



REQUEST FOR QUOTATION (RFQ)

Department: Facilities
Requisition No.: 190501020

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: August 15, 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 October 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.

THIS IS NOT AN ORDER

REQUEST FOR QUOTATION

Tennessee Technological University requests written quotations from a qualified company interested in purchasing scrap metal for recycling. The term of this Contract period is from date of final signature through ten (10) years thereafter.

SCOPE OF SERVICES

1. Contractor shall buy scrap metal from Tennessee Tech. Contractor shall provide hauling services as part of the agreement and shall also receive scrap metal as delivered by Tennessee Tech.
2. Hauling shall be done on an “as requested” basis. Hauls by the Contractor shall be scheduled Monday through Friday between 7:00 am and 3:00 pm. Container shall be picked up, taken directly to Contractor’s business location, emptied, and empty container returned to Tennessee Tech (note: container owned by Tennessee Tech).
3. Contractor shall furnish a tonnage receipt for every haul, whether hauled by Tennessee Tech or Contractor. The following information must be provided on each receipt:
Description of material/classification of metal(s)
-Gross tonnage



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- Tare tonnage
- Net tonnage
- Date material hauled and received at facility
- Truck driver's name and signature

4. Contractor shall pay Tennessee Tech, at a minimum, once a month (every 30 days) for all scrap metal received by Contractor from Tennessee Tech for that month. Payments shall be due no later than the 20th day after the close of each month. Payments shall be remitted to the TTU Business Office, Box 5037, Cookeville, TN 38505. All payments should reference the contract number that will be assigned.

5. Contractor shall operate in compliance with OSHA and DOT regulations.

6. Contractor shall possess and keep in force all licenses, business permits and other permits required to perform the services of this agreement.

7. If requested, Contractor shall provide summary reports detailing transactions for a specified time period.

BID INSTRUCTIONS

- Bidder to submit bid on attached Cost Sheet.
- Bidder shall specify how metals are sorted and the classification(s) for which pricing will be based.
- Tennessee Tech shall receive current market prices for each classification.
- If Bidder does not intend to bid on one or more categories, please put "no bid" as your bid on those items.

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.

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



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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 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.

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.