



# REQUEST FOR QUOTATION (RFQ)

Department: Facilities  
Description: Fiberglass & Acrylic Repairs

Deliver Completed Bid to:

Tennessee Tech University  
Purchasing and Contracts  
POB 5144; 1 William L Jones Dr.  
Derryberry Hall, Suite 301  
Cookeville, TN 38505-0001  
Fax: 931-372-3727

Date: April 7, 2026  
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 27, 2026**. Bids may be mailed, faxed, or electronically submitted via email to the RFQ Coordinator, as noted above.

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. Indicate any cash/time discounts offered: \_\_\_\_\_
2. To do business with TTU register as a supplier/contractor: <https://www.tntech.edu/purchasing/howto.php>
3. Bidders who would like to become a registered Diversity Business Enterprise can visit the following link for more information: <https://www.tntech.edu/purchasing/howto.php>
4. 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.

**THIS IS NOT AN ORDER**

## REQUEST FOR QUOTATION

Tennessee Technological University (“Tennessee Tech”) is requesting quotations from qualified contractors to provide Fiberglass & Acrylic Repair Services on an as-needed basis.

**Contract Term**

The resulting contract shall be from the date of final signature through five (5) years thereafter.

**Intent**

It is the intent of Tennessee Tech to utilize the labor rates established under this contract to accomplish various repair projects on an as-needed basis. Tennessee Tech Foundation may also utilize the resulting contract.

**Pricing**

Rates submitted by the Contractor shall remain firm for the initial one (1) year term. Thereafter, the Contractor may request an annual rate increase. Any such request must be submitted in writing at least sixty (60) days prior to the renewal date and must be supported by documentation demonstrating increased costs. All rate increases



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are subject to Tennessee Tech's written approval. Tennessee Tech reserves the right to accept or reject any requested increase or to rebid services.

### Scope of Services

Services may include, but are not limited to:

- Repair cracks, chips, and holes in fiberglass panels and tubs.
- Repair cracks, chips, and holes in acrylic wall panels and tubs.
- Sand, patch, and refinish damaged areas to ensure a smooth and durable surface.
- Color-match repairs to blend with surrounding surfaces.
- Ensure all repairs are watertight and suitable for long-term use.

### Performance Requirements

- Repairs must meet industry standards for fiberglass and acrylic restoration.
- Surfaces must be finished smoothly, free from visible seams, bubbles, or rough patches.
- All repaired areas must maintain structural integrity and be safe for daily use.
- Materials and methods used must be compatible with existing surfaces.
- All work shall be warranted for a minimum of one (1) year against defects in workmanship and materials.

### Qualifications

Contractor must have a minimum of five (5) years of experience in fiberglass and acrylic repair.

### Contractor Responsibilities

- Provide hourly labor rates on an as needed basis.
- Labor rates shall include all costs associated with providing services, including but not limited to travel, meals, lodging, tools, overhead and equipment, unless otherwise specified.
- Provide all necessary tools and equipment; Tennessee Tech shall not be responsible for loss, damage, or theft.
- Shall not store equipment on-site without prior approval; approved storage is at Contractor's sole risk.
- Maintain sufficient staff to support multiple projects.
- Ensure all workers wear appropriate clothing (shirts, long pants, and shoes).
- Maintain a safe work environment and secure all work areas.
- Protect Tennessee Tech property and repair any damage caused at no cost to the University.
- Perform job site cleanup unless otherwise directed.



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- Keep public areas clean and protected at all times.

### Cost Proposal

Provide hourly labor rates:

- Skilled Labor           \$ \_\_\_\_\_ per hour
- Unskilled Labor        \$ \_\_\_\_\_ per hour

### Evaluation Method

For evaluation purposes, the hourly rates will be combined to form a total evaluated rate:

$$\text{Skilled Labor Rate} + \text{Unskilled Labor Rate} = \text{Total Evaluated Rate}$$

Tennessee Tech reserves the right to award based on lowest evaluated costs or best value, considering experience, capacity, and past performance.

### Materials Mark Up

Materials and supplies shall be invoiced at cost plus fifteen percent (15%). Cost is defined as the Contractor's invoiced cost before tax.

- The 15% markup applies only to the pre-tax cost
- Sales tax will be reimbursed at actual cost with no markup
- All material reimbursement must be supported by supplier invoices
- Quotes or estimates will not be accepted for reimbursement
- Pricing must include all shipping and handling (F.O.B. Cookeville, TN)

### Rental Equipment Reimbursement

Rental of equipment not typically owned by a contractor may be reimbursed under the following conditions:

- Must receive prior written approval from Tennessee Tech
- No markup allowed on rental costs
- Must include rental invoice and proof of payment
- Reimbursement only after satisfactory project completion

### Travel Compensation

All travel-related costs are included in the hourly labor rates and are not separately reimbursable.

Exception:

For work performed at:

- Craft Center
- Oakley Farm



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- CRC Building (Crossville)

The Contractor may bill one (1) additional hour per worker per day to cover travel time.

### **Contractor Check-In**

Contractors must check in daily with the designated Tennessee Tech point of contact (POC) to discuss work status and staffing levels. Additionally, coordinate with POC in advance when performing any work to be before and/or outside of regular business hours.

### **Invoicing Requirements**

Invoices must be submitted per job and include:

1. Dates of service with daily labor hours performed by each worker
2. Detailed description of all labor services provided
3. Building/area and room numbers
4. Name of requesting Tennessee Tech personnel
5. Contract number

### **RFQ Communications**

All communication regarding this RFQ must be submitted via email to the designated RFQ Coordinator. Unauthorized contact with other Tennessee Tech personnel may result in disqualification.

### **Insurance Requirements**

The Contractor shall maintain, at minimum:

- Commercial General Liability: \$1,000,000 per occurrence
- Worker's Compensation: statutory limits
- Automobile Liability: \$1,000,000 combined single limit

Tennessee Tech and the Tennessee Tech Foundation shall be named as additional insured.

### **Termination for Convenience**

Tennessee Tech may terminate the contract without cause with (30) days written notice. Payment will be made only for services satisfactorily performed up to the termination date.

### **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**

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***

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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.*