



**REQUEST FOR QUOTATION (RFQ)**

Department: Facilities  
Requisition No.: 197718476

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: February 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 March 25, 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 is requesting bids for Luxury Portable Restrooms and Showers for a Contract period from July 1, 2025, through June 30, 2026.

Prices submitted by the Contractor are to remain firm for the Contract period.

The purpose of this Request for Quotation is to establish a Contractor to provide two (2) luxury portable 8-stall restrooms and one (1) luxury portable 8-stall shower. Tennessee Tech prefers the portables remain on campus but can be picked up between games if needed. The portables will need to be delivered, set up, and ready to use three (3) days before game day.

**Game Dates:**

August 30, 2025	October 4, 2025
September 6, 2025	October 25, 2025
September 13, 2025	November 1, 2025
September 20, 2025	November 22, 2025



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### **Pricing**

Please bid on the following.

Bid prices are to include all necessary transport, delivery, set up, and removal for all portables.

Luxury Portable 8-Stall Restrooms (must have 2 available).

\$ \_\_\_\_\_ / EACH

Luxury Portable 8-Stall Showers

\$ \_\_\_\_\_ / EACH

Tennessee Tech reserves the right to award based on low total or low bid by item

### **RFQ Communications**

Interested parties must direct all communication regarding this RFQ to the RFQ Coordinator's, 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.

### **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.



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### **Insurance**

Successful Bidder agrees to maintain a 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.

***BIDDER IS TO COMPLETE INFORMATION AND SIGN BID BELOW***

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Bidding Entity's Name

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Name of Contact Person (Printed)

Title

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Address

City, State, Zip

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Phone / Fax / Email

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Authorized Signature of Bidder

Date

*Tennessee Tech University is an EEO/AA/Title IX/Section 504/ADA employer.*