



REQUEST FOR QUOTATION (RFQ)

Department: Facilities
Requisition No.: 184856871

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: April 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 May 1, 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.

Please bid to provide Tennessee Tech University with parts, material and labor needed for repair, replacement and upgrade of controllers compatible with its existing Schneider Electric (formerly Andover Controls) EcoStruxure energy management system on an undetermined quantity basis, for a Contract period from date of final signature through five (5) years thereafter.

Bidder shall include with the response, documentation that the Bidder is an authorized service agency for Schneider Electric EcoStruxure Controls. Failure to provide this information is grounds for rejection of bid.

All Bidders are to include a copy of the current manufacturer's price list as a part of their bid proposal. An electronic copy on a USB flash drive is requested.

All shipping / handling charges are to be included to make delivery on all items F.O.B. Cookeville, TN 38505.

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.



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Tennessee Tech plans to expand the existing system as funds are available and other building controllers require upgrades or replacement. Controllers shall use the same Ethernet protocol as the existing EcoStruxure system. Legacy Andover "Continuum Infinet II" controllers shall be upgraded on an as-needed basis into the EcoStruxure system. **INTERFACE DEVICES AND MULTI-PLEXERS ARE NOT ACCEPTABLE.**

All Bidders shall hold a valid Electrical Contractor's license issued by the State of Tennessee. Pursuant to Tennessee Code Annotated (T.C.A.) §62-6-119, Bidder must be properly licensed at the time of the bid and must provide evidence of compliance with the applicable provisions of T.C.A. §62-6-101 et seq. before bid may be considered.

Contractor's License Number: _____

Classification: _____

Expiration Date of License: _____

Contractor's name, license number, expiration date thereof, and license classification **must be written on the outside of the bid envelope**. Failure of any Bidder to furnish the required information shall void such bid and will be rejected without consideration.

Please provide a price for the following:

A. Labor

Control Technician	\$ _____ per hour
Helper	\$ _____ per hour
Database / Software Support	\$ _____ per hour

Standard service hours will be Monday through Friday between the hours of 7:00 am and 4:30 pm Central time. In emergency situations the Contractor shall respond on-campus within two (2) hours after notification by Tennessee Tech personnel.

B. Parts & Software

A discount multiplier shall be used with the Schneider Electric list price for each item as published on the latest manufacturer's price schedules. Vendor shall submit revised price lists when they are published by the manufacturer.

Discount Multiplier: _____



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C. Materials

Materials furnished by the Contractor (other than Schneider Electric-Andover parts as priced above) shall be at cost plus. Cost is defined as Contractor's purchase price before tax. **NOTICE: The markup will only be applied to the pre-tax amount of the parts. Tax reimbursement will only be for the amount of tax charged, with NO markup. 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.**

Material Markup Percentage: _____

Bid Evaluation

The bids will be evaluated based on award of points according to the following process. The total point value of the bid is 100 points, which are divided as follows:

- Section 1 – Labor 25 points
- Section 2 – Parts & Software 60 points
- Section 3 – Materials 15 points

1. The labor rates in Section 1 will first be weighted and totaled as follows: Total Rate = (60% x Control Technician Rate) + (30% x Helper rate) + (10% x Software Support rate). Then, the bidder with the lowest total labor rate will receive 25 points, with the remaining bidders receiving a pro rata number of points using the following formula:

$$\frac{\text{(Lowest Bid Total Labor Rate/}}{\text{Total Labor Rate being evaluated)}} \times 25 = \text{number of points for Section 1}$$

2. The bid for the highest discount multiplier from MSRP in Section 2 will receive 60 points, with the remaining bidders receiving a pro rata number of points using the following formula:

$$\frac{\text{(Discount Multiplier of Bid being evaluated/}}{\text{Highest Discount Multiplier Bid)}} \times 60 = \text{number of points for Section 2}$$

3. The bid for the lowest percentage markup over Contractor's cost in Section 3 will receive 15 points, with the remaining bidders receiving a pro rata number of points using the following formula:

$$\frac{\text{(Lowest Markup Percentage Bid/}}{\text{Markup Percentage of bid being evaluated)}} \times 15 = \text{number of points for Section 3}$$

4. The points will be totaled for each Bidder and the Bidder with the highest points total is the apparent successful Bidder.



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Warranty

Minimum warranty for Schneider controllers and components shall be eighteen (18) months from shipment or twelve (12) months from date of startup, whichever occurs first. Warranty shall be one (1) year for all parts and labor. Bidder to state additional warranty terms, if any: _____

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.

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 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.

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. List of parts used, with individual prices.
4. Name of University personnel who requested work.
5. Contract Number. Contract Number will be assigned to you by Purchasing upon award.

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.



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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 adequate general commercial 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

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