



# REQUEST FOR QUOTATION (RFQ)

Department: Facilities  
Requisition No.: 197197690

Deliver Completed Bid to:

Tennessee Tech University  
Purchasing and Contracts Office  
POB 5144; 1 William L Jones Dr.  
Derryberry Hall, Suite 301  
Cookeville, TN 38505-0001  
Fax: 931-372-3727

Date: February 5, 2025  
**RFQ Coordinator:** Tina Girdley  
Phone: 931-372-6350  
Email: tgirdley@tntech.edu

Bids must be received in the Purchasing and Contracts Office by **3:00 p.m. Central Time on March 12, 2025.**

Bid is subject to the [RFQ – Standard Terms and Conditions](#). By submittal of a bid, bidder certifies its agreement to these terms and conditions, which cannot be waived.

*Special Bid Instructions:*

1. Bid prices are to include all necessary shipping/handling charges to make delivery F.O.B. Cookeville, TN 38501
2. *Indicate any cash/time discounts offered:* \_\_\_\_\_
3. To view a bid tabulation after intent to award, please visit this link: <https://www.tntech.edu/purchasing/bidawards.php> Results are listed according to fiscal year then by date of bid opening.
4. Bid may be electronically signed and electronically submitted to RFQ Coordinator above.

**THIS IS NOT AN ORDER**

## REQUEST FOR QUOTATION

Tennessee Technological University is requesting bids for replacing the main breaker at the Hooper Eblen Center.

Breaker is a 2000-amp main breaker 100 ka at 480 vac. Breaker must be retro fitted due to the breaker no longer being made.

Labor shall include all costs associated with providing the services outlined herein to Tennessee Tech including, but not limited to, travel, meals, lodging, tools, overhead, and equipment unless explicitly provided for otherwise herein.

Contractor must contact designated Tennessee Tech point of contact (POC) each day to discuss work status and staffing levels. Additionally, coordinate with Tennessee Tech POC in advance when performing any work to be done outside of normal business hours.

**NOTE:** For the purpose of the Contract, normal business hours are defined as 7:00 am to 4:00 pm, Monday through Friday.

An onsite pre-bid meeting has been scheduled for Wednesday, February 19, 2025 at 10:00 am at 220 West 10<sup>th</sup> Street, Cookeville, TN 38505 for all interested prospective bidders. During the visit bidders will be able to survey the job site and ask questions. This meeting is not mandatory to bid, but is highly recommended.



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**Please bid full project price / this bid must include all labor and materials.**

\$ \_\_\_\_\_ Total Cost

### **RFQ Communications**

Interested parties must direct all communication regarding this RFQ to the RFQ Coordinator, Tina Girdley, who is Tennessee Tech's only official point of contact for this RFQ. Unauthorized contact regarding this RFQ with employees or officials of Tennessee Tech other than the RFQ Coordinator named above may result in disqualification from this procurement process.

### **Illegal Immigrants**

Successful Bidder attests that the Bidder will not knowingly utilize the services of illegal immigrants in the performance of the Contract, and will not knowingly utilize the services of any subcontractor who will utilize the services of illegal immigrants in the performance of the Contract.

### **Debarment**

The Bidder certifies, by signature below and submission of this bid, that neither Bidder nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any State or Federal department or agency.

### **Insurance**

Successful Bidder agrees to maintain an adequate public liability and other appropriate forms of insurance naming both Tennessee Tech and the Tennessee Tech Foundation as additional insured and certificate holders and to pay all applicable taxes incident to the contract. Tennessee Tech reserves the right to establish appropriate insurance requirements as it sees fit.

***BIDDER IS TO COMPLETE INFORMATION AND SIGN BID BELOW***

\_\_\_\_\_  
Bidding Entity's Name

\_\_\_\_\_  
Name of Contact Person (Printed)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Phone / Fax / Email

\_\_\_\_\_  
Authorized Signature of Bidder

\_\_\_\_\_  
Date

*Tennessee Tech University is an EEO/AA/Title IX/Section 504/ADA employer.*