



REQUEST FOR QUOTATION (RFQ)

Department: Facilities
Requisition No.: 198515488

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: March 6, 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 April 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 is requesting bids for HVAC Duct and Air Handler Unit cleaning services at the Tennessee Tech Volpe Library.

Services include:

- Isolating the area of building being cleaned and block every register while cleaning ducts.
- Clean each register.
- Clean inside of air handler unit.
- Clean all debris from floors, cabinets, walls, desks etc.
- 48 hours after duct cleaning is complete and returning duct system to service, inspect occupied space to see if additional cleaning is needed.
- Photos or camera footage of duct work before and after cleaning for a sampling of duct work.

Contractor Requirements:

- Contractor must have a minimum of an OSHA two-person crew, plus a supervisor.
- Crew should have HVAC duct cleaning training with a negative pressure whip system.
- Company shall be licensed and insured.
- Company shall provide all equipment needed to complete job.
- Company is responsible for disposal of all materials associated with the job.



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Tennessee Tech Facilities representative will be on site for final inspection with contractor once job is completed. An onsite pre-bid meeting has been scheduled for April 2, 2025 at 10:00 am at 220 West 10th Street, Cookeville, TN 38505, for all interested prospective bidders. During the site visit bidders will be able to survey the job site and ask questions. This meeting is not mandatory to bid, but is highly recommended.

Please bid full project price/this bid must include all labor and materials.

\$ _____ Total Cost

RFQ Communications

Interested parties must direct all communication regarding this RFQ to the email of the RFQ Coordinator, Tina Girdley, Tennessee Tech's only official point of contact. Unauthorized contact regarding this RFQ with Tennessee Tech employees or officials other than the RFQ Coordinator named above may result in disqualification from this procurement process.

Travel Compensation

The bid rate 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.

Contractor Check In

Contractor must contact designated TTU Point of Contact (POC) each day to discuss work status and staffing levels. Additionally, coordinate with TTU POC in advance when performing any work to be before/outside of regular business hours.

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



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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.