



REQUEST FOR QUOTATION

TENNESSEE TECHNOLOGICAL UNIVERSITY

Purchasing Office

1 William L. Jones Dr.

PO Box 5144

Cookeville, TN 38505

RFQ Title: Temporary Mobile Commercial Kitchen – East Stadium

Issue Date: May 18, 2026

RFQ Due Date & Time: June 8, 2026, at 3:00pm Central Time

RFQ Coordinator: Janice Scarlett

Email: jscarlett@tnitech.edu

Phone: (931) 372-3464

Fax: (931-372-3727

Bid is subject to the RFQ – Standard Terms and Conditions at

https://www.tnitech.edu/purchasing/pdf/RFQ_Std_Terms_and_Conditions_rev_6-26-24.pdf. By submitting a bid, bidder certifies its agreement to these terms and conditions.

Special Bid Instructions:

1. Bidders not already registered as a vendor with Tennessee Tech should complete the online supplier registration: <https://www.tnitech.edu/purchasing/howto.php#>
2. Bids may be electronically signed and submitted.
3. Bids may be mailed, faxed, or electronically submitted to the RFQ Coordinator (as noted above).
4. To view a bid tabulation after intent to award, please visit this link: <https://www.tnitech.edu/purchasing/bidawards.php>. Results are listed according to fiscal year then by date of bid opening.

This is not an order. This solicitation is issued to obtain pricing for evaluation purposes. The University reserves the right to award based on lease or purchase.

1 PURPOSE

Tennessee Technological University is requesting quotations for a **temporary mobile commercial kitchen** solution to support stadium operations.

Vendors must submit pricing for:

- Lease/Rental Option
- Purchase Option

The University will determine the final procurement method after evaluation of all responses.

2 SCOPE OF WORK

Vendor shall provide a **fully functional mobile kitchen unit (trailer-based or modular)** including delivery, installation, and operational readiness.

Required Equipment & Components

- Single-door dish machine
- 3-compartment sink
- Mop sink
- Prep/produce table with sink
- Double fryer
- 36" char grill
- 36" flat top
- 30-gallon tilt skillet
- Double stack oven
- Double stack combi oven
- Walk-in cooler/freezer (8' x 20') – Qty: 3
- Dry storage unit (8' x 20') – Qty: 1
- Mobile trailer or modular structure to house all equipment

3 TERM

- **Start Date:** August 1, 2026
- **Estimated End Date:** July 31, 2029
- **Contract Structure:** For lease/rental - Year-to-year term with up to 4 renewals

4 SERVICE REQUIREMENTS

For lease/rental proposals, vendor must include:

- Delivery and setup
- Preventative maintenance and repairs
- Equipment replacement (if needed)
- Removal at end of term

For purchase proposals, vendor must include:

- Delivery and installation
- Warranty details
- Optional service agreements

5 PRICING FORMAT (REQUIRED)

Vendors must complete ALL applicable sections below.

A. Lease/Rental Pricing

Description	Cost
Monthly Lease Price	\$
Annual Lease Price	\$
Delivery & Setup	\$
Maintenance (included or separate)	
Removal Cost	\$

B. Purchase Pricing

Description	Cost
Total Purchase Price	\$
Delivery & Installation	\$
Warranty Included (Yes/No)	
Extended Warranty (optional)	\$
Removal Cost	\$

C. Additional Costs

- Utilities requirements/specifications
- Site preparation requirements
- Any additional fees not listed above

6 TECHNICAL RESPONSE REQUIREMENTS

Vendors must include:

- Description and layout of proposed mobile/temporary kitchen
- Equipment specifications and manufacturer details
- Compliance with health and safety codes
- Utility requirements (power, water, sewer, gas)
- Lead time for delivery and installation
- Photos or renderings (if available)

7 EVALUATION CRITERIA

Award may be based on:

- Total cost (lease vs. purchase lifecycle)
- Compliance with specifications
- Installation timeline
- Maintenance and support capabilities

The University reserves the right to select the most advantageous option, including lease or purchase.

8 TERMS & CONDITIONS

- This RFQ is subject to the attached Tennessee Tech RFQ – Standard Terms and Conditions. By submitting a bid, bidder certifies its agreement to these terms and conditions.
- The University reserves the right to reject any or all responses.
- Equivalent solutions will be considered.

9 VENDOR INFORMATION & SIGNATURE

Vendor Name: _____

Contact Name: _____

Email: _____

Phone: _____

Authorized Signature: _____

Date: _____

Name & Title of Signatory (printed): _____

Tennessee Technological University is an EEO/AA/Title IX/Section 504/ADA employer