



City of San Rafael, Library & Recreation

Responses to RFP Vendor Questions

Automated Materials Handling System

Deadlines for vendor questions: Jul 12, 2023 & Jul 26, 2023

Responses posted by Project Manager: Jul 19, 2023 & Aug 2, 2023

All questions must be submitted by email to the Project Manager:

Jill Tokutomi, Assistant Director/ City Librarian

jill.tokutomi@cityofsanrafael.org

Can you please provide drawings for the space where the AMH will be installed?

The space reserved for the AMH is identified in plans for an upcoming modernization remodel project; you can find it in the room labeled “circulation” room. The AMH will be installed in the space identified prior to the start of construction on the project.

[View plans](#)

Is there flexibility with your End of December 2023 installation date?

No. The library will be closed to the public the last week of December and installing at this time will be least disruptive to our operations. There is a possibility of awarding and negotiating the contract sooner than September 20th as outlined in the project timeline.

Page 5: “External, book-drop style...”

Can you please clarify if you want a multi-item patron induction, with no touchscreen?

We are open to either and would be interested in having both options priced out.

Page 5: “System that includes a tote shelf, and ten (10) sorting locations with either ergo bins or space to accommodate totes measuring 21.5” W x 12.25” D x 9.75” H.”

In order to provide apples-to-apples pricing, can you please clarify which return solution you prefer: ergonomic bins or a shelf to accommodate totes?

Our initial preference leans towards ergonomic bins, however we would be interested in learning about the merits and costs of both options.

Is there a budget for this AMH project?

The Library has reserve funds set-aside for this project. Vendors should propose a budget in their submission and if selected we will work together to finalize the project budget during contract negotiation.

Are all MARINet libraries collections RFID tagged?

Yes.

Can you list the various tag data formats in use at the San Rafael Public Library (SRPL) and MARINet libraries.

Tag Encoding: ISO 28560-2 compliant
Format: ISO Object Item

Physical Tags:
For books:

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[Bibliotheca RFID tag square](#)

Product ID: TAG000010-000

For media:

Bibliotheca RFID full DVD tag big inner diameter (not on website)

Product ID: TAG000005-001

Specific Encoding on the Tags:

1. Barcode – 14 digits
2. Part #: 1 of 1 OR 1 of 2
3. Library/Owning Institution –

Library	OCLC SYMBOL
Belvedere Tiburon Library	BVT
College of Marin Library	CMK
Dominican University of California's Archbishop Alemany Library	DSR
Larkspur Library	JQY
Marin County Free Library	JRG
Mill Valley Public Library	MLV
San Anselmo Public Library	JTG
San Rafael Public Library	SNR
Sausalito Public Library	JRU

4. AFI - Security on/off
5. Type of Usage – Circulating Item
6. ONIX Media - Book

Method to Encode: Bibliotheca's "staffConnect conversion" software

Regarding Section 3.1 - System that includes a tote shelf, and (10) sorting locations with either ergo bins or space to accommodate totes measuring 12.5"W x 12.25"D x 9.75"H.

Will you be sorting strictly to totes or will the library be sorting to bins as well? If you will be using both, could you detail the distribution (bins vs totes)?

Or preference would be to sort into ergonomic bins and then from there move onto carts to be shelved in our library, or into totes to be sent out for delivery.

"a tote shelf, and (10) sorting locations" - Do you mean this should be an AMH with a total of (11) locations / destinations?

We require 10 sorting locations, as well as a place to store totes to be sent out for delivery.

Can you provide a list of how you would set-up your base sorter matrix (fiction, non-fiction, juvenile, transits, holds etc.)

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We require this system to have the flexibility to update the matrix as needed, but we're likely interested in something along these lines for the Downtown library operations as well as to prepare for delivery:

- Exceptions (Link+, items that haven't been tagged, etc.)
- San Rafael Holds
- San Rafael Adult and Teen
- San Rafael Juvenile
- Marin County Free Library
- Mill Valley
- Belvedere-Tiburon, Larkspur
- Sausalito, San Anselmo,
- Northgate, Pickleweed
- Academic Libraries

Should vendors include 9.25% sales tax in the full cost pricing portion of the proposal?

Yes.

Should we size the AMH for the dimensions provided or is there the possibility to increase the space allotted to the AMH to provide the desired number of sort locations?

Our circulation room allows for a maximum width of approximately 14' including 3' of clearance on both sides. The length can be up to 17' including 3' of clearance.