



REQUEST FOR QUOTATION (RFQ)

Department: Facilities
Requisition No.: 206046963

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: September 9, 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 October 8, 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. Indicate any cash/time discounts offered: _____
2. 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.
3. Bid may be electronically signed and electronically submitted to RFQ Coordinator above.

THIS IS NOT AN ORDER

REQUEST FOR QUOTATION

Tennessee Technological University requests bids for Landscaping 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 the first one (1) year of the Contract. Thereafter, the Contractor may request a price increase, provided such increase can be substantiated in writing. Tennessee Tech may, at its sole discretion, accept the requested price increase or choose to rebid the Contract.

The purpose of this Request for Quotation is to establish a Contractor to provide landscaping services and equipment on both non-emergency and emergency hourly rates (to be submitted on Attachment A). Services will be used campus-wide to restore turf and landscaping to preexisting conditions following maintenance, projects, or contractor activities. **The emergency hourly rate will apply only to irrigation repairs and storm damage, and the Contractor must respond within twenty-four (24) hours of notification.**

The Contractor must have a minimum of ten (10) years of experience in irrigation, landscaping, and lawn care.

All materials will be provided by Tennessee Tech. This includes rock, mulch, grass seed, potting soil and plants. Transporting materials from housed location to job site is the responsibility of the Contractor.

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



REQUEST FOR QUOTATION (RFQ)

Department: Facilities
Requisition No.: 206046963

Evaluation and Award

Award will be made to the responsive and responsible Bidder submitting the lowest overall hourly labor rate(s) as listed on Attachment A. The Skilled Labor and Unskilled Labor hourly rates will be the primary basis for evaluation. Equipment rates will be reviewed for reasonableness but will not be used for determining the award.

Example: Please note that 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 Unskilled 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 Rate.

The Bidder with the lowest hourly labor rate(s) will be deemed the winner of this solicitation, provided all other requirements of the RFQ are met. In the event of identical low bids, the award will be made to the Bidder with the lower emergency hourly labor rate.

On-Site Point of Contact

The on-site point of contact (POC) for this Contract is Scott McCrary. The contractor must contact POC each day to discuss materials, work status and staffing levels. Additionally, coordinate with TTU POC in advance when performing any work to be before/outside of regular business hours.

Scope of Work: (including but not limited to)

Landscaping

- Trimming
- Pruning
- Tree Planting / Removal / Trimming (Up to 15 Feet High) / Limb Removal
- Plant / Shrub Installation
- Mulch Installation
- Landscape Rock Installation

Turf

- Mowing
- Weedeating
- Edging
- Seeding



REQUEST FOR QUOTATION (RFQ)

Department: Facilities
Requisition No.: 206046963

- Rolled Sod Installation

Soil

- Leveling
- Rock / Debris Removal
- Dirt Installation (Will require a one-time follow up 4 to 6 weeks later to assure there is no sinking)
- Top Dressing Installation

Other

- Irrigation Maintenance / Repair
- Water Feature Maintenance / Repair
- Emergency Services: limited to irrigation repairs and storm damage; Contractor must respond within twenty-four (24) hours of notification.

*All irrigation and water feature materials will be provided by Tennessee Tech.

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 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:** For work performed at the Craft Center (off Hwy 56 at Hurricane Bridge near Smithville, TN), Oakley Farm near Livingston, TN or the CRC Building (Crossville, TN) the University 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 these job sites.

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.



REQUEST FOR QUOTATION (RFQ)

Department: Facilities
Requisition No.: 206046963

3. Building name / Area work was performed and name of University Personnel who requested work.
4. Contract Number. Contract Number will be assigned to you by Purchasing upon award. This number will need to be on all invoices submitted.

Tennessee Tech will work with Contractor to ensure that the exact format and information solicited above is provided correctly by the Contractor.

Rental Reimbursement

Rental charges on necessary machinery and equipment, not listed in contract or customarily provided by contractors, shall be a reimbursable cost. Cost is defined as the invoiced amount from rental agency; no markups are authorized for rental equipment. Tennessee Tech's reimbursement to Contractor for rental equipment is contingent upon 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. Any Contractor invoices requesting reimbursement must be accompanied by all the following: 1) rental invoice showing payment amount and dates of use; and 2) Tennessee Tech's written pre-approval. 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.

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

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



REQUEST FOR QUOTATION (RFQ)

Department: Facilities
Requisition No.: 206046963

Successful Bidder agrees to maintain 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.

All responses to this RFQ are subject to Tennessee Tech's [RFQ Standard Terms and Conditions](#), which shall be incorporated into any Contract 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.