



REQUEST FOR QUOTATIONS (RFQ)
Library Furniture
RFQ No. SHAW-LIB-01

Issue Date: July 1, 2026

Shaw University is soliciting written quotations from qualified vendors to furnish, deliver, assemble, and install library furniture for selected spaces as part of the University's library renovation project.

The University seeks vendor proposals that respond to the project schedule, functional needs of the library, and available budget. Because the final furniture mix will be influenced by budget, lead times, and space conditions, vendors are expected to review the project requirements, attend the site visit, and propose furniture solutions that best meet the University's needs.

This procurement is funded in whole or in part by federal grant funds; applicable federal requirements will apply.

Shaw University reserves the right to reject any or all quotations, waive informalities, request clarifications, and make an award in the best interest of the University.

1. Project Information

Project Title: Library Furniture

Project Location: Shaw University Library, Raleigh, North Carolina

Available Budget: Not to exceed \$300,000, inclusive of delivery, assembly, installation, and related costs unless otherwise clearly identified by the vendor

Procurement Contact:

Shericka Sawyer, Procurement Specialist

ssawyer@shawu.edu

Technical Questions Regarding Scope of Work:

Tori Miller, Special Assistant to the President

twillis@shawu.edu

Submission Method: Electronic submission by email to the Procurement Contact unless otherwise stated by Shaw University.



2. Procurement Schedule

- **RFQ Issued:** July 1, 2026
- **Site Visit:** July 10, 2026
 - Session 1: 10:00 a.m.
 - Session 2: 2:00 p.m.
- **Questions Due:** July 13, 2026, by 5:00 p.m.
- **Responses to Questions Issued:** July 15, 2026
- **Vendor Quotes Due:** July 17, 2026, by 4:00 p.m.
- **Anticipated Vendor Selection:** July 22, 2026

All times are Eastern Time.

3. Scope of Work

The selected vendor shall provide a proposed furniture solution for designated library spaces, including product recommendations, quantities, finishes, lead times, delivery, assembly, installation, and warranty support.

Vendors shall develop their proposals based on the site visit, room conditions, project schedule, stated functional priorities, and the University's budget limitations. Proposals should be organized by space and should clearly identify recommended products, unit pricing, extended pricing, alternates, lead times, and installation requirements.

The University anticipates that time and available budget will influence final selections. Accordingly, vendors are encouraged to present practical options and alternates that allow Shaw University to make final purchasing decisions based on value, availability, and project schedule.

The scope may include, but is not limited to, the following:

- Study tables
- Individual study carrels
- Lounge seating
- Collaborative seating and tables
- Soft seating
- Staff workroom furniture
- Service desks or movable furniture elements
- Other library furniture as recommended by the vendor based on the site visit and project needs



4. Project Objectives

The University is seeking furniture solutions that:

- support student study, collaboration, and general library use
- fit the renovated library spaces appropriately
- can be delivered and installed within the required project timeframe
- reflect durability and suitability for higher education use
- provide best value within the available budget

5. Site Visit

A site visit will be held on July 10, 2026. Vendors should attend one of the two available sessions.

- Session 1: 10:00 a.m.
- Session 2: 2:00 p.m.

The site visit will allow vendors to review the spaces, understand project conditions, ask preliminary questions, and develop responsive furniture proposals. Vendors are responsible for becoming familiar with existing conditions that may affect their quotations.

6. Questions

All procurement and technical questions regarding this RFQ must be submitted in writing via email to the Procurement Contact. Please cc: the Technical Contact.

All questions must be submitted by July 13, 2026, by 5:00 p.m. Eastern Time.

Procurement Contact:

Shericka Sawyer, Procurement Specialist
ssawyer@shawu.edu

Technical Contact:

Tori Miller, Special Assistant to the President
twillis@shawu.edu

Responses to questions and any addenda will be issued by July 15, 2026. Only written responses issued by Shaw University will be considered official.



7. Vendor Quote Requirements

Vendors shall submit one complete quotation package containing the following:

A. Cover Letter

A cover letter that includes:

- vendor name and address
- primary contact person
- phone number and email address
- acknowledgment of the RFQ schedule and requirements
- acknowledgment of any addenda issued

B. Firm Information

Provide:

- brief company profile
- years in business
- experience providing furniture for higher education, library, or similar institutional projects
- name and role of project lead

C. Proposed Furniture Solution

Provide a narrative and product-based proposal that includes:

- recommended furniture by space or functional area
- product descriptions and manufacturer names
- dimensions, finishes, materials, and colors
- proposed quantities
- rationale for selections
- lead times for each major product category
- any alternates or options

D. Pricing

Provide:

- itemized pricing by product
- unit pricing
- extended pricing



- delivery charges
- assembly/installation charges
- any design or project coordination fees
- total proposed cost
- clearly identified alternates
- any discounts offered

Pricing shall remain firm for at least sixty (60) days following the quote due date.

E. Delivery and Installation Plan

Provide:

- estimated order-to-delivery timeline
- proposed installation schedule
- assumptions regarding site readiness
- staffing approach for delivery and installation
- punch-list and closeout process

F. Warranty and Support

Provide:

- manufacturer warranties
- installer warranty, if applicable
- service/support process after installation

G. References

Provide at least three references for projects of similar size, scope, or institutional setting. Include:

- client name
- contact person
- phone number
- email address
- project description



8. Evaluation Criteria

Quotations will be evaluated based on the following criteria:

- overall fit of proposed solution for the University's needs
- ability to meet project schedule and lead-time requirements
- price and overall value
- quality, durability, and appropriateness of proposed products
- vendor experience and references
- completeness and responsiveness of the quotation
- warranty and post-installation support

Shaw University may request clarifications from one or more vendors and may consider best and final pricing if determined to be in the University's interest.

9. Award

The University intends to award to the responsive and responsible vendor whose quotation is determined to provide the best value to Shaw University.

The University reserves the right to:

- reject any or all quotations
- waive minor informalities or irregularities
- request clarification of any quotation
- negotiate with the selected vendor
- make no award if determined to be in the University's best interest
- award all or part of the furniture package
- select items from one or more vendors if deemed advantageous to the University

10. Delivery Expectations

The vendor shall coordinate closely with Shaw University regarding final product selections, delivery, installation sequencing, and site readiness.

No deliveries or installation activities may begin until authorized by the University.

The vendor shall protect University property during delivery and installation and shall be responsible for removing packaging and debris resulting from its work.



11. Insurance

The selected vendor shall provide evidence of insurance coverage acceptable to Shaw University prior to commencement of delivery or installation activities. Minimum required coverage shall include:

- Commercial General Liability
- Workers' Compensation
- Automobile Liability, if applicable

Specific insurance limits will be provided prior to award or in the final purchase agreement.

12. Federal Requirements

Because this procurement is funded in whole or in part by federal grant funds, the selected vendor shall comply with applicable federal requirements and any contract provisions required by law or by the University's funding conditions.

Prior to award, the apparent successful vendor may be required to provide certifications or other documentation reasonably requested by Shaw University to support compliance with applicable federal requirements.

13. Quote Submission Instructions

Quotes must be received no later than **July 17, 2026, by 5:00 p.m. Eastern Time.**

Quotes shall be submitted electronically to:

Shericka Sawyer, Procurement Specialist

Shaw University

ssawyer@shawu.edu

Late submissions may be rejected.

14. Reservation of Rights

Shaw University reserves the right to amend or cancel this RFQ at any time, to issue addenda, and to request additional information from vendors as needed.

Issuance of this RFQ does not obligate the University to award a contract or purchase order, nor does it obligate the University to pay any costs incurred by vendors in preparing quotations.



Quote Form

Vendor Name: _____

Address: _____

Contact Person: _____

Phone: _____

Email: _____

Total Base Quote: _____

Alternates / Options: _____

Estimated Lead Time: _____

Acknowledgment of Addenda (if applicable): _____

I certify that the information provided in this quotation is true and correct and that I am authorized to submit this quotation on behalf of the vendor.

Authorized Signature: _____

Printed Name: _____

Title: _____

Date: _____