



REQUEST FOR QUOTATION (RFQ)

Department: Facilities
Requisition No.: 207854095

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: October 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 November 18, 2025.**

Bid is subject to the [RFQ – Standard Terms and Conditions](#). By submitting 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

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Tennessee Tech University is requesting bids to provide Crane and Boom Truck services for a period beginning March 23, 2026, and continuing for five (5) years thereafter.

Prices submitted by the Contractor shall remain firm for the first one (1) year of the contract. Thereafter, the Contractor may request a price increase if such an increase has been experienced and can be substantiated in writing. Tennessee Tech may, at its sole discretion, accept the requested increase or choose to rebid the contract.

It is the intent of Tennessee Tech to utilize the rates established in this contract to accomplish various projects on campus, regardless of scope. The Tennessee Tech Foundation may also require these services under the resulting contract.



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Pricing

Please provide an hourly rate for each of the following equipment types. All hourly rates must include both the equipment and operator and apply on an as-needed basis for various projects on campus.

28 Ton Boom Truck

- Provided as needed for campus projects and maintenance activities

Hourly Rate: _____ / hour

40 Ton Boom Truck

- Provided as needed for campus projects and maintenance activities

Hourly Rate: _____ / hour

60 Ton Boom Truck

- Provided as needed for campus projects and maintenance activities

Hourly Rate: _____ / hour

120 Ton Crane

- Provided as needed for campus projects and maintenance activities

Hourly Rate: _____ / hour

150 Ton Crane

- Provided as needed for campus projects and maintenance activities

Hourly Rate: _____ / hour

Evaluation

Award will be given to the **lowest responsive and responsible bidder** based on the **overall hourly rates** submitted for all equipment types listed in this RFQ.

The total evaluated amount will be determined by **adding the hourly rates** provided for each piece of equipment (28 Ton Boom Truck, 40 Ton Boom Truck, 60 Ton Boom Truck, 120 Ton Crane, and 150 Ton Crane). The bidder with the **lowest combined total hourly rate** will be considered the apparent low bidder, provided all other RFQ requirements are met.



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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.

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.

Labor rate charges shall begin at the time Contractor signs in to the job site. Travel time to and from job site is at Contractor's expense, unless otherwise provided for herein. **EXCEPTION:** When work is done at the Craft Center (off Hwy 56 at Hurricane Bridge near Smithville, TN), Oakley Farm near Livingston, TN or the CRC Building (Crossville, TN) the University agrees to allow the Contractor to charge one (1) hour extra labor per day per person, in accordance with each person's labor classification, in order to cover expenses incurred as a result of travel time to these job sites.

Contractor Check In

The Contractor must contact designated TTU Point of Contact (POC) each day to discuss work status and staffing levels. Additionally, coordinate with TTU POC in advance when performing any work to be before/outside of regular 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.

Invoicing

Invoices must be separated by job and must include the following information, at minimum:

1. Dates of service with breakdown of hours performed by each piece of equipment for which charges are being invoiced.
2. Detailed description of all services provided.
3. Building name and name of Tennessee Tech personnel who requested work.



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4. Contract Number. Contract Number will be assigned to you by Purchasing upon award of Contract.

Tennessee Tech will work with Contractor to ensure that the exact format and information solicited above is provided correctly by the Contractor.

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.