



REQUEST FOR QUOTATION (RFQ)

Department: Facilities
Requisition No.: 201073729

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: July 17, 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 August 19, 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 Tech University is requesting bids for Fire Extinguisher Maintenance Services for a contract period beginning on date of final signature through five (5) years thereafter. These services will be used on an as-needed basis and for various projects as needs arise throughout the contract term.

Pricing

Prices submitted must remain firm for the first one (1) year of the Contract. After that, the Contractor may request a price increase, provided the increase reflects actual cost changes and is substantiated in writing. Tennessee Tech reserves the right to either accept the increase or rebid the contract at its sole discretion.

Service Requirements

Services shall include maintenance, inspection and replacement of fire extinguishers for the following locations (as detailed in Attachment A).

- Main Campus - Cookeville, TN
- Regions Bank Building - 10 West Broad Street, Cookeville, TN
- Shipley Farm - 2395 Gainesboro Grade, Cookeville, TN
- Appalachian Center for Craft - 1560 Craft Center Drive, Smithville, TN
- Crossville Research Center – 174 4th Street, Crossville, TN



REQUEST FOR QUOTATION (RFQ)

Department: Facilities
Requisition No.: 201073729

Note: Tennessee Tech reserves the right to add or remove service locations throughout the duration of the contract. The Contractor agrees to provide service at any newly added locations under the same terms and conditions of this contract.

All services must be performed in accordance with National Fire Protection Association (NFPA) 10 standards. The Contractor must ensure that all work is performed by a properly licensed extinguisher specialist and/or a properly permitted extinguisher technician.

The Contractor must:

- Possess a valid certificate of registration issued by the Tennessee Commissioner of Commerce and Insurance.
- Ensure that hydrostatic testing services are performed by a firm holding valid authorization issued by the same authority.
- Maintain required bonding and/or insurance as mandated by the Commissioner.

Bid

Complete the attached Cost Sheet (Attachment A) as specified. The cost sheet is divided into three sections, which will be evaluated separately on a 100-point scale:

- Part A – Maintenance and Inspections – 90 points
- Part B – Repair Parts – 5 points
- Part C – New Fire Extinguishers – 5 points

Evaluation

Part A – Maintenance and Inspection

The total price will be calculated using the quantities and unit prices provided.

- The lowest total bid for this section will receive 90 points.
- All other bidders will receive a pro-rated share of the 90 points, based on the following formula:

$$(\text{Lowest Total Bid} / \text{Bidder's Total Bid}) \times 90 = \text{Points Awarded}$$

Part B – Extinguisher Mounting

Pricing will be calculated based on the total of quantity \times unit price.

- The lowest total bid for this section will receive 5 points.
- All other bidders will receive a pro-rated share of the 5 points, using:



REQUEST FOR QUOTATION (RFQ)

Department: Facilities
Requisition No.: 201073729

$(\text{Lowest Total Bid} / \text{Bidder's Total Bid}) \times 5 = \text{Points Awarded}$

Part C – New Extinguishers

Pricing will be calculated the same way.

- The lowest total bid receives 5 points.
- All other bidders receive a pro-rated share, based on:

$(\text{Lowest Total Bid} / \text{Bidder's Total Bid}) \times 5 = \text{Points Awarded}$

Note: Quantities listed are for evaluation purposes only and do not represent a guaranteed amount of work or purchase.

The Bidder with the highest number of points is the apparent successful bidder.

RFQ Communications

All questions and communication related to this RFQ must be directed to:

Tina Girdley – RFQ Coordinator

Contacting other Tennessee Tech personnel regarding this RFQ may result in disqualification.

All bid prices must include any necessary shipping/handling fees to make delivery F.O.B. Cookeville, TN 38505.

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.

Travel Compensation

Rates must include all travel-related costs (e.g., meals, lodging, tools, overhead, etc.), unless otherwise noted.

Labor charges start when the Contractor signs in at the job site. Travel time is not billable, except for the following locations:

- Craft Center (Hwy 56, near Hurricane Bridge, Smithville, TN)
- Oakley Farm (Livingston, TN)

For work at these locations, Contractor may charge one (1) extra labor hour per person per day, based on each person's labor classification.



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Department: Facilities
Requisition No.: 201073729

Contractor Check In

Contractor must check in daily with the designated Tennessee Tech Point of Contact (POC) to discuss staffing and project status. Additionally, coordinate with TTU POC in advance when performing any work to be before/outside of regular business hours.

Invoicing

Invoices must be job-specific and include:

1. Dates of service with breakdown of extinguishers / services being invoiced.
2. Detailed description of all labor services provided.
3. Assigned Contract number (provided upon contract award)

Tennessee Tech will work with Contractor to ensure invoicing meets these formatting and detail expectations.

Termination for Convenience

Tennessee Tech may terminate this Contract, with or without, by providing at least thirty (30) days' written notice. Contractor will be paid for all satisfactorily completed, authorized work through the termination date. No payment will be made for work not performed.

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.

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.