



**STATE OF TENNESSEE
DEPARTMENT OF MENTAL HEALTH AND SUBSTANCE ABUSE SERVICES**

WESTERN MENTAL HEALTH INSTITUTE

**REQUEST FOR INFORMATION
FOR
MEDICAL RECORDS SHELVING REPAIR AND/OR
REPLACEMENT**

**RFI # 33912-20632-MR
July 27, 2023**

1. STATEMENT OF PURPOSE:

The State of Tennessee, Department of Mental Health and Substance Abuse Services, Western Mental Health Institute ("WMHI") issues this Request for Information ("RFI") for the purpose of reviewing options available for repair of an electronic shelving system or the replacement of the system with another electronic or manual rolling shelving system. We appreciate your input and participation in this process.

2. BACKGROUND:

Western Mental Health Institute's current building was built approximately fifteen (15) years ago, and an electronic shelving system was installed during the build. The system is a Kardex Kompakt EL/C electrical mobile storage system ("System"). During the last eight (8) to ten (10) years, the System has had numerous malfunctions and needed repairs on multiple occasions; however, due to the age and lack of replacement parts, the System is no longer repairable without being retrofitted to new motors, shelves, etc. It currently has a section of shelves that has stopped functioning entirely.

WMHI is seeking information from vendors as to what options are available for repairing and/or replacing the System. WMHI requests input on best long-term options with lowest incidence of repair(s) needed and/or repair costs, i.e., manual movable system vs. electronic system. Each shelf needs to have the capacity to hold approximately five hundred (500) files of varying thickness between one (1) to five (5) inches. The current shelving area is 943 sq. ft., and the dimensions are 13'8" X 69'. There are twenty-nine (29) cabinets, with five (5) stationary against the outside walls and inside beams, and the other twenty-four (24) are movable on tracks.

3. COMMUNICATIONS:

3.1. Please email your response to this RFI to:

Karen M. Doles, Psychiatric Hospital Administrator
Western Mental Health Institute
11100 Old Hwy 64
Bolivar, TN 38008
731-228-0882
email address: karen.doles@tn.gov

3.2. Please feel free to contact Western Mental Health Institute with any questions regarding this RFI. The main point of contact will be:

Karen M. Doles, Psychiatric Hospital Administrator
Western Mental Health Institute
11100 Old Hwy 64
Bolivar, TN 38008
731-228-0882
email address: karen.doles@tn.gov

3.3. Please reference RFI # 33912-20632-MR with all communications to this RFI.

3.4. A Site Inspection will be held at the time and date detailed in the RFI § 4, Schedule of Events. Please contact the main point of contact, referenced in RFI § 3.2., to schedule a time slot for the site inspection. The facility location and address for the site inspection is:

Western Mental Health Institute
11100 Old Hwy 64 W
Bolivar, TN 38008

4. RFI SCHEDULE OF EVENTS:

EVENT		TIME (Central Time Zone)	DATE (all dates are State business days)
1.	RFI Issued		July 27, 2023
2.	Site Inspection	8:30 am – 4:00 pm, by appointment	August 8, 2023
3.	Written Questions and Comments	4:00 p.m.	August 15, 2023
4.	State's Response to Written Questions and Comments	4:00 p.m.	August 21, 2023
5.	RFI Response Deadline	4:00 p.m.	August 31, 2023

5. GENERAL INFORMATION:

- 5.1. 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 State.
- 5.2. 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 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 State 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 State.
- 5.3. The State will not pay for any costs associated with responding to this RFI.

6. INFORMATIONAL FORMS:

The State is requesting the following information from all interested parties. Please fill out the following forms:

RFI #NUMBER
TECHNICAL INFORMATIONAL FORM
1. RESPONDENT LEGAL ENTITY NAME:
2. RESPONDENT CONTACT PERSON: Name, Title: Address: Phone Number: Email:
3. Provide your company's experience providing similar scope of services/products.
4. What type (electronic, manually, or both) and/or name of system is recommended to meet the needs of the State?
5. Explain why the particular system or type of system is recommended.
6. Describe any structural modifications that would be needed to install the system.
7. What type of warranty would be provided for the recommended system including length of warranty?
8. What type of maintenance support / product support is available for the recommended system?
9. What are typical timeframes needed for work to be completed based on your recommendations to this RFI?
10. If the existing shelving system has to be removed, would your company be able to do this or would it require a sub-contractor?
11. Did your company attend a site visit?

COST INFORMATIONAL FORM
1. Describe what pricing unit(s) your company typically utilizes for similar services or goods (e.g., job, per hour, each, etc.).
2. Describe the typical price range for similar services or goods.
3. Describe any type of routine maintenance plans that are available, and pricing associated with those plans.
4. Describe the estimated cost of the most common repairs for the recommended system.
5. If demolition and removal of the current system is required, what would be an estimated cost for that process?

ADDITIONAL CONSIDERATIONS
1. Please provide input on alternative approaches or additional things to consider that might benefit the State.