

CONTRACT ADDENDUM NO. 2

March 31, 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 2-1: INVITATION TO BID (Request for Proposal):

1. Bid Preparation: reference attached, revised Furniture Package RFP for revisions to the Bid Packages being requested for Furniture services. All pieces within a bid package must be provided for Bids to be considered.
 - a. All references to Package A and Package B have been removed. Furniture bids may be accepted as one of the following or a combination of both:
 - i. Moving Services: associated with disassembling existing furniture systems, moving existing furniture systems, tables, chairs, shelving, storage cabinets, etc and re-installing existing furniture in new locations as indicated in Phasing Plan and Drawing Sheets.
 - ii. New Furniture: new furniture procured, plus delivery and installation.
 - iii. All applicable Alternates must be bid in the following manner:
 1. If submitting a bid for moving services, pricing for Alternate 1 must also be provided and clearly marked on the Bid Form.
 2. If submitting a bid for Base Bid Furniture, pricing for Alternate 2 and Alternate 3 must also be provided and clearly marked on the Bid Form.
 - b. An additional form has been added after the Bid Form, Appendix I. Appendix I separates the Base Bid Furniture, Alternate 2 Furniture, and Alternate 3 furniture into itemized tables. Interested Vendors must fill out the Itemized quote in addition to the Bid Form. Total pricing on the Bid Form must match total pricing in Appendix I. Failure to complete Appendix I may result in the rejection of a bid.

Article 2-2: Specification Sheet T2:

1. Revise square top Basis of Design line to be Kimball – Waveworks with vinyl edge band.
2. Revise base model number to be: CBV2728DRNBP.

Article 2-3: Specification Sheet T5:

1. Voluntary Alternate: Kimball – Waveworks Metal storage has been approved.

Article 2-4: Specification Sheet T6:

1. Voluntary Alternate: Kimball – Waveworks Metal storage has been approved.

Article 2-5: Specification Sheet T7:

1. Voluntary Alternate: KI – Stout Table has been approved. Include all comparable accessories and attributes

as noted in Basis of Design product.

Article 2-6: Specification Sheet **S1a**:

1. Voluntary Alternate: Aurora Shelving – MJ Series – System 30 has been approved.

Article 2-7: Specification Sheet **S1b**:

1. Voluntary Alternate: Aurora Shelving – MJ Series – System 30 has been approved.

Article 2-8: Specification Sheet **S2**:

1. Voluntary Alternate: Kimball – Waveworks Metal storage has been approved.

Article 2-9: Specification Sheet **S3**:

1. Voluntary Alternate: Kimball – Waveworks Metal storage has been approved.

Article 2-10: Specification Sheet **P1a**:

1. Voluntary Alternate: HON – Abound Panel system has been approved. Include all compatible installation and mounting accessories.

Article 2-11: Specification Sheet **P1b**:

1. Voluntary Alternate: HON – Abound Panel system has been approved. Include all compatible installation and mounting accessories.

Article 2-12: Specification Sheet **P2a**:

1. Voluntary Alternate: HON – Abound Panel system has been approved. Include all compatible installation and mounting accessories.

Article 2-13: Specification Sheet **P2b**:

1. Voluntary Alternate: HON – Abound Panel system has been approved. Include all compatible installation and mounting accessories.

Article 2-14: Specification Sheet **P3**:

1. Voluntary Alternate: HON – Abound Panel system has been approved. Include all compatible installation and mounting accessories.

Article 2-15: Specification Sheet **P4**:

1. Voluntary Alternate: HON – Abound Panel system has been approved. Include all compatible installation and mounting accessories.

Article 2-16: Specification Sheet **D1**:

1. Voluntary Alternate: HON – Abound Panel system has been approved. Include all compatible installation and mounting accessories.

Article 2-17: Specification Sheet **WS1**:

1. Voluntary Alternate: HON – Abound Panel system has been approved. Include all compatible installation and mounting accessories.

Article 2-18: Specification Sheet **WS2**:

1. Voluntary Alternate: HON – Abound Panel system has been approved. Include all compatible installation and mounting accessories.

Article 2-19: Specification Sheet **FD**:

1. Voluntary Alternate: HON – Abound Panel system has been approved. Include all compatible installation and mounting accessories.

Article 2-20: Specification Sheet **SF**:

1. Voluntary Alternate: HON – Abound Panel system has been approved. Include all compatible installation and mounting accessories.

DRAWINGS:

Article 2-22: Drawing Sheet I303 & I304:

1. Revise Furniture Legend to remove indicators of Package A and Package B. Furniture-related scope of work has been revised on the Bid Form to show Moving and Re-Installation of Existing Furniture, and Base Bid Furniture.
2. Refer to Appendix I for specific furniture types and quantities required in the Base Bid package, Alternate 2, and Alternate 3.
3. Add Furniture types: P1a, P1b, P2a, P2b.
 - a. Furniture Types P1b, P2b, and P3 are intended to interface with existing furniture systems. Provide pieces that can attach or connect to existing furniture systems.



INVITATION TO BID (Request for Proposal)

PROJECT

Staff Spaces Furniture Package – 1515 SW 10th Street Topeka, KS 66604 & 1020 SW Washburn Ave Topeka, KS 66604

PROJECT DESCRIPTION

The Topeka and Shawnee County Public Library is a 21st-century, landmark library; most recently named the *Library Journal's* 2016 Library of the Year in the U.S. and Canada. The Library features the Alice C. Sabatini Gallery, the Millennium Café, Chandler Booktique (used bookstore), free meeting rooms, computer training and Internet access. Located in the heart of Shawnee County, the Library has a collection of more than 450,000 items and serves nearly 82,000 registered borrowers. About 3,000 people walk through the doors daily. Bookmobiles make about 25 stops six days a week traveling across the county and the Library provides services to 40 senior living facilities and 130 homebound individuals. The Digital Branch Library, www.tscpl.org, serves customers' needs 24/7.

The work includes removing, storing, and relocating existing furniture and furniture systems, new lounge furniture, tables, chairs, workstation furniture systems, and acoustical panel partitions throughout the newly renovated Staff Spaces. Only complete Bids will be considered. Furniture installation will occur in multiple phases at the completion of several, phased building renovations.

BID RECEIVING

Date: Thursday, April 9, 2026

Time: 2:30 PM CST

Place: Bids will be opened and read online. Email the Interior Designer for a Teams invitation to the Bid meeting.

RFP continued on next page.

TIMELINE OF BID PROCESS

RFP Issued:	Friday, March 6, 2026
Optional Site Visit:	Thursday, March 26, 2026 at 8:15 AM CST
Submission of Voluntary Alternates:*	Friday, March 27, 2026 at 4 PM CST
Submission of Bidder Questions:*	Thursday, April 2, 2026 at 4 PM CST
Bid Receiving:	Thursday, April 9, 2026 at 2:30 PM; bids must be received prior to this time
Board Consideration of Award:	Thursday, April 16, 2026 at 4:00 pm CST; bidders do not need to be present at the Board meeting
Notification of Decision to Bidders:	on or before, Monday, April 20, 2026 (via email)
Contract Awarded:	Upon final legal approval
Project Completion Date:	Substantial Completion for Renovations by General Contractor will be phased. Existing furniture moving, storage, and relocation; as well as, new furniture installation will take place in multiple phases. All furniture should be delivered and installed by Mid-September, 2026.

*Bidder questions and Voluntary Alternates must be submitted to the Project Coordinator in writing, preferably by email, and copy the Interior Designer.
Bidder questions and Voluntary Alternates may not be submitted past the dates listed above.

PROJECT PHASING

The Furniture package is anticipated to be completed in 3 phases.

Phase 1

Approximate Start Date(s): Late April, 2026

Building Renovations for Phase 1 are anticipated to begin in early May 2026 and complete end of July, 2026. Phase 1 furniture scope of work consists of moving existing furniture items in Digital Services 29B and Office 29F. Phase 1 Moving services will also include Meeting Room 205 and Boardroom 206 if alternate work done by GC is accepted. Existing furniture will be broken down and temporarily stored as indicated on Drawing Sheet I300. Phase 1 Moving shall begin end of April, 2026.

Phase 2

Approximate Start Date(s): Late July, 2026

Upon the completion of Phase 1 Building Renovations, Phase 2 furniture will commence. Phase 2 furniture scope of work includes re-installing previously stored existing furniture from Phase 1 in their new locations in Digital Services 29B and Office 29F as indicated on Drawing Sheet I303 and moving existing furniture in rooms. Phase 2 furniture moving will include re-installation of existing furniture in the Bookmobile Office 219a, Small Meeting 219c, Training 210, and Youth Services 27 to the temporary storage area in the Main Building. Furniture re-installation and other associated furniture moving work in Meeting Room 205, Boardroom 206, Meeting Room 201, and Meeting Room 202 by Alternate. Phase 2 furniture scope of work also includes delivery and installation of all new furniture in Employee Lounge 04, Digital Services 29B, and Office 29F. Coordinate with Interior Designer and Owner for all final furniture locations.

Phase 3

Approximate Start Date(s): Late September, 2026

Upon the completion of Phase 2 Building Renovations, Phase 3 furniture scope of work will commence. Phase 3 furniture scope of work includes re-installing previously stored existing furniture from Phase 2 in their new locations in Bookmobile Office 219a, Program Workspace 219b, Small Meeting 219c, Training 210, Office 214, and Youth Services 27 as indicated on Drawing Sheet I303 and Drawing Sheet I304. Phase 3 furniture moving will include re-installation of existing furniture in Meeting Room 201 and Meeting Room 202 by Alternate. Phase 3 furniture scope of work also includes delivery and installation of all new furniture in Bookmobile Office 219a, Program Workspace 219b, Small Meeting 219c, Training 210, Office 214, and Youth Services 27 as indicated on Drawing Sheets I303 and I304. Coordinate final furniture locations with Interior Designer and Owner.

OWNER

Topeka & Shawnee County Public Library
1515 S.W. 10th Avenue
Topeka, KS 66604-1374

Project Coordinator: Thad Hartman, Chief of Staff
P: 785-580-4481
E: thartman@tscpl.org

INSTRUCTIONS TO BIDDERS

Date: March 6, 2026

PROJECT: Staff Spaces Furniture Package

DEFINITIONS

Bidding documents include Invitation to Bid, Instructions to Bidders, and Bid Form including any Addenda issued prior to bid receiving.

ADDENDA

Addenda are written or graphic instruments issued prior to bid receiving which modify or interpret the bidding documents, including specifications, additions, deletions, clarifications, or corrections.

Prior to bid receiving, Addenda will be posted on the Owner's website and each Bidder recorded by the Owner as having received the bidding documents will be notified.

Bidders shall acknowledge receipt of Addenda on the Bid Form.

Any questions or requests for information by interested bidders must be submitted in writing to the Project Coordinator, preferably by email, copy the Interior Designer, and will be posted on the Library's webpage as a public document for anyone's review.

EXAMINATION OF BIDDING DOCUMENTS

Each Bidder shall examine the bidding documents carefully. Any interpretation or correction will be issued as an Addendum by the Owner. **ONLY A WRITTEN INTERPRETATION OR CORRECTION BY ADDENDUM SHALL BE BINDING.**

BID PREPARATION

Multiple bids will be received for moving services and Furniture Procurement for the Staff Spaces Renovations. Bidders will provide a complete package for each package submitted on, either the Moving and relocating of Existing Furniture, Base Bid furniture, or both based on the Furniture Specifications. Only complete packages will be considered (either Moving Services, Base Bid, or both). Total Delivery, Installation, and Project total must also be included upon the Bid Form where applicable. Bidders must submit pricing for all alternates when possible. All Basis of Design products must be bid except where Voluntary Alternates are allowed. Approved Voluntary Alternate furniture pieces may be bid in lieu of a specified Basis of Design Product. Voluntary Alternates must be submitted for approval prior to bidding.

The Owner is a political subdivision of the State of Kansas, eligible for government contract prices, and is exempt for the Kansas Retailers' Sales Tax Act and Kansas Compensating Tax Act under the provisions of Kansas Statutes Annotated (K.S.A.) Supplement 79-3606(b).

Bids shall be made upon the BID FORM included with these specifications. Fill in all blanks on the BID FORM clearly with typewriter or ink. Erasures or other changes in a bid must be explained or noted over the signature of the Bidder. Signature shall be in longhand by a principal duly authorized to sign contracts. Bids shall contain no alterations or recapitulation of the work. **Bidders must include completed line item quote as shown in Appendix I for all Packages being bid upon and all Alternates. Include installation accessories as required.**

Totals listed in Appendix I must match bid numbers on Bid Form.

The Owner reserves the right to: (1) waive any informalities or minor defects in the bids or bidding procedures; (2) reject any or all bids; (3) rebid the project at a later date if bids are rejected; and (4) accept the bid that, in the judgment of the Topeka & Shawnee County Public Library, will be in the best interest of the Library, whether or not said bid is the lowest bid.

Bidders may not use omissions or errors in the Specifications or other contract documents to their advantage. The Owner reserves the right to issue new instructions correcting any such errors or omissions, which new instructions shall be treated as if originally included.

The Owner may make any investigation it deems necessary to determine the ability of the Bidder to perform the work. Bidders shall furnish information for this purpose to the Owner upon request. The Owner reserves the right to reject any bid if the evidence submitted by, or other investigation of, the Bidder fails to satisfy the Owner that the Bidder has the proper qualifications, experience, equipment, manpower, or financial and managerial capability to carry out the obligations of the contract agreement or to perform the work as specified.

The Bidder shall be paid in accordance with contract agreement upon award.

Bids shall be prepared and submitted in accordance with these INSTRUCTIONS TO BIDDERS.

Mail, deliver or email the BID FORM to:

Thad Hartman
Chief of Staff
Topeka and Shawnee County Public Library
1515 S.W. 10th Avenue
Topeka, KS 66604-1374
P: 785-580-4481

- a. Email Bid submission to thartman@tscpl.org and copy mms@htkarchitects.com
 1. Email subject: Staff Spaces Furniture Package Bid
- b. Within five days of the bid, bid results will be available from Maddie at mms@htkarchitects.com.
- c. Once a bid has been submitted, you should receive an email back from mms@htkarchitects.com. If you do not receive this email, please contact Maddie at 785-266-5373 to verify your bid has been received.
- d. Attendance at the bid receiving is not required. Bids will be read out loud, recorded and a bid tabulation will be emailed to those who submit bids.
- e. Bids may be mailed, emailed, or be hand delivered by scheduled bid opening.
 1. If submitting a paper BID FORM, enclose the BID FORM in a sealed opaque envelope bearing the legend:
BID FORM
Project: Staff Spaces Furniture Package
Bidder: (your company name)
Address: (your company address)

Please note: Email submission of Bid Forms is not secure, unless initiated in that manner by the Bidder. All documents in an emailed bid must be in read-only pdf format.

COORDINATOR: The Coordinator shall assume general coordination and direction of the project. The Coordinator is:

Thad Hartman
Chief of Staff
P: 785-580-4481
E: thartman@tscpl.org

INTERIOR DESIGNER: The Interior Designer shall answer questions, evaluate voluntary alternates, review bids, and provide recommendations to the Owner. All communication to the Interior Designer must also copy the Project Coordinator. The Interior Designer is:

Maddie Safford, Interior Designer
HTK Architects
P: 785-266-5373
E: mms@htkarchitects.com

SCHEDULE OF ALTERNATES

Reference Drawing Sheets I303 and I304 furniture Legend and Furniture Plan Notes. All items highlighted in green will be provided as part of the Base Bid Furniture Package. All items highlighted in orange or blue shall be listed as alternates under the bid form. Budget dependent, the Library will select Alternates individually to add to the project upon the awarded contract.

Alternate 1: Provide an ADD price to include all moving services associated with Meeting Room 201, Meeting Room 202, Meeting Room 205, and Boardroom 206 as shown on Drawing Sheet I300.

Alternate 2: Provide an ADD price to replace the existing Sys Admin 1 and Sys Admin 3 desking systems and one additional D1 – Sliding Panel door at Sys Admin 2 as shown on Drawing Sheet I303. Base Bid equals existing Sys Admin 1 and Sys Admin 3 furniture relocated.

Alternate 3: Provide itemized ADD prices for individual furniture pieces as tagged on Drawing Sheets I303 and I304 and within the table in Appendix I.

VOLUNTARY ALTERNATE PRODUCTS

All voluntary product alternates for specific furniture items must be submitted in writing by the Dealership to the Interior Designer for review and approval by the date indicated in the Timeline of Bid Process section. Bidder must submit Product Information and Cut Sheets for review. The Bidder will be notified by the Interior Designer if a voluntary alternate product is approved for bidding within (5) days of submittal for approval. Any products included within the final Bid not previously approved by the Interior Designer and Owner may result in the rejection of the Bid.

BIDDER'S REPRESENTATION

The Bidder, by responding to this bid, represents that

1. The Bidder read and understood the INSTRUCTIONS TO BIDDERS.
2. The Bidder carefully examined all bidding documents pertaining to the project.
3. The Bidder acknowledges receipt of Addenda, if any.

BID RECEIVING

The bid proposal shall include all costs for all furniture units, delivery, and installation in the renovated Staff Spaces.

No oral or telephone bids will be considered. Modifications by telephone will be considered only on BID FORMS delivered to Owner prior to time set for bid receiving.

BID WITHDRAWAL

A Bidder may withdraw a BID FORM in writing, including via email, to Owner prior to time fixed for bid receiving.

Unless otherwise provided in any supplement to these INSTRUCTIONS TO BIDDERS, no Bidder shall modify, withdraw, or cancel the bid, or any part thereof, for thirty (30) calendar days after the date for receiving bids.

EVALUATION CRITERIA

The Owner intends to accept the bid that, in the judgment of the Topeka & Shawnee County Public Library, will be the best interest of the Library, whether or not said bid is the lowest bid. Criteria that shall be taken into consideration shall include, but not be limited to: the proposed cost, proposed time of completion, experience and competency of the Dealer, demonstrated performance to complete similar work, and capacity to complete work on time.

AWARD OF CONTRACT

The approved bidder must be prepared to provide a service/purchase contract upon notification of bid approval. A contract will be awarded as soon as possible to the responsible Bidder submitting the lowest acceptable bid, provided:

1. Evidence of the experience, qualifications and fiscal responsibility of the Bidder and the time of completion are all acceptable to the Owner.
2. The total of acceptable bids is within the Owner's financial budget for the project.
3. The contract is legally acceptable.

REJECTION OF BIDS

The Bidder acknowledges the Owner's right to reject any and all bids and to waive any formality or irregularity in any bid received. The Bidder recognizes the Owner's right to reject any bid, which fails to submit the data required by the bidding documents, or is in any way incomplete or irregular. An award to the lowest Bidder is not required.

PROPOSED SCOPE OF WORK

Please refer to page 1 of this Request for Proposal for a brief summary of the proposed scope of work.

The complete scope of work to be completed by the Furniture Dealer is represented in the Contract Documents dated March 6, 2026.

SPECIFICATIONS

Drawings and specifications will be issued digitally and must be obtained from the Topeka, and Shawnee County Public Library web site at <https://tscpl.org/about/request-for-proposals> This is the official location for project bid information.

BID FORM

Owner: Topeka & Shawnee County Public Library
1515 S.W. 10th Avenue
Topeka, KS 66604-1374

Bidder Name: _____

BASE BID

In compliance with the invitation and instructions to Bidders, the undersigned proposes to provide all labor, materials, equipment services, and incidentals necessary for the complete construction of the Project in accordance with the Bid Documents at the prices stated below. The Undersigned agrees to perform all Work indicated on the Drawings and described in the Specifications and Addenda thereto for the complete construction for the total sum of:

Moving & Re-Installing Existing Furniture by Base Bid:

dollars (\$) _____)

Base Bid Furniture:

See Appendix I for itemized schedule of furniture

dollars (\$) _____)
Delivery & Installation: (\$ _____)
Base Bid Total: _____)

ALTERNATE PRICES

For changes to the scope of work as described in the Schedule of Alternates in the Instructions to Bidders, the Undersigned agrees to modify the Base Bid as itemized below:

Alternate No.	Brief Description	Add
Alt 1.	Furniture Moving Services for Level 2 Meeting Rooms	\$ _____
Alt 2.	Sys. Admin Desking Systems Herman Miller Ethos <input type="checkbox"/> Yes <input type="checkbox"/> No <i>*See Appendix I for itemized schedule of furniture*</i>	\$ _____
Alt 3.	Miscellaneous additional furniture pieces <i>*See Appendix I for itemized schedule of furniture*</i>	\$ _____

ADDENDA

Receipt is acknowledged of Addenda numbers _____.

MAJOR SUBCONTRACTORS

The undersigned lists and identifies the major subcontractors included as part of this Bid, and further agrees that in the event of receiving the Awarded Contract for the work identified and listed, and contingent on their being acceptable to the Owner, they will be included as a part of the written contract. If award of Alternates affects subcontractors shown, list other subcontractors as applicable for each type of work and combination of Alternates.

Furniture Mover and Installer _____

DECLARATION

The undersigned hereby declares the bid specifications have been carefully examined and this proposal is submitted in compliance therewith. The undersigned understands that competence and responsibility, time of completion, as well as any other factors of interest to the Owner may be a consideration in making the award. The Owner reserves the right to reject any or all proposals, to accept or reject alternate proposals and unit prices, and waive technicalities concerning the bid proposals received as it may be in the Owner's best interest to do so.

Authorized Representative's Signature Date

Title Telephone

Company E-Mail

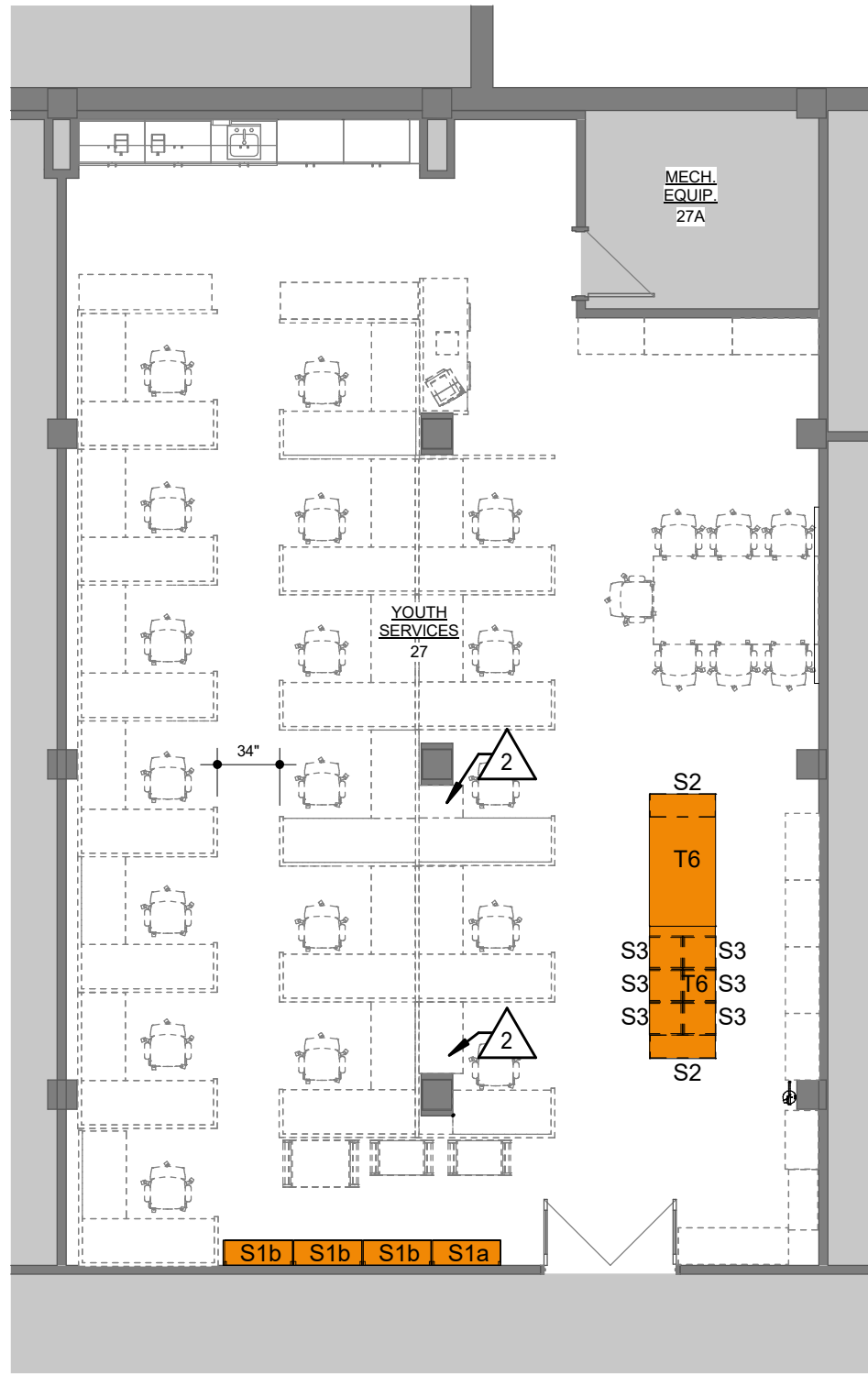
Street Address City/State/Zip

Appendix I

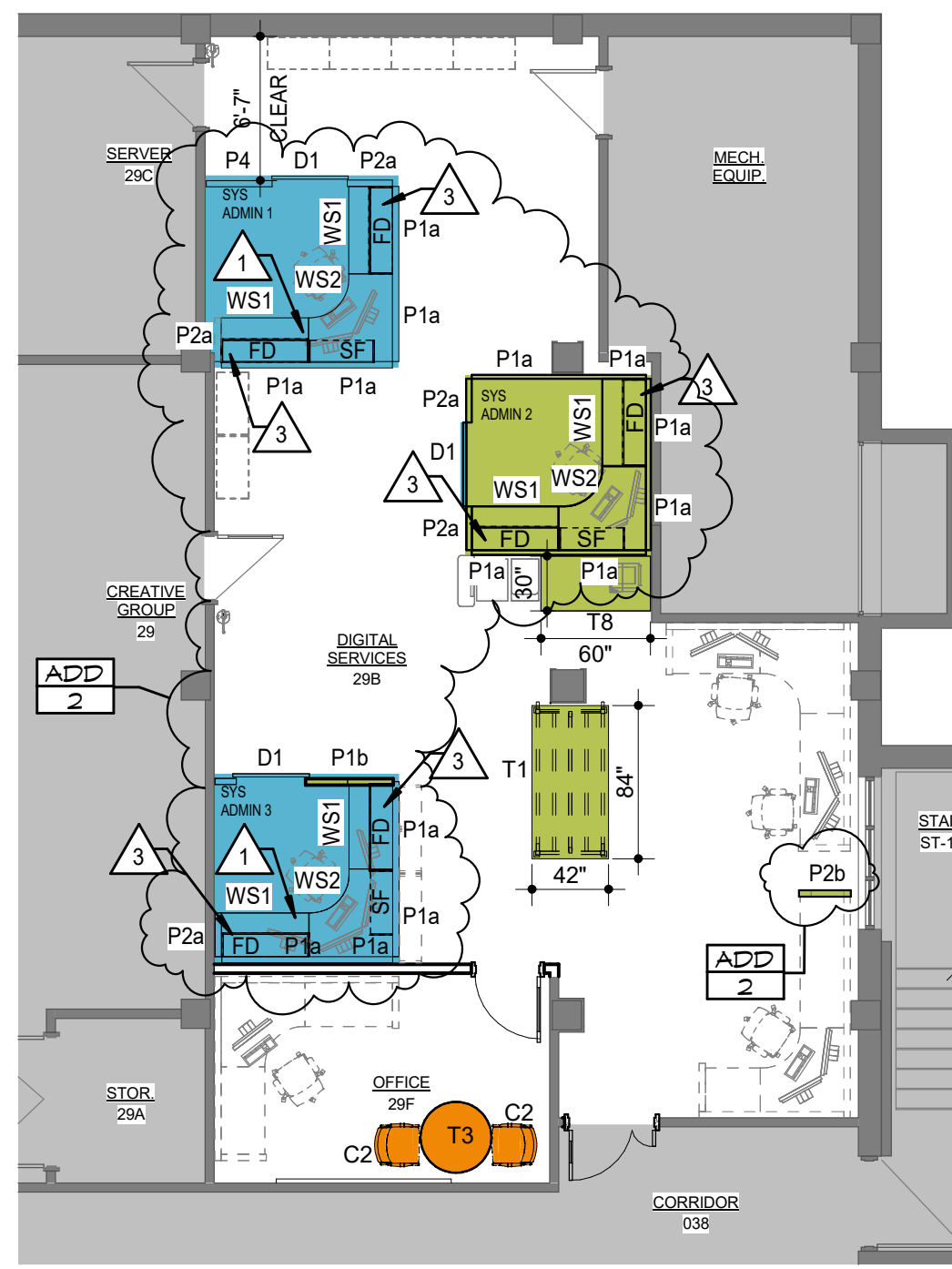
Base Bid – Itemized Quote				
ITEM TAG	ITEM DESCRIPTION	QTY	NET PRICE	EXTENDED
C1	Sled Base Chair	18		
T1	Mobile Work Table, Adj. Height	1		
T2	Table, Square	3		
T4	Side Table, Round	1		
T8	Table, Rectangle	1		
P1a	48”w x 70”h Upholstered Panel	6		
P1b	48”w x 70”h Uph. Panel, join to exist.	1		
P2a	24”w x 70”h Upholstered Panel	2		
P2b	24”w x 70”h Uph. Panel, join to exist.	1		
P3	48”w x 66”h Upholstered Panel	1		
WS1	24”w x 48”l Worksurface	2		
WS2	48”w x 48”l Concave Corner Worksurface	1		
FD	B-Style Flipper Door Unit	2		
SF	B-Style Shelf	1		
			Delivery & Installation:	
			Base Bid Total:	

Alternate 2 (Blue highlighted items on I202 & I203)				
ITEM TAG	ITEM DESCRIPTION	QTY	NET PRICE	EXTENDED
P1a	48”w x 70”h Upholstered Panel	8		
P2a	24”w x 70”h Upholstered Panel	3		
P4	36”w x 70”h Upholstered Panel	1		
D1	Sliding Panel Door	3		
WS1	24”w x 48”l Worksurface	4		
WS2	48”w x 48”l Concave Corner Worksurface	2		
FD	B-Style Flipper Door Unit	4		
SF	B-Style Shelf	2		
			Delivery & Installation:	
			Alternate 2 Total:	

ALTERNATE 3 (Orange highlighted items on I202 & I203)				
ITEM TAG	ITEM DESCRIPTION	QTY	NET PRICE	EXTENDED
C1	Sled Base Chair	2		
C2	Guest Chair	2		
C3	Lounge Chair	4		
S1a	Open Sys. Shelving, Starter	1		
S1b	Open Sys. Shelving, Adder	3		
S2	Open Storage Pedestal	2		
S3	Small open storage ped.	6		
T3	Table, Round	2		
T4	Side Table, Round	1		
T5	Credenza	1		
T6	Island Worksurface	2		
T7	Mobile Work Table, Fixed Hght	2		
			Alternate 3 Total:	



1 YOUTH SERVICES - FURNITURE FLOOR PLAN
1/8" = 1'-0"
NORTH



2 DIGITAL SERVICES - FURNITURE FLOOR PLAN
1/8" = 1'-0"
NORTH

FURNITURE LEGEND

- BASE BID
- BY ALTERNATE 3
- BY ALTERNATE 2
- EXISTING FURN., RELOCATED

- SEATING**
- C1 - SKED BASE CHAIR
 - C2 - GUEST CHAIR
 - C3 - LOUNGE CHAIR

- STORAGE**
- S1a - OPEN SYSTEM SHELVING, STARTER
 - S1b - OPEN SYSTEM SHELVING, ADDER
 - S2 - OPEN STORAGE PEDESTAL
 - S3 - SMALL OPEN STORAGE PEDESTAL

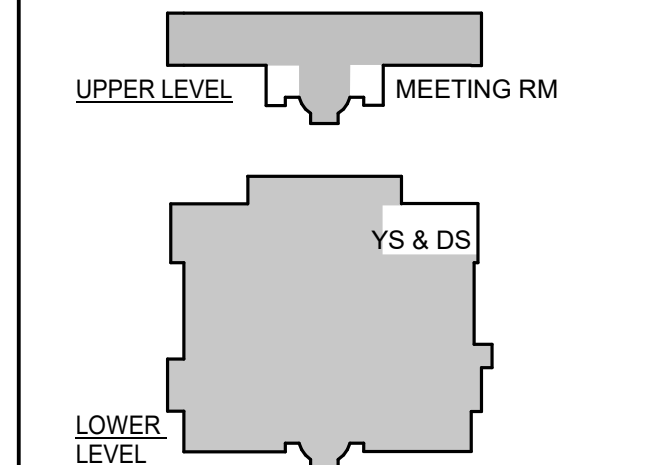
- TABLES**
- T1 - MOBILE WORK TABLE, ADJ HEIGHT
 - T2 - TABLE, SQUARE
 - T3 - TABLE, ROUND
 - T4 - SIDE TABLE, ROUND
 - T5 - CREDENZA
 - T6 - ISLAND WORKSURFACE
 - T7 - MOBILE WORK TABLE, FIXED HEIGHT
 - T8 - TABLE, RECTANGLE

- PANEL SYSTEMS**
- P1a - 48" w x 70" h UPHOLSTERED PANEL
 - P1b - 48" w x 70" h UPH. PANEL, JOIN TO EXIST.
 - P2a - 24" w x 70" h UPHOLSTERED PANEL
 - P2b - 24" w x 70" h UPH. PANEL, JOIN TO EXIST.
 - P3 - 48" x 66" h UPHOLSTERED PANEL
 - P4 - 36" x 70" h UPHOLSTERED PANEL
 - D1 - SLIDING PANEL DOOR
 - WS1 - 24" w x 48" h WORKSURFACE
 - WS2 - 48" w x 48" h CONCAVE CORNER WORKSURFACE
 - FD - B-STYLE FLIPPER DOOR UNIT
 - SF - B-STYLE SHELF

FURNITURE PLAN NOTES

- 1 NEW FURNITURE BY ALTERNATE. BASE BID IS EXISTING, RELOCATED FURNITURE.
- 2 CUT EXISTING WORKSURFACE TO FIT WITHIN AVAILABLE CLEAR SPACE. FIELD VERIFY.
- 3 UNDERSHELF LED TASK LIGHT

KEY PLAN



HTK ARCHITECTS

900 S. KANSAS AVE., SUITE 200 9300 W 110TH ST., STE. 150
TOPEKA KANSAS 66612 OVERLAND PARK, KANSAS 66210
P 785.266.6373 P 913.663.6373
www.htkarchitects.com

DATE: MARCH 6, 2026
REVISED DATE: MARCH 13, 2026

TOPEKA & SHAWNEE COUNTY PUBLIC LIBRARY STAFF SPACES RENOVATION

SHEET CONTENTS:
• FURNITURE FLOOR
• PLAN - DS & YS

HTK PROJECT NUMBER:
• 2001.01-021

SHEET NUMBER:
1303



1 BOOKMOBILE OFFICES - FURNITURE FLOOR PLAN
1/8" = 1'-0"



ADD
2

FURNITURE LEGEND

- BASE BID
- BY ALTERNATE 3
- BY ALTERNATE 2
- EXISTING FURN., RELOCATED

SEATING

- C1 - SLED BASE CHAIR
- C2 - GUEST CHAIR
- C3 - LOUNGE CHAIR

STORAGE

- S1a - OPEN SYSTEM SHELVING, STARTER
- S1b - OPEN SYSTEM SHELVING, ADDER
- S2 - OPEN STORAGE PEDESTAL
- S3 - SMALL OPEN STORAGE PEDESTAL

TABLES

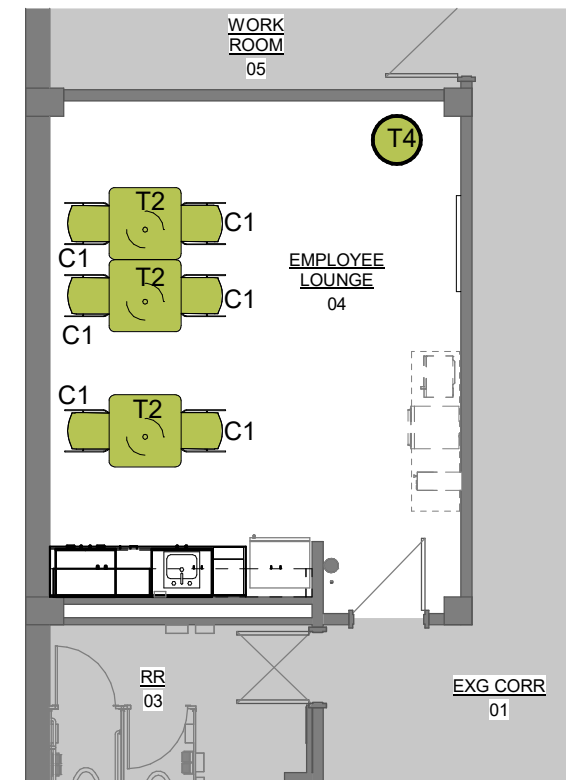
- T1 - MOBILE WORK TABLE, ADJ HEIGHT
- T2 - TABLE, SQUARE
- T3 - TABLE, ROUND
- T4 - SIDE TABLE, ROUND
- T5 - CREDENZA
- T6 - ISLAND WORKSURFACE
- T7 - MOBILE WORK TABLE, FIXED HEIGHT
- T8 - TABLE, RECTANGLE

PANEL SYSTEMS

- P1a - 48" w x 70" h UPHOLSTERED PANEL
- P1b - 48" w x 70" h UPH. PANEL, JOIN TO EXIST.
- P2a - 24" w x 70" h UPHOLSTERED PANEL
- P2b - 24" w x 70" h UPH. PANEL, JOIN TO EXIST.
- P3 - 48" x 66" h UPHOLSTERED PANEL
- P4 - 36" x 70" h UPHOLSTERED PANEL
- D1 - SLIDING PANEL DOOR
- WS1 - 24" w x 48" i WORKSURFACE
- WS2 - 48" w x 48" i CONCAVE CORNER WORKSURFACE
- FD - B-STYLE FLIPPER DOOR UNIT
- SF - B-STYLE SHELF

FURNITURE PLAN NOTES

- 1 NEW FURNITURE BY ALTERNATE. BASE BID IS EXISTING, RELOCATED FURNITURE.
- 2 CUT EXISTING WORKSURFACE TO FIT WITHIN AVAILABLE CLEAR SPACE. FIELD VERIFY.
- 3 UNDERSHELF LED TASK LIGHT



2 E.L. 04 - FURN. FLOOR PLAN
1/8" = 1'-0"



DATE:
• MARCH 6, 2026

REVISED DATE:
• MARCH 13, 2026

TOPEKA & SHAWNEE COUNTY PUBLIC LIBRARY STAFF SPACES RENOVATION


SHEET CONTENTS:
• FURNITURE FLOOR
• PLAN - ANNEX

HTK PROJECT NUMBER:
• 2001.01-021

SHEET NUMBER:

ADD
2

BASE BID

<p>Item Tables</p> <p>Name: Square Table</p> <p>Tag: T2</p> <p>Base Bid Quantity: 3</p> <p>Location: Employee Lounge</p> <p>Manufacturer: Kimball - Waveworks (Basis of Design)</p> <p>Product: Waveworks Table</p> <p>Product Base No.: Table Base: CBV2728DRNBP Table Top: CP-SQ36E</p> <p>Dimensions: W & D: 36" H: 29"</p> <p>Description: Rectangular dining table w/H.Plam Table</p>	
<p>Product Details:</p> <p>Features:</p> <ul style="list-style-type: none"> · High Pressure plastic laminate table top w/PVC edge molding. · Powder-coated steel base, round tube w/flat steel disc base. · Manufacturer's Standard Warranty <p>Voluntary Alternates are allowed. Submit</p> <p>Voluntary Alternates: for approve prior to bidding.</p>	<p>Material Finishes:</p> <p>Table Top: special *Wilsonart - Oiled Soapstone</p> <p>PVC Edge</p> <p>Banding: Cinder</p> <p>Legs(metal): Platinum Metallic</p>

ADD
2

BASE BID/ ALTERNATE

Item	Panel Systems
Name:	48" w X 70" h Upholstered Panel
Tag:	P1a
Base Bid Quantity:	6
Alternate Quantity:	8
Location:	Digital Services 29B and Bookmobile Office 219a
Manufacturer:	Herman Miller
Product:	Ethospace
Product Base No.:	E1109
Description:	<ul style="list-style-type: none"> · Steel Frame w/ individual tiles on both sides · powered factory-installed electrical harness · Double-sided 4-circuit power w/2 receptacles & 1 communication port locations per side · Top Cap · Cable Management · Provide all straight and 90° connectors, top trim, floor anchors, finish ends, worksurface supports, & draw rods as required for complete installation · Provide 20 amp receptacles for all powered bases. · Provide covers for all exposed connector components · Provide proper power entry & length to fit w/in building's existing power systems · 16" high fabric panels on both sides of frame covering entire frame. · Provide off-module lower tiles for worksurface mounting · Provide off-module upper tiles at all wall mounted storage elements · Manufacturer's Standard Warranty



*Note: Image shown for reference only. Finishes & Appearances do not necessarily reflect final selections

Material Finishes:

TBD, up to & including textiles in
Fabric Tile(s): price category 2

TBD, up to and including
Frame, Top Cap/Connector: manufacturer's standard metal paint

Cable Management: TBD, up to and including finish manufacturer's standard metal

Voluntary Alternates not allowed.
All new panels need to intergrate and/or coordinate w/ existing
Voluntary Alternates: relocated HM Ethospace furniture system.

BASE BID

<p>Item Panel Systems</p> <p>Name: 48" w X 70" h Upholstered Panel</p> <p>Tag: P1b</p> <p>Base Bid Quantity: 1</p> <p>Location: Digital Services 29B and Bookmobile Office 219a</p> <p>Manufacturer: Herman Miller</p> <p>Product: Ethospace</p> <p>Product Base No.: E1109</p> <p>Description:</p> <ul style="list-style-type: none"> · Steel Frame w/ individual tiles on both sides · powered factory-installed electrical harness · Double-sided 4-circuit power w/2 receptacles & 1 communication port locations per side · Top Cap · Cable Management · Provide all straight and 90° connectors, top trim, floor anchors, finish ends, worksurface supports, & draw rods as required for complete installation · Provide 20 amp receptacles for all powered bases. · Provide covers for all exposed connector components · Provide proper power entry & length to fit w/in building's existing power systems · 16" high fabric panels on both sides of frame covering entire frame. · Provide off-module lower tiles for worksurface mounting · Provide off-module upper tiles at all wall mounted storage elements · Manufacturer's Standard Warranty 	<div data-bbox="1036 386 1279 758" data-label="Image"> </div> <p>*Note: Image shown for reference only. Finishes & Appearances do not necessarily reflect final selections</p> <p>Material Finishes:</p> <p style="text-align: center;">TBD, up to & including textiles in Fabric Tile(s): price category 2</p> <p style="text-align: center;">TBD, up to and including Frame, Top manufacturer's standard metal Cap/Connector: paint</p> <p style="text-align: center;">Cable TBD, up to and including finish Management: manufacturer's standard metal</p> <p style="text-align: center;">Voluntary Alternates not allowed. All new panels need to intergrate and/or coordinate w/ existing Voluntary relocated HM Ethospace furniture Alternates: system.</p>
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ADD
2

BASE BID/ ALTERNATE

Item	Panel Systems
Name:	24" w x 70" h Upholstered Panel
Tag:	P2a
Base Bid Quantity:	2
Alternate Quantity:	4
Location:	Digital Services
Manufacturer:	Herman Miller
Product:	Ethospace
Product Base No.:	E1109
Description:	<ul style="list-style-type: none"> · Steel Frame w/ individual tiles on both sides · powered factory-installed electrical harness · Double-sided 4-circuit power w/2 receptacles & 1 communication port locations per side · Top Cap · Cable Management · Provide all straight and 90° connectors, top trim, floor anchors, finish ends, worksurface supports, & draw rods as required for complete installation · Provide 20 amp receptacles for all powered bases. · Provide covers for all exposed connector components · Provide proper power entry & length to fit w/in building's existing power systems · 16" high fabric panels on both sides of frame covering entire frame. · Provide off-module lower tiles for worksurface mounting · Provide off-module upper tiles at all wall mounted storage elements · Manufacturer's Standard Warranty



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Material Finishes:
<p>TBD, up to & including textiles in price</p> <p>Fabric Tile(s): category 2</p> <p>Frame,Top TBD, up to and including</p> <p>Cap/Connector: manufacturer's standard metal paint</p> <p>Cable TBD, up to and including finish</p> <p>Management: manufacturer's standard metal paint</p>
<p>Voluntary Alternates not allowed. All new panels need to intergrate and/or</p> <p>Voluntary coordinate w/ existing relocated HM</p> <p>Alternates: Ethospace furniture system.</p>

ADD
2

BASE BID

<p>Item Panel Systems</p> <p>Name: 24" w x 70" h Upholstered Panel</p> <p>Tag: P2b</p> <p>Base Bid Quantity: 1</p> <p>Location: Digital Services</p> <p>Manufacturer: Herman Miller</p> <p>Product: Ethospace</p> <p>Product Base No.: E1109</p> <p>Description:</p> <ul style="list-style-type: none"> · Steel Frame w/ individual tiles on both sides · powered factory-installed electrical harness · Double-sided 4-circuit power w/2 receptacles & 1 communication port locations per side · Top Cap · Cable Management · Provide all straight and 90° connectors, top trim, floor anchors, finish ends, worksurface supports, & draw rods as required for complete installation · Provide 20 amp receptacles for all powered bases. · Provide covers for all exposed connector components · Provide proper power entry & length to fit w/in building's existing power systems · 16" high fabric panels on both sides of frame covering entire frame. · Provide off-module lower tiles for worksurface mounting · Provide off-module upper tiles at all wall mounted storage elements · Manufacturer's Standard Warranty 	<div data-bbox="1019 380 1247 720" data-label="Image"> </div> <p>*Note: Image shown for reference only. Finishes & Appearances do not necessarily reflect final selections</p> <p>Material Finishes:</p> <p style="text-align: center;">TBD, up to & including textiles in price</p> <p>Fabric Tile(s): category 2</p> <p style="text-align: center;">Frame,Top TBD, up to and including</p> <p>Cap/Connector: manufacturer's standard metal paint</p> <p style="text-align: center;">Cable TBD, up to and including finish</p> <p>Management: manufacturer's standard metal paint</p> <p style="text-align: center;">Voluntary Alternates not allowed. All new panels need to intergrate and/or</p> <p>Voluntary coordinate w/ existing relocated HM</p> <p>Alternates: Ethospace furniture system.</p>
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ADD
2

ALTERNATE

Item	Panel Systems
Name:	36"w x 70"h Upholstered Panel
Tag:	P4
Alternate Quantity:	1
Location:	Digital Services
Manufacturer:	Herman Miller
Product:	Ethospace
Product Base No.:	E1109
Description:	<ul style="list-style-type: none"> · Steel Frame w/ individual tiles on both sides · powered factory-installed electrical harness · Double-sided 4-circuit power w/2 receptacles & 1 communication port locations per side · Top Cap · Cable Management · Provide all straight and 90° connectors, top trim, floor anchors, finish ends, worksurface supports, & draw rods as required for complete installation · Provide 20 amp receptacles for all powered bases. · Provide covers for all exposed connector components · Provide proper power entry & length to fit w/in building's existing power systems · 16" high fabric panels on both sides of frame covering entire frame. · Provide off-module lower tiles for worksurface mounting · Provide off-module upper tiles at all wall mounted storage elements · Manufacturer's Standard Warranty



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Material Finishes:

TBD, up to & including textiles in price
Fabric Tile(s): category 2

Frame, Top Cap/Connector: TBD, up to and including manufacturer's standard metal paint

Cable Management: TBD, up to and including finish manufacturer's standard metal paint

Voluntary Alternates not allowed. All new panels need to intergrate and/or
Voluntary Alternates: coordinate w/ existing relocated HM Ethospace furniture system.

ADD
2

ALTERNATE

Item	Panel Systems
Name:	Sliding Panel Door
Tag:	D1
Alternate Quantity:	3
Location:	Digital Services
Manufacturer:	Herman Miller
Product:	Ethospace
Product Base No.:	E1118
Description:	<ul style="list-style-type: none"> · Aluminum frame sliding door w/urethane wheels · plastic infill · Anodized aluminum floor track. · 42" w x 70"h · No lock · Door attachment varies. Ref. Drawing Sheet I303. · Provide 20 amp receptacles for all powered bases. · Manufacturer's Standard Warranty



*Note: Image shown for reference only. Finishes & Appearances do not necessarily reflect final selections

Material Finishes:

Infill Finish: Fluted translucent plastic

Frame, Top

Cap/Connector: TBD, up to and including manufacturer's standard metal paint

Cable TBD, up to and including finish

Management: manufacturer's standard metal paint

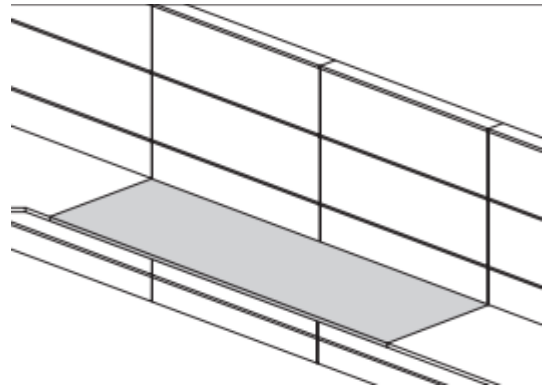
Voluntary Alternates not allowed. All new panels need to intergrate and/or

Voluntary Alternates: coordinate w/ existing relocated HM Ethospace furniture system.

ADD
2

BASE BID/ ALTERNATE

Item	Panel Systems
Name:	24"w x 48"l Worksurface
Tag:	WS1
Base Bid Quantity:	2
Alternate Quantity:	4
Location:	Digital Services 29B
Manufacturer:	Herman Miller
Product:	Ethospace
Product Base No.:	EWS10
Description:	<ul style="list-style-type: none"> · High Pressure Laminate top w/ thermoplastic edge, 1 1/4" thick · 1" gap at back for plug head & cord passage · Supported through off-module tiles and/or support brackets as required · Include ganging brackets as required · Manufacturer's Standard Warranty <p>Voluntary Alternates not allowed. All new worksurfaces will need to Voluntary coordinate w/existing relocated HM Alternates: Ethospace Furniture System.</p>



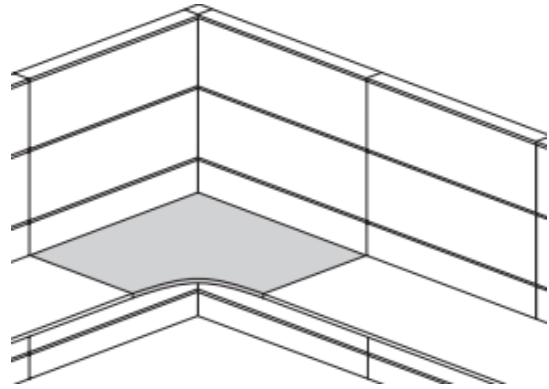
*Note: Image shown for reference only. Finishes & Appearances do not necessarily reflect final selections

Material Finishes:
TBD, selected from manufacturer's full Top Finish: range of HPL finishes
Edge: Matching top

ADD
2

BASE BID/ ALTERNATE

Item	Panel Systems
	48"w x 24"d x 48"l Concave Corner
Name:	Worksurface
Tag:	WS2
Base Bid Quantity:	1
Alternate Quantity:	2
Location:	Digital Services 29b
Manufacturer:	Herman Miller
Product:	Ethospace
Product Base No.:	EWS21
Description:	<ul style="list-style-type: none"> · 90° corner surface hanging from off-modular lower tiles · High Pressure Laminate top w/ thermoplastic edge, 1 1/4" thick. · 1" gap at back for plug head & cord passage · Provide support brackets as required <ul style="list-style-type: none"> · Include ganging brackets as required · Manufacturer's Standard Warranty <p>Voluntary Alternates not allowed. All new worksurfaces will need to</p> <p>Voluntary coordinate w/existing relocated HM</p> <p>Alternates: Ethospace Furniture System.</p>



*Note: Image shown for reference only. Finishes & Appearances do not necessarily reflect final selections

Material Finishes:

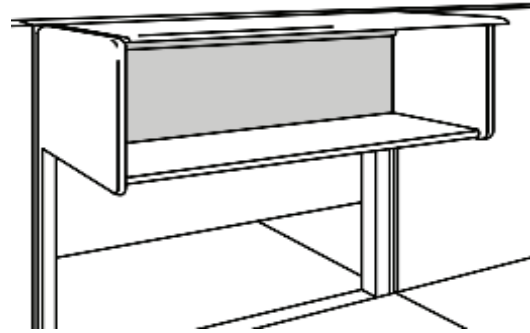
TBD, Selected from Manufacturer's full
Top Finish: range of HPL finishes

Edge Finish: Matching Top

ADD
2

BASE BID/ ALTERNATE

Item	Panel Systems
Name:	B-Style Flipper Door Unit
Tag:	FD
Base Bid Quantity:	2
Alternate Quantity:	4
Location:	Digital Services 29b
Manufacturer:	Herman Miller
Product:	Ethospace
Product Base No.:	EWS21
Dimensions:	D: 13" W: 48" H: 15 1/2"
Description:	<ul style="list-style-type: none"> · Metal shelving unit w/fabric Flipper door hanging off-module upper tile · Include end panels · No Locks · No Back panel <p>Voluntary Alternates not allowed. All new shelving units will need to coordinate w/existing relocated HM</p> <p>Voluntary Alternates: Ethospace Furniture System.</p>



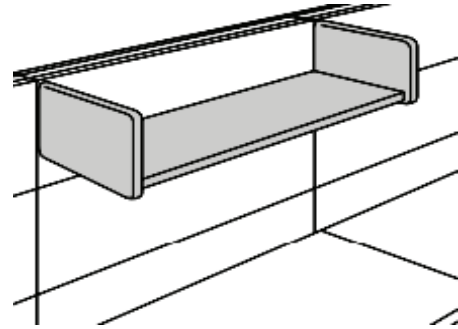
*Note: Image shown for reference only. Finishes & Appearances do not necessarily reflect final selections

Material Finishes:
TBD, Selected from manufacturer's full
Metal Finish: range of standard paint colors

ADD
2

BASE BID/ ALTERNATE

Item	Panel Systems
Name:	B-Style Flipper Door Unit
Tag:	SF
Base Bid Quantity:	1
Alternate Quantity:	2
Location:	Digital Services 29b
Manufacturer:	Herman Miller
Product:	Ethospace
Product Base No.:	E3231
Dimensions:	D: 13" W: 36" H: 15 1/2"
Description:	· Metal shelf hanging off from off-module upper tile · Include end panels
Voluntary Alternates not allowed. All new shelving units will need to coordinate w/existing relocated HM Voluntary Alternates: Ethospace Furniture System.	



*Note: Image shown for reference only. Finishes & Appearances do not necessarily reflect final selections

Material Finishes:

TBD, Selected from manufacturer's full
Metal Finish: range of standard paint colors