



REQUEST FOR QUOTATION (RFQ)

Department: Facilities
Requisition No.: 207403403

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 16, 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 6, 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. Indicate any cash/time discounts offered: _____
2. 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.
3. 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 quotations from qualified companies to provide Crane and Rigging services for the relocation of a wind tunnel and other services as needed at the Tennessee Tech Crossville Research Center. The contract term will run from date of final signature through five (5) years thereafter.

Prices submitted by Contractor are to remain firm for a one (1) year period. Contractor may request a price increase, thereafter, to the extent such increase has been experienced by Contractor and can be substantiated in writing. Tennessee Tech may accept requested price increase or choose to rebid, at its sole discretion.

All services must be provided in accordance with the specifications outlined below and in compliance with applicable safety and regulatory requirements.

Scope of Work / Specifications

The selected Contractor shall provide all equipment, operators, and labor necessary to perform rigging and crane operations as requested by Tennessee Tech personnel. The scope includes, but is not limited to the following:



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- Provide a rate schedule for all available equipment and labor, as well as for any subcontracted or purchased services (e.g., wide load escorts, permits, etc.).
- When contacted by Tennessee Tech employees, the Contractor must either:
 - Schedule equipment and operators to move items as needed at the time of the initial call, or
 - Respond within four (4) hours of the initial call during regular business hours.
- In the event of an emergency (e.g., mechanical or utility issues) the Contractor must provide a rapid response time of no more than one (1) hour from the initial call, regardless of business hours.
- The Contractor shall provide Tennessee Tech with an up-to-date on-call schedule and contact information for key personnel. Tennessee Tech will designate a point of contact to coordinate these updates.
- Work will be conducted primarily during normal business hours.
- No work shall be performed on Sundays or on official holidays unless the work falls under emergency operations.
- All safety regulations and requirements must be followed at all times. Personnel must wear hard hats in designated areas.

Note: For the purpose of this contract, normal business hours are defined as 7:00 am to 4:00 pm, Monday through Friday.

Pricing

Please bid to provide an hourly rate based on the specifications above for the following:

15K Forklift

Provided "as needed" for miscellaneous projects

Hourly rate to include both the equipment and operator

Hourly Rate: _____ / hour

15-Ton Carry Deck

Provided "as needed" for miscellaneous projects

Hourly rate to include both the equipment and operator

Hourly Rate: _____ / hour

Rigger

Provided "as needed" for miscellaneous projects

Hourly rate to include both the equipment and operator

Hourly Rate: _____ / hour



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Oversize Load Truck

Provided "as needed" for miscellaneous projects

Hourly rate to include both the vehicle and operator

Hourly Rate: _____ / hour

Escort Vehicle

Provided "as needed" for miscellaneous projects

Hourly rate to include both the vehicle and operator

Hourly Rate: _____ / hour

Unskilled Labor/Helper

Hourly Rate: _____ / hour

Evaluation Criteria

Evaluation will be based primarily on overall pricing with weighted consideration given to the following categories:

- | | |
|--|-----|
| • Equipment / Vehicle Hourly Rates | 85% |
| • Unskilled Labor/Helper Hourly Labor Rate | 15% |

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.

Invoicing

Vendor shall submit invoices monthly in arrears for the space utilized during the billing period.

- Invoices must include the contract number, invoice number, billing period, and detailed breakdown of charges.
- Invoices are to be emailed to the TTU Business Office at apinvoice@tntech.edu.

Insurance

Successful Bidder must maintain appropriate liability and other forms of insurance, naming both Tennessee Tech and the Tennessee Tech Foundation as additional insureds and certificate holders. Tennessee Tech reserves the right to set insurance as deemed appropriate.

Termination for Convenience



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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.

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.

BIDDER IS TO COMPLETE INFORMATION AND SIGN BID BELOW

Bidding Entity's Name

Name of Contact Person (Printed)

Title

Address

City, State, Zip

Phone

Email

Authorized Signature of Bidder

Date

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