



# REQUEST FOR QUOTATION (RFQ)

Department: Facilities  
Requisition No.: 192646838

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 8, 2024  
**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, 2024.**

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 seeking qualified Contractors to provide indoor and outdoor event equipment rental and related services, as needed, for a Contract period from date of final signature through five (5) years.

These services will include but, are not limited to providing a range of equipment as outlined below:

**Inflatables:**

- Bounce houses
- Bounce castles
- Bounce house combo with slide
- Bounce house obstacle course

**Tents:**

Frame and pole tents ranging from 10x10 to 30x60  
Marquee Tent – 20x120

**Portable Restroom:**

Porta-Potties



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### Specifications:

- All tents to be white in color.
- Inflatables to be in bright colors.
- Contractor is responsible for delivery, set-up and breakdown of rented equipment.
- Inflatables to be made from PVC vinyl, nylon material.
- Contractor must use proper grounding techniques for both outdoor and indoor use of inflatables.
- Contractor must use appropriately sized generator for outdoor use of inflatables.
- Contractor must provide all cords and cable ramps (as needed).
- Contractor shall provide professional and trained staff to serve as operators when requested.
- Contractor is required to keep clean, durable, and safe inflatable equipment.
- Check to ensure that the inflatables are properly inflated before each use. Sagging walls or pillars are an indication that the unit has not been inflated properly.
- To prevent slip and fall incidents, Contractor must keep the area around the rental equipment clean and clear of objects.

Bids to be submitted on Attachment A.

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.

**NOTE:** Other items may be requested as needed. These items should be billed to Tennessee Tech according to the contractor's published rates.

### **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.

### **Invoicing**

An itemized invoice referencing contract number is to be emailed to the TTU Business Office at [apinvoice@tntech.edu](mailto:apinvoice@tntech.edu), after each event. Please bill no later than 30 days after event.

### **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



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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**

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 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.

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

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Bidding Entity's Name

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Name of Contact Person (Printed)

Title

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Address

City, State, Zip

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Phone / Fax / Email

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Authorized Signature of Bidder

Date

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