



REQUEST FOR QUOTATION (RFQ)

Department: Facilities
Requisition No.: 209221143

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: November 20, 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 January 7, 2026.**

Bid is subject to the [RFQ – Standard Terms and Conditions](#). By submitting a bid, the 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 flooring services to be performed at the Appalachian Center for Crafts, located at 1560 Craft Center Drive, Smithville, TN. The project will be bid as a **total project cost**, inclusive of all labor, materials, and installation services.

Scope of Work

Vendor must provide pricing for a complete flooring replacement project, including the following:

- Removal and disposal of existing carpet and existing wood shoe mold
- Floor preparation and patching as needed to ensure proper installation
- Supply of all flooring materials, including:
 - Engineered hardwood flooring
 - Wood shoe mold
 - Any required underlayment, adhesives, and additional installation materials
- Labor to install engineered hardwood flooring and new shoe mold in all listed rooms

Project Areas and Measurements

Sales Gallery – Room 220A

- Total square footage: 2,500 sq ft



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- Shoe mold: 215 ft

Exhibition Gallery – Room 220

- Total square footage: 2,250 sq ft
- Shoe mold: 215 ft

Exhibition Gallery – Room 208

- Total square footage: 730 sq ft
- Shoe mold: 110 ft

Material Specifications

Engineered Hardwood Flooring

- Preferred selection: *Calais in Sunlit Oak – Fabrica*
- Plank dimensions: 7.5" × 74.8"
- Thickness: 5/8" (must be sufficient for sanding a couple of times)
- Minimum face layer: 4 mm
- Finish: Light Oak

Wood Shoe Mold

- Size: 1" × 6'
- Primed base

Bid Format

Vendor must provide one total project cost that includes:

- All materials
- All labor
- Delivery, installation, and cleanup
- Any additional charges needed to complete the project as specified

NOTE: Attachment A provides the floor plan for all spaces included in this project.

TOTAL PROJECT COST: \$ _____

RFQ Communications

All communication regarding this RFQ must be submitted by email only to the RFQ Coordinator listed above, who is Tennessee Tech's only official point of contact for this RFQ. Unauthorized contact with any other Tennessee Tech employees or officials regarding this RFQ may result in disqualification from the procurement process.



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Travel Compensation

The hourly labor rates 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.

Invoicing

An itemized invoice referencing the Contract number shall be emailed to the TTU Business Office at apinvoice@tntech.edu after completion of the project.

Termination for Convenience

Tennessee Tech may terminate this Contract without cause for any reason by providing the Contractor at least thirty (30) days written notice before the effective termination date. The Contractor shall be entitled to receive compensation for satisfactory, authorized services completed as of the termination date, but in no event shall Tennessee Tech be liable to the Contractor for compensation for any service which has not been rendered.

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

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 a 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.

The [RFQ Standard Terms and Conditions](#) shall be considered an integral part of this Request for Quotation and any Purchase Order resulting from this process.

Tennessee Tech reserves the right to initiate negotiations with the next ranked Bidder should Tennessee Tech cease doing business with the Bidder selected via this RFQ process.



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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.