



STATE OF TENNESSEE
 DEPARTMENT OF MENTAL HEALTH AND SUBSTANCE ABUSE SERVICES
 WESTERN MENTAL HEALTH INSTITUTE

**REQUEST FOR INFORMATION 33912-20632-MR
 AMENDMENT #1
 FOR MEDICAL RECORDS SHELVING REPAIR AND/OR
 REPLACEMENT**

DATE: August 22, 2023

RFI # 33912-20632-MR is AMENDED AS FOLLOWS:

- This RFI Schedule of Events updates and confirms scheduled RFI dates.** Any event, time, or date containing revised or new text is highlighted.

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 Response to Written Questions and Comments	4:00 p.m.	August 22, 2023
5.	RFI Response Deadline	4:00 p.m.	September 1, 2023

- State responses to questions and comments in the table below amend and clarify this RFI.**

Any restatement of RFI text in the Questions/Comment column shall NOT be construed as a change in the actual wording of the RFI document.

QUESTION / COMMENT	STATE RESPONSE
1. Please provide a dimensioned layout of the existing system.	Unfortunately, WMHI does not have a dimensional layout of the current system; however, Attachment A provides pictures that may be helpful. Additionally, the area of the room where the current shelving is located is approximately 63.5 feet long X 12.1 feet deep X 9.9 feet high.
2. What are the dimensions of each of the cabinets and how many levels in each cabinet?	There are currently 28 shelves. They are 24.5 inches wide, and there are 8 levels in each.
3. Are the existing cabinets open shelving units or locking cabinets?	The current shelves are open shelving units.
4. Please provide pictures of the existing system.	Pictures of current system are included in Attachment A.

5. Is the system located on the first floor?	The current shelving system is located on the second floor.
6. Is there a loading dock or forklift available at the site?	There is a loading dock available with access to the building's first floor. Once inside, there are elevators available to access the second floor.
7. Is a freight elevator available? Is so, what size is it?	Yes, there is a freight elevator available. It has a weight capacity of 4500 lbs. and is approximately 7'7" tall and 5'5x8'.
8. Who will be responsible for the unloading and reloading of the files during the installation process	If needed, WMHI will be responsible for unloading and any files.
9. When will a decision be made?	This is a Request for Information in which WMHI is only seeking information as to what options are available for repairing or replacing the current shelving system. WMHI will not be evaluating the qualifications of those who respond to this RFI, and the RFI will not result in a contract award. This question would be more appropriately addressed should a Request for Proposal ("RFP") be issued.
10. What is the requested installation timeframe?	Because this is an RFI, WMHI is seeking information from respondents on what typical timeframes are needed for the completion of the recommended actions. (See # 9 on Technical Information Form of this Request for Information.)
11. If the existing system needs to be removed, is there a place this can be disposed of on site or will this need to be taken off site?	The current system will need to be disposed of offsite.

3. **RFI Amendment Effective Date.** The revisions set forth herein shall be effective upon release. All other terms and conditions of this RFI not expressly amended herein shall remain in full force and effect.