



ADDENDUM NO. 1

Request for Quotations (RFQ) SHAW-LIB-01: Library Furniture

James E. Cheek Library Furniture Procurement

Shaw University

RFQ Number	SHAW-LIB-01
RFQ Title	Library Furniture
Addendum Date	July 10, 2026
Procurement Contact	Shericka Sawyer, Procurement Specialist, ssawyer@shawu.edu
Technical Contact	Tori Miller, Special Assistant to the President, twillis@shawu.edu
Purpose of Addendum	To provide post-site-visit scope clarification, priority areas, supplemental quote instructions, reference floor plans, and visual concept references.

1. Purpose and Effect of Addendum

This Addendum No. 1 is issued following the July 10, 2026 site visit for RFQ SHAW-LIB-01: Library Furniture. The purpose of this Addendum is to clarify the University's priority furniture scope, request a separate supplemental/alternate quote for additional areas, provide reference floor plans, and provide visual concept images for general design direction. This Addendum becomes part of the RFQ. Vendors must acknowledge receipt of this Addendum in their quote submission.

2. Priority Furniture Scope - Base Quote

Vendor quotations should prioritize furniture recommendations for the main library first and second floors only, including the primary student-facing academic, study, collaboration, and student-use areas. The base quote should include furniture recommendations for the following priority areas:

Main public-use areas of the first floor of the James E. Cheek Library.

Main public-use areas of the second floor of the James E. Cheek Library.

Existing downstairs game room.

Four proposed upstairs study rooms.

Proposed downstairs Maker Space.

General study, lounge, collaborative, and flexible student-use areas within the first and second floor library spaces.

3. Upstairs Study Rooms

The University anticipates four upstairs study rooms. Vendors should propose furniture as follows:



Three study rooms should each include furniture to accommodate approximately six (6) people per room, such as one table and six chairs or another recommended configuration suitable for group study. One smaller study room should be configured as two (2) individual study spaces, with appropriate individual study furniture. Vendors may recommend alternate configurations if they believe a different layout better supports the intended use, available space, schedule, durability, and budget.

4. Maker Space

Vendors should propose furniture for the downstairs Maker Space to accommodate approximately eight (8) to ten (10) people. Proposed furniture should support flexible, collaborative, instructional, and hands-on use and should be suitable for higher education student use.

5. Supplemental / Alternate Furniture Quote

In addition to the base quote for the priority areas listed above, vendors are requested to provide a separate supplemental furniture quote for the following areas:

Office areas.

Employee back room and workspace.

Cafe area.

The supplemental quote must be clearly separated from the base quote. Shaw University may choose to purchase some, all, or none of the supplemental items depending on available budget, project schedule, and University priorities. The supplemental quote should not cause the base quote for the priority areas to exceed the available RFQ budget unless clearly identified as an alternate or optional add-on.

6. Floor Plans and Vendor Measurements

Shaw University is providing reference floor plans for the first and second floors of the James E. Cheek Library. The floor plans are dated 1967 and are provided for general reference only. They are not current architectural drawings and may not reflect all existing conditions, renovations, dimensions, wall changes, building systems, accessibility requirements, code requirements, or field conditions.

The general shape and overall size of the Library have not materially changed; however, vendors remain responsible for preparing proposals based on the site visit, observed conditions, field verification, RFQ requirements, and professional judgment. Vendors have been offered access to take their own measurements. Any vendor that requires additional measurement access should coordinate through the Procurement Contact in accordance with the RFQ communication requirements.



7. Color Marking Key for Reference Floor Plans

First Floor Reference Plan

Yellow square with "E" - Elevator.

Green - Cafe area.

Light blue - Glassed-in room.

Orange - Proposed Maker Space.

Pink line - Proposed cafe counter seating along window.

Second Floor Reference Plan

Red - Mass Communications area.

Yellow - Proposed glass/plexiglass study rooms.

Blue - Museum space.

Green - Conference room and research room.

Purple - Smaller study room proposed for two individual study spaces.

8. Visual Concept Images

Shaw University is providing visual concept images to help vendors understand the desired direction for modernized library spaces. The visual concepts are intended primarily to communicate a modern look, general color scheme, branding direction, and desired types of furniture-supported spaces, including circulation/reception, reading and lounge areas, study rooms, collaborative areas, flexible student-use areas, and related library environments.

The visual concept images are for conceptual reference only. They are not final designs, construction documents, product specifications, required finishes, required furniture selections, or exact layout requirements. Vendors are encouraged to propose durable, functional, higher-education appropriate furniture solutions that align with the RFQ objectives, available budget, site conditions, delivery timeline, long-term library use, and the University's desired modernized appearance.

9. Quote Organization

Vendor quotations should clearly separate the following components:

Base Quote - Priority Areas: Main first-floor and second-floor library areas, existing downstairs game room, four upstairs study rooms, and downstairs Maker Space.

Supplemental / Alternate Quote: Office areas, employee back room/workspace, and cafe furniture.

Vendors should organize pricing by space or functional area and clearly identify:

Product name and manufacturer.

Product description, dimensions, finishes, materials, and colors, where applicable.

Quantity.

Unit price.

Extended price.



Lead time.

Delivery, assembly, and installation cost.

Warranty information.

Alternates or optional items.

10. No Other Changes

Except as modified or clarified by this Addendum No. 1, all other terms, conditions, deadlines, and requirements of RFQ SHAW-LIB-01 remain unchanged. If there is any conflict between this Addendum and the RFQ, this Addendum controls only with respect to the clarifications stated herein.

Acknowledgment Requirement: Vendors must acknowledge receipt of Addendum No. 1 in their quote submission.

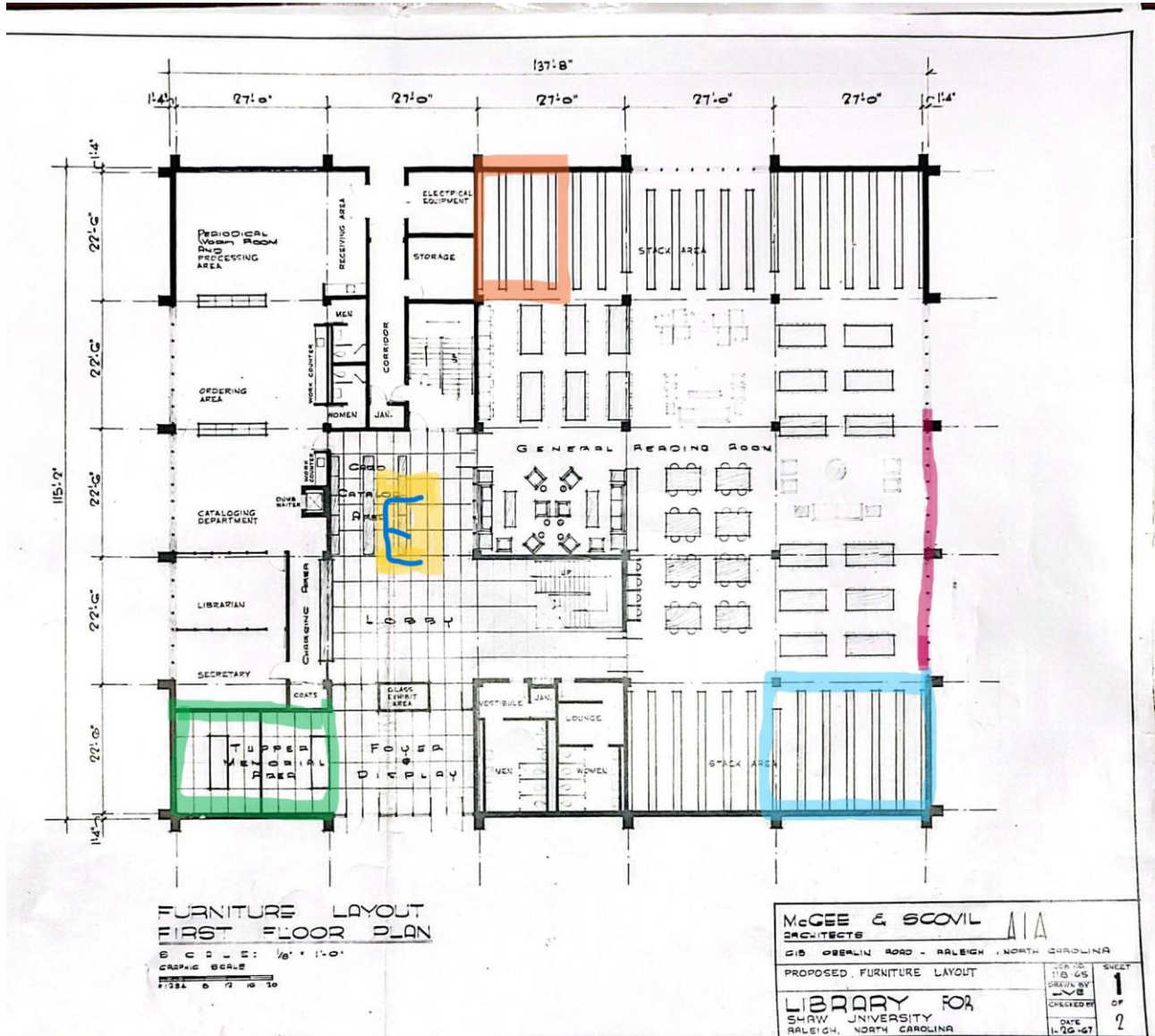
Attachments Included with Addendum No. 1

Attachment A-1: First Floor Reference Plan with Marked Areas.

Attachment A-2: Second Floor Reference Plan with Marked Areas.

Attachment B-1 through B-5: Visual Concept Images.

Attachment A-1: First Floor Reference Plan with Marked Areas



For general reference/conceptual purposes only. Vendors remain responsible for field verification and their own measurements.

Attachment A-2: Second Floor Reference Plan with Marked Areas



For general reference/conceptual purposes only. Vendors remain responsible for field verification and their own measurements.

Attachment B-1: First Floor Reception / Circulation Desk Concept



For general reference/conceptual purposes only. Vendors remain responsible for field verification and their own measurements.

Attachment B-2: First Floor Reading / Student Use Area Concept



For general reference/conceptual purposes only. Vendors remain responsible for field verification and their own measurements.

Attachment B-3: Second Floor Individual Study Spaces Concept



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Attachment B-4: Reception / Seating / Circulation Desk Concept



For general reference/conceptual purposes only. Vendors remain responsible for field verification and their own measurements.

Attachment B-5: Second Floor Study Room Concept with Conference Tables



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