



REQUEST FOR QUOTATION (RFQ)

Department: Facilities
Requisition No.: 203607137

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 10, 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 13, 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 generator parts and service to be performed on an as-needed basis 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, 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.

Instructions for Bid Preparation

1. **Trip Costs:** Trip costs for major and minor service must be included in the price bid for each unit and cannot be billed separately for preventive maintenance.
2. **Labor Rates:**
 - *Regular Time:* Work performed between 7:00 a.m. and 5:00 p.m., Monday through Friday.
 - *Premium Time:* Work performed outside of regular time, including nights, weekends, and holidays.
3. **Trip Charges for Corrective Maintenance:** Trip charges for service calls outside preventive maintenance must include all associated travel costs (personnel, vehicle, fuel, etc.) per round trip. Return trips due to incomplete or unsatisfactory work will be limited to a single trip charge.



REQUEST FOR QUOTATION (RFQ)

Department: Facilities
Requisition No.: 203607137

4. **Parts Pricing:** Parts will be priced either at cost or using a single percentage markup (+) or discount (–) from catalog pricing.
5. **Emergency Repairs:** Must be pre-approved by a Tennessee Tech representative.
6. **Service Frequency:**
 - Major service to be priced at one (1) time per year.
 - Minor service to be priced at one (1) time per year, with Tennessee Tech reserving the right to increase frequency (e.g., quarterly or monthly) at the same rate.

General Bidder Requirements

- Minimum three (3) years of experience servicing listed equipment.
- Proper licensure per federal, state, or local regulations (proof required).
- Provide three references for similar-sized contracts with satisfactory performance, upon request.

Service Requirements

- Bidder must have at least one full-time employee available during business hours to receive and dispatch service calls.
- Live phone or paging system must be in place for after-hours calls (no voicemail-only systems).
- Bidder must have all necessary materials, tools, and equipment to test, maintain, repair, and modify systems at all times.

Preventative Maintenance Specifications

Minor Service Includes:

- Cooling system leak inspection
- Belt adjustment and replacement (parts extra)
- Battery service (test & clean)
- Lubrication of engine components
- Air filter cleaning (replacement extra)
- Hose inspection and system check
- Block heater inspection
- Fuel system (LPG/NG) pressure check
- Generator test run and performance checks
- Automatic transfer switch (ATS) visual inspection and testing
- Written service report after each inspection

Major Service Includes:

- Oil and fuel filter change



REQUEST FOR QUOTATION (RFQ)

Department: Facilities
Requisition No.: 203607137

- Water filter replacement and coolant level correction
- Belt adjustments/replacement (parts extra)
- Battery service and charger check
- Lubrication of engine components
- Air filter cleaning (replacement extra)
- Tune-up for gas units (parts/labor additional)
- Valve and injector adjustment on diesel engines (parts extra)
- Hose system check
- Block heater and gas regulator check
- Generator test run (under load when possible)
- Full ATS inspection and testing
- Written service report after each inspection

Acknowledgement of Specifications:

Please initial here _____ to indicate your understanding and acceptance of the above specifications.

Preventive Maintenance Scheduling and Generator Additions

- Tennessee Tech reserves the right to determine whether or not to schedule preventive maintenance (major and minor services) based on current funding and budget constraints.
- The Contractor shall not schedule any preventive maintenance services without prior approval from Tennessee Tech's designated representative.
- Corrective maintenance and repairs will be scheduled as needed by Tennessee Tech to maintain generator operation.

Generator Replacements or Additions

- In the event that a generator is replaced during the term of this contract, Tennessee Tech reserves the right to request new pricing for preventive maintenance (major and minor) for the replacement unit after the expiration of any applicable warranty.
- If a new generator is purchased or added at a new site or location not listed in the current contract, Tennessee Tech may also request pricing for preventive maintenance (major and minor) for that unit following the expiration of any applicable warranty.
- All new pricing, upon approval by Tennessee Tech, may be incorporated into this contract and should follow the existing pricing structure for similar generator models, if applicable.

Reporting Requirements

- Tennessee Tech's Electrical Supervisor, Director of Maintenance, or Facilities AVP must approve all work.



REQUEST FOR QUOTATION (RFQ)

Department: Facilities
Requisition No.: 203607137

Bid Requirements

Bidders must submit:

- Minor and major preventive maintenance pricing per occurrence for each generator (see attached spreadsheet).
- Hourly labor rates for corrective maintenance (standard and emergency).
- Travel charges for corrective maintenance.
- Pricing structure for parts (markup or discount).

On-Site Inspection (Pre-Bid Meeting)

An onsite pre-bid meeting has been scheduled for:

Date: August 6, 2025

Time: 10:00 am

Location: 220 West 10th Street, Cookeville, TN 38505

This meeting is not mandatory, but it is highly recommended. Prospective bidders will have the opportunity to survey the job site, review generator locations, and ask questions regarding the scope of work and specifications.

Evaluation of Bids

Any contract issued as a result of this process shall be awarded to the lowest responsible, responsive bidder based on the combined total cost of one (1) year of major and minor preventive maintenance.

In the event of a tie bid, the following additional costs will be used to determine the successful bidder:

- Hourly labor rates (regular and premium time)
- Round trip service charges
- Parts markups or discounts

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.

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REQUEST FOR QUOTATION (RFQ)

Department: Facilities
Requisition No.: 203607137

Rental Reimbursement

Rental charges on necessary machinery and equipment, not customarily provided by contractors shall be considered reimbursable costs under this contract. Cost is defined as the invoiced amount from rental agency. No markup is permitted on rental equipment. Tennessee Tech must provide written pre-approval for any rental equipment prior to use in order for reimbursement to be considered. Rental charges will not be reimbursed for tools or equipment owned by Contractor or for any tools or equipment that are commonly owned/provided by licensed contractors performing similar work. Contractor invoices requesting rental reimbursement must include the following: 1) a copy of the rental invoice showing payment amount and dates of use; 2) a copy of Tennessee Tech's written pre-approval for the rental. Note: Reimbursement will not be made from quotes or estimates and will only be issued after satisfactory completion of the work for which the rental equipment was used.

Travel Compensation

The bid service 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 when the Contractor signs in at the job site. Travel time to and from the job site is not billable and is considered the Contractors responsibility, unless otherwise specified in this RFQ. **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 shall contact the designated Tennessee Tech Point of Contact (POC) each day to report on:

Work status

Staffing levels

Any work to be performed outside of regular business hours must be coordinated in advance with the TTU POC. Failure to check in or coordinate after-hours work may result in delayed access to facilities or non-payment for unauthorized work.

Invoicing

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

1. Dates of service with breakdown of equipment serviced.
2. Detailed description of all labor services provided and break down of labor hours billed.
3. Building name, room numbers, and name of Tennessee Tech personnel who requested work.



REQUEST FOR QUOTATION (RFQ)

Department: Facilities
Requisition No.: 203607137

4. Contract Number. Contract Number will be assigned to you by Purchasing upon award of Contract. Tennessee Tech will work with Contractor to ensure that the exact format and information solicited above is provided correctly by the Contractor.

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.

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 an 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.



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Requisition No.: 203607137

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.