



**REQUEST FOR QUOTATION (RFQ)**

Department: Facilities  
Requisition No.: 198487539

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: March 6, 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 April 2, 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 request bids for Fencing Services to be performed, as needed, for a Contract period from date of final signature through five (5) years.

Prices submitted by Contractor are to remain firm for a one (1) year period. Contractor may request a price increase annually, thereafter, to the extent such increase has been experienced by Contractor and can be substantiated in writing. Increases shall not exceed 5% over the previous year's prices. Tennessee Tech may accept requested price increase or choose to rebid, at its sole discretion.

The purpose of this Request for Quotation is to establish a Contractor to provided fencing services which includes but not limited to installation, repair and removal. Chain link will be used for a majority of the projects with other types "as requested".

Please bid to provide a cost per hour for the following types of workers:

- Skilled Installer Labor \$ \_\_\_\_\_ / hour
- Unskilled Labor (Helper or Laborer) \$ \_\_\_\_\_ / hour



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

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

For purposes of evaluation, equal weight will be given to each hourly rate above. Please note that this percentage/weight is for evaluation purposes only and is subject to change due to the actual performance of projects. An example evaluation follows: **(this is an example only and is not indicative of any actual bid)**

1. Assume a bid is returned proposing Skilled Labor at \$20.00 hour and Helper/Laborers at \$12.00 hour.
2. These two rates shall then be added together to give a weighted average of the hourly rates ( $\$20.00 + \$12.00 = \$32.00$ ).
3. Thus, \$32.00 would be the final evaluation number in this example.
4. The lowest cost bidder shall be the bidder with the lowest Total Weighted Average Labor Rate.

### **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.

### **Materials Mark Up**

Materials and supplies shall be invoiced at cost plus fifteen percent (15%). Cost is defined as Contractor's invoiced cost **before tax**. Any Contractor invoices requesting reimbursement must be accompanied by an invoice showing purchase price of parts or material. Reimbursements will not be made from quotes or estimates. Bid prices are to include all necessary shipping/handling charges to make delivery F.O.B. Cookeville, TN 38505.

### **Rental Reimbursement**

Rental charges on necessary machinery and equipment, not customarily provided by contractors, shall be a reimbursable cost. Cost is defined as invoiced amount from rental agency; no markups are authorized for rental equipment. Tennessee Tech's reimbursement to Contractor for rental equipment is contingent upon Tennessee Tech's written pre-approval of all such rental equipment for which reimbursement is requested. Rental charges will not be allowed on any tools or equipment owned by Contractor or for any tools or equipment typically owned/provided by a licensed contractor performing trades covered by this Contract. Reimbursements will not be made from quotes or estimates and will not be made until satisfactory completion of work for which rental equipment was used. Any Contractor invoices requesting reimbursement must be accompanied by all of the following:

- 1) rental invoice showing payment amount and dates of use; and



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Department: Facilities  
Requisition No.: 198487539

2) Tennessee Tech's written pre-approval.

### **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) or the Oakley Farm near Livingston, TN, Tennessee Tech 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 the Craft Center and/or Oakley Farm.

### **Contractor Check In**

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 performed before/outside of regular hours.

### **Invoicing**

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

1. Dates of service with breakdown of daily labor hours performed by each worker for which charges are being invoiced.
2. Detailed description of all labor services provided.
3. Building name, room numbers, and name of Tennessee Tech personnel who requested work.
4. Contract Number..

### **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.



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### **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.*