

Specifications

PURPOSE:

The purpose of this document is to detail the requirements and specifications associated with the purchase and installation of a system or materials for the conversion of existing electronic shelving to mechanical assist shelving for the medical records department at the Tennessee Department of Mental Health and Substance Abuse Services Western Mental Health Institute (hereinafter referred to as “Western Mental Health Institute” or “Facility”) requested through this event.

RESPONDENT INSPECTION OF FACILITIES / SYSTEMS:

All Respondents are encouraged to visit the site to take exact measurements and examine the premises to become familiar with any problems or unusual circumstances. **No allowances will be made by the State for errors in quotations due to any respondent not visiting the site prior to submitting their response, and respondents shall be responsible for their own measurements.**

SITE VISIT

Date: November 14, 2023
1:00 pm, CDT

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

Contact: Kevin Graves
731-228-2000

SPECIFICATIONS:

Western Mental Health Institute currently has a Kardex Kompakt EL/C electrical mobile storage system (“System”). Each shelf needs to have the capacity to hold approximately five hundred (500) files of varying thickness between one (1) to five inches (5). The current shelving area is 943 sq. ft., and the dimensions are 13’8” X 69’. Currently 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. The shelving system needs to be modified to a Mechanical Assist, including retrofitting the existing driveshaft assembly and retrofitting mobile carriages from powered to mechanical assist including new end panel and mechanical assist assembly. Also, to be included in pricing is a one-year parts and labor warranty as well as any freight, delivery,

and installation fees. The vendor will also be responsible for removal and disposal of any components/parts no longer needed.

SCHEDULING OF INSTALLATION:

Professional Installation shall be done between 8:00 am. And 4:00 p.m., Monday through Friday, excluding State-observed holidays. Special attention shall be given to the scheduling and coordination of all services to minimize disruption at the Facility.

During the course of the work, the Contractor will maintain a clean work area and, upon completion of the work, shall remove and be responsible for disposition of all waste and trash resulting from Contractor's work including hazardous materials, if any.

All visitations by service/installation personnel shall be logged on-site as to date and time (i.e., time in and out) by Facility security personnel, Safety Officer and/or an authorized representative. It is required that all service/installation personnel personally sign in and out to verify their presence and length of stay at the Facility.

After completion of repairs, the Contractor and the Facility Manager will inspect the completed work within three (3) business days. Vendor will provide Facility an invoice within thirty (30) days of completion and inspection of work.

COMMUNICATION AND DELIVERY:

The Contractor shall be responsible for scheduling services with the Facility Manager, Kevin Graves, or Designee.

Kevin Graves
Facility Manager
Department of Mental Health and Substance Abuse Services
Western Mental Health Institute
11100 Old Hwy 64 W
Bolivar, TN 38008
Phone: 731-228-2000
Email: Kevin.graves@tn.gov

All instructions, notices, consents, demands, or other communications shall be considered effective upon receipt or recipient confirmation as may be required.