



SHEPHERD UNIVERSITY

Addendum #2 to RFB SUDL26-14
For Dining and Office Furniture
February 16, 2026

- Q1. Will partial bids be accepted? For example, if we only wanted to bid on a specific brand of products, would that be allowed? Additionally, if we wish to provide pricing for alternate products, do they need to match the specification exactly or if they are close, is that acceptable?
- A1. Partial bids will be accepted, and an award may be split between vendors. However, if the University evaluates and determines that awarding the project to a complete bidder is in the best interest of the University, a single vendor may be awarded.
- Q2. Lines 21-23 has Mayer Cosmopolitan listed as the fabric, but I is not showing up on their website alluding to the possibility of it being discontinued. Is there another fabric selection that we should use for this line item?
- A2. Please bid the same fabric grade as the Mayer Cosmopolitan which is a Grade 5/6. A similar fabric will be chosen upon contract award.
- Q3. Lines 33-35: Should these have closed sides or open? Do you have a more detailed floor plan for these shelving units as the floor plans provided are difficult to view? Can you provide a layout of the space?
- A3. These are shelving units for storage so the sides will be open. The model of the shelving units have been provided. There is not a more detailed floor plan of the space.
- Q4. Lines 30 and 31 are HON table bases and I do not see any Hon table tops. What other line items will these bases be used with?
- A4. Item #2 in the bid are the table tops for the bases in Lines 30 and 31. There should be 32 each of item 30 and 39 each of item 31 to come up with the 71 table tops.

Q5. Lines 41 & 42-do you have any additional specifications to provide for these products to that a suitable alternative might be priced?

A5. Item 41 is a Global Product Solutions KSM02-21 Keyboard Tray that has a “lift-n-lock” mechanism that allows for knob-less height adjustment, independent tilt adjustment, and a 21 inch track for under desk mounting.

Item 42 is Global Product Solutions KT27M02 Keyboard Tray that is a 27 ½” wide black high density Polyethylene (HDPE) ergonomic keyboard tray to maintain neutral joint angles while typing an using the mouse.

Q6. Line 67 does not have a quantity, a product number, or any other options listed. Can you please provide that information?

A6. Quantity for Line 67 is 2. Below is the additional information regarding the item.

67 2 TSQ4RS36
36"d x 36"w x 29"h, Square Table w/Metal 4 Leg Tubular Base, ANYWHERE TABLES

Type {19}	Material	1HP ~ATOP AWH 2S	M-1-1/16" Thick High Pressure Laminate
Top Finish {20} Top Finish {F1}		AWH	Anywhere Table Top Finish
Top Edge Type {45} Top Edge Finish {46}		~ATB	1-Avant Honey AWH F-2MM Flat
Metal Base Finish {50}		TTU	M-Avant Honey AWH Metal Base Finish {50}
Metal Base Finish {F2}			2-Tungsten TTU



Q7. In regard to the keys, can you list per line item how many are for overhead storage (hutches and wall mounted storage) and how many are for the lower desk units (desks, returns, credenzas)? For example, line 4 has a quantity of 4 keys: Are 2 for overheads and 2 for deskings?

A7. There should be 2 sets of keys for all hutches, wall mounted storage, and desks, returns, and credenzas.

Q8. Part 1.16 Bid Price says that the price should include "taking the old items away." Can you provide an inventory of what is existing so we can properly gauge a cost associated with this labor and disposal?

A8. Please ignore the "taking the old items away" reference. This information was inferring the waste materials from the new furniture such as packaging materials. This is a new building and there are not any old items to take away.

Q9. Are partial bids being accepted?

A9. Please see Question and Answer 1 above.

Q10. Is Item #28 the correct model number?

A10. No, Item #28 should be bar height chairs Hon #HMG with a quantity of 176.