

**CONTRACT ADDENDUM NO. 3**

April 1, 2026

HTK Architects  
900 S Kansas Avenue  
Topeka, Kansas 66612  
Contact: Maddie Safford (mms@htkarchitects.com)  
Telephone: 785-266-5373



**NOTICE TO ALL BIDDERS FOR THE:**

**Topeka & Shawnee County Public Library**

Staff Spaces Renovations – Furniture Package

HTK Project No.: 2001.01-021

The following are changes in the previously issued plans and specifications and supersede conflicting information so included. When a change is made affecting a part of a drawing or specification, the balance of that drawing or specification shall remain unchanged. Bidders must acknowledge receipt of this addendum in the space provided on the Bid Form. Failure to do so may subject Bidder to disqualification. The Contract Addendum is a part of the Contract Bid Documents and Construction Documents and shall govern the performance of the Work.

**SPECIFICATIONS:**

Article 2-2: General Notes & Questions:

1. Q: Will the Library staff need moving boxes from the awarded moving company for packing of personal or program-related items?  
A: *The Library will not need any boxes for packing or moving staff items. Staff items will be packed and moved by the Library.*
2. Q: Will unwanted existing furniture need to be disposed of by the mover, or can it be donated to a non-profit by the mover?  
A: *Existing furniture, not intended to be relocated shall be disposed of by the moving company. The Library is not allowed to donate furniture, so they will either pull existing items to salvage for themselves or have any unwanted furniture disposed of by the moving company.*
3. Q: Will there be additional overflow storage space for existing furniture and furniture systems in addition to Storage Room 01?  
A: *Yes, the Library can secure some additional space in the Lower Level of the Main Library; approximately 200 sf, in addition to Storage 01. The moving company may also choose to secure temporary outdoor storage units to be located in the main Library dock area; should additional storage space be required.*
4. Q: Can the furniture movers use the Bookmobile and Main Library dock on moving days?  
A: *Yes, this is acceptable.*
5. Q: Will the furniture movers be able to use the Freight elevator in the Main Library and the Passenger elevator in the Annex building?  
A: *Yes, this is acceptable.*
6. Q: Can furniture moving take place during normal hours of operation?  
A: *Yes, this is acceptable.*

**DRAWINGS:** None