid opening date, and time. If this addendum does not cause you to revise your bid, vendor should acknowledge receipt of the addendum by signing your name and company below and returning it in accordance with the provisions above.

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(Name and Signature)

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(Company Name)