



TENNESSEE TECH UNIVERSITY

Request for Quotations

Tree Services

Quotation Due	August 26, 2025
Date/Time:	3:00 p.m. CDT

Electronic copies of this Request for Bid available by contacting Tina Girdley at tgirdley@tnitech.edu

1 INTRODUCTION

1.1 Background

Tennessee Tech University is a four-year comprehensive university located in Cookeville, Tennessee. Tennessee Tech is the state's only technological university and currently enrolls more than 10,000 students. Tennessee Tech offers more than 40 bachelor's and 20 graduate degree programs and 120 concentrations through its various academic divisions – the College of Agriculture and Human Ecology, College of Arts and Sciences, College of Business, College of Education, College of Engineering, College of Fine Arts, College of Graduate Studies, Whitson-Hester School of Nursing, and the College of Interdisciplinary Studies. Tennessee Tech also offers the PhD in education, engineering, and environmental science and maintains three Centers of Excellence, including the Center for Energy Systems Research, the Center for Manufacturing Research and the Center for the Management, Utilization and Protection of Water Resources. The Appalachian Center for Craft, a university satellite campus and an academic program offered through the College of Education, is a nationally accredited School of Art, Craft and Design, offering a Bachelor of Fine Arts degree with concentrations in clay, fibers, glass, metals and woods. Tennessee Tech has consistently achieved high rankings for academic excellence and affordability.

1.2 Statement of Purpose

Tennessee Tech intends to secure a contract for Tree Services. These services will be used on an as-needed basis and for various projects as the need arises, over the life of the contract.

Tennessee Tech has issued this Request for Quotation (RFQ) to define Tennessee Tech's minimum service requirements; solicit Bids; detail Bid requirements; and, outline Tennessee Tech's process for evaluating Bids and selecting the contractor.

Through this RFQ, Tennessee Tech seeks to buy the best services at the most favorable, competitive prices and to give ALL qualified businesses, including those that are small, minority, or women-owned an opportunity to do business with Tennessee Tech as contractors and subcontractors. Vendors must complete the Contractor Requirements Form (See Attachment A for form and classification definitions).

1.3 Nondiscrimination

No person shall be excluded from participation in, be denied benefits of, be discriminated against in the admission or access to, or be discriminated against in treatment or employment in the University's contracted programs or activities on the grounds of disability, age, race, color, religion, sex, veteran status, national origin, or any other classification protected by federal or Tennessee State Constitutional or statutory law; nor shall they be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination in the performance of contracts with Tennessee Tech or in the employment practices of Tennessee Tech's contractors. Accordingly, all vendors entering into contracts with Tennessee Tech shall, upon request, be required to show proof of such nondiscrimination and to post in conspicuous places, available to all employees and applicants, notices of nondiscrimination.

Tennessee Tech has designated the following to coordinate compliance with the nondiscrimination requirements of the State of Tennessee, Title VI of the Civil Rights Act of 1964, the Americans with Disabilities Act of 1990, and applicable federal regulations:

Greg Holt
Compliance Officer
gholt@tntech.edu
Phone: 931-372-6062

1.4 Assistance to Bidders with a Disability

A Bidder with a disability may receive accommodation regarding the means of communicating this RFQ and participating in this RFQ process. A Bidder with a disability should contact the RFQ Coordinator to request reasonable accommodation no later than the Disability Accommodation Request Deadline in the RFQ Section 2, Schedule of Events.

1.5 RFQ Communications

1.5.1 Unauthorized contact regarding this RFQ with employees or officials of Tennessee Tech other than the RFQ Coordinator named below may result in disqualification from this procurement process.

Interested Parties must direct all communications regarding this RFQ to the following RFQ Coordinator, who is Tennessee Tech's only official point of contact for this RFQ.

Tina Girdley, Buyer, Purchasing &
Contracts Tennessee Tech University
1 William L. Jones Drive, Suite 301
P.O. Box 5144
Cookeville, TN 38505
Phone: 931-372-6350
Fax: 931-372-3727
Email: tgirdley@tntech.edu

1.5.2 Tennessee Tech has assigned the following RFQ name that must be referenced in all communications regarding the RFQ:

RFQ – Tree Services

1.5.3 Any oral communications shall be considered unofficial and non-binding with regard to this RFQ.

1.5.4 Each Bidder shall assume the risk of the method of dispatching any communication or bid to Tennessee Tech. Tennessee Tech assumes no responsibility for delays or delivery failures resulting from the method of dispatch. Actual or electronic "postmarking" of a communication or bid to Tennessee Tech by a deadline date shall not substitute for actual receipt of a communication or bid by Tennessee Tech.

1.5.5 The RFQ Coordinator must receive all written comments, including questions and requests for clarification, no later than the Written Comments Deadline in the RFQ Section 2, Schedule of Events.

1.5.6 Tennessee Tech reserves the right to determine, at its sole discretion, the appropriate and adequate responses to written comments, questions, and requests for clarification. Tennessee Tech's official responses and other official communications pursuant to this RFQ shall constitute an amendment of this RFQ.

1.5.7 Tennessee Tech will convey all official responses and communications pursuant to this RFQ via internet posting at: <https://www.tntech.edu/purchasing/bidopportunities.php>. It is the Bidder's responsibility to monitor this website for additional information regarding the RFQ and to submit a response with the most current information issued by Tennessee Tech.

1.5.8 Any data or factual information provided by Tennessee Tech, in this RFQ or an official response or communication, shall be deemed for informational purposes only, and if a Bidder relies on such data or factual information, the Bidder should either: (1) independently verify the information; or, (2) obtain Tennessee Tech's written consent to rely thereon.

1.6 Bid Deadline

Bids must be submitted no later than the Bid Deadline time and date detailed in the RFQ Section 2, Schedule of Events. A Bid must respond to the written RFQ and any RFQ exhibits, attachments, or amendments. A late Bid shall not be accepted, and a Bidder's failure to submit a Bid before the deadline shall cause the Bid to be disqualified. It is the responsibility of the Bidder to ascertain any additional requirements with respect to packaging and delivery to Tennessee Tech. Bidders should be mindful of any potential delays whether foreseeable or unforeseeable.

1.7 Written Questions/Answer Period

A question-and-answer period deadline is in the RFQ Section 2, Schedule of Events. The purpose of the written question/answer period is to allow Bidders to submit any questions they may have in regard to the scope of services requested. To ensure accurate, consistent responses to all known potential Bidders, the official response to questions will be issued by Tennessee Tech as described in RFQ Section 1.6 above and on the date in the RFQ Section 2, Schedule of Events.

2 RFQ SCHEDULE OF EVENTS

The following Schedule of Events represents Tennessee Tech's best estimate of the schedule that will be followed. Unless otherwise specified, the time of day for the following events will be between 8:00 a.m. and 4:30 p.m., CST.

RFQ SCHEDULE OF EVENTS		
NOTICE: Tennessee Tech reserves the right, at its sole discretion, to adjust this schedule as it deems necessary. Tennessee Tech will communicate any adjustment to the Schedule of Events to the potential Bidders.		
EVENT	TIME	DATE (<u>all</u> dates are Tennessee Tech business days)
1. Tennessee Tech Issues RFQ		7/21/2025
2. Disability Accommodation Request Deadline		8/4/2025
3. Written Question Period Deadline	12:00 noon	8/4/2025
4. Tennessee Tech Responds to all Questions		8/11/2025
5. Bid Deadline and Opening	3:00 p.m.	8/26/2025
6. Tennessee Tech Completes Bid Evaluations		8/29/2025
7. Award of Contract		9/2/2025
8. Contract Effective Date		9/9/2025

3 BID REQUIREMENTS

Each Bidder must submit a bid in response to this RFQ with the most favorable terms that the Bidder can offer. Tennessee Tech reserves the right to further clarify and request amended bids and/or to negotiate with the best evaluated Bidder subsequent to award recommendation but prior to contract execution if deemed necessary by Tennessee Tech.

Any amendment or negotiation shall be within the scope of the original procurement. Tennessee Tech may initiate negotiations which serve to alter the bid/Quotation in a way favorable to Tennessee Tech. For example, prices may be reduced, time requirements may be revised, etc. In no event shall negotiations increase the cost or amend the bid such that the apparent successful Bidder no longer offers the best bid.

- 3.1** Tennessee Tech must receive all Bids in response to this RFQ, at the following address, no later than the Bid Deadline time and date in the RFQ Section 2, Schedule of Events. Late Bids will not be considered and will remain unopened and filed in the RFQ file.

Purchasing and Contracts
Tennessee Tech University
1 William L Jones Drive, Suite 301
Cookeville, TN 38505

3.2 A Bid must be typewritten or hand-written in ink. A Bidder may not deliver a Bid orally or solely by means of electronic transmission.

3.3 Each Bid should be concisely prepared, with emphasis on completeness and clarity of content. A Bid, as well as any reference material presented, must be written in English and must be written on standard 8 1/2" x 11" paper (although foldouts containing charts, spreadsheets, and oversize exhibits are permissible). All Bid pages must be numbered.

4 GENERAL REQUIREMENTS & CONTRACTING INFORMATION

4.1 Bidder Required Review and Waiver of Objections

Each Bidder must carefully review this RFQ and all attachments for defects, objections, or any other matter requiring clarification or correction (collectively called "comments"). All such Comments must be made in writing and received by Tennessee Tech no later than the Written Comments Deadline in the RFQ Section 2, Schedule of Events. This will allow issuance of any necessary amendments and help prevent the necessity of cancelling the RFQ.

4.2 RFQ Amendment and Cancellation

Tennessee Tech reserves the unilateral right to amend this RFQ in writing at any time. If an RFQ amendment is issued, Tennessee Tech will communicate such amendment via internet posting at: <https://www.tntech.edu/purchasing/bidopportunities.php>. Each Bid must respond to the final written RFQ and any exhibits, attachments, and amendments.

Tennessee Tech reserves the right, at its sole discretion, to cancel and reissue this RFQ or to cancel this RFQ in its entirety in accordance with applicable laws and regulations.

4.3 Bid Prohibitions and Right of Rejection

4.3.1 Tennessee Tech reserves the right, at its sole discretion, to reject any and all Bids in accordance with applicable laws and regulations.

4.3.2 Each Bid must comply with all of the terms of this RFQ and all applicable state laws and regulations. Tennessee Tech may reject any Bid that does not comply with all of the terms, conditions, and performance requirements of this RFQ. Tennessee Tech may consider any Bid that does not meet the requirements of this RFQ to be non-responsive, and Tennessee Tech may reject such a Bid.

4.3.3 A Bid of alternate services (*i.e.*, a Bid that offers services different from those requested by this RFQ) shall be considered non-responsive and rejected.

4.3.4 A Bidder may not restrict the rights of Tennessee Tech or otherwise qualify a bid. Tennessee Tech may determine such a bid to be a non-responsive counteroffer, and the bid may be rejected.

4.3.5 A Bidder shall not submit more than one bid that offers the goods and/or services requested by this RFQ. Submitting more than one bid shall result in the disqualification of the Bidder unless specifically provided for in this RFQ

4.3.6 A Bidder shall not submit multiple bids in different capacities. This prohibited action shall be defined as a Bidder submitting one bid as a prime contractor and a second Bidder

submitting a bid with the first Bidder offered as a subcontractor. This restriction does not prohibit different Bidders from offering the same subcontractor as a part of their bids, provided that the subcontractor does not also submit a bid as a prime contractor. Submitting multiple bids in different capacities may result in the disqualification of all Bidders knowingly involved.

4.3.7 Tennessee Tech shall reject a bid if the cost quotation was not arrived at independently without collusion, consultation, communication, or agreement as to any matter relating to such prices with any other Bidder. Regardless of the time of detection, Tennessee Tech shall consider any of the foregoing prohibited actions to be grounds for bid rejection or contract termination.

4.3.8 Tennessee Tech shall not consider a response from an individual who is, or within the past six (6) months has been, a State employee. For purposes of this RFQ:

4.3.8.1 An individual shall be deemed a State employee until such time as all compensation for salary, termination pay, and annual leave has been paid;

4.3.8.2 A contract with or a response from a company, corporation, or any other contracting entity in which a controlling interest is held by any State employee shall be considered to be a contract with or bid from the employee; and

4.3.8.3 A contract with or a response from a company, corporation, or any other contracting entity that employs an individual who is, or within the past six (6) months has been, a State employee shall not be considered a contract with or a bid from the employee and shall not constitute a prohibited conflict of interest.

4.3.9 Tennessee Tech reserves the right, at its sole discretion, to waive a bid's variances from full compliance with this RFQ. If Tennessee Tech waives minor variances in a Quotation, such waiver shall not modify the RFQ requirements or excuse the Bidder from full compliance with the RFQ.

4.4 Incorrect Bid Information

If Tennessee Tech determines that a Bidder has provided, for consideration in this RFQ process or subsequent contract negotiations, incorrect information that the Bidder knew or should have known was materially incorrect, that Bid shall be determined non-responsive and shall be rejected.

4.5 Iran Divestment Act

By submission of this RFQ, Bidder and each person signing on behalf of Bidder certifies, and in the case of a joint bid, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each Bidder is not on the list created pursuant to Tennessee Code Annotated § 12-12-106. For reference purposes, the list is current available online at <http://www.tn.gov/generalservices/article/Public-Information-library> .

4.6 Bid of Additional Goods and/or Services

If a Bidder offers related goods and/or services in addition to those required by and described in this RFQ, Tennessee Tech, at its sole discretion, may add the additional goods and/or services to the Contract before Contract signing. Bidders must provide a detailed description of each related product and/or service offered in addition to those specified in this RFQ to be considered for inclusion in the contract as a separate attachment. Costs associated with additional related goods and/or services must be provided on a separate attachment. Tennessee Tech will not use proposed additional goods and/or services in bid evaluation.

4.7 Assignment and Subcontracting

- 4.7.1.** The Contractor may not subcontract, transfer, or assign any portion of the Contract awarded as a result of this RFQ without Tennessee Tech's prior approval. Tennessee Tech may, at its sole discretion, refuse approval of any subcontract, transfer, or assignment.
- 4.7.2.** If a Bidder intends to use subcontractors, the Bidder must specifically identify the scope and portions of the work each subcontractor will perform.
- 4.7.3.** Unless Tennessee Tech expressly disapproves of a subcontractor named in a bid prior to Contract signing, the subcontractor is considered an approved subcontractor.
- 4.7.4.** After Contract award, a Contractor may only substitute an approved subcontractor with Tennessee Tech's prior, written approval.
- 4.7.5.** Notwithstanding any Tennessee Tech approval relating to subcontracts, the Bidder who is awarded a contract pursuant to this RFQ will be the prime contractor and will be responsible for all work under the Contract.

4.8 Right to Refuse Personnel

Tennessee Tech, at its sole discretion and notwithstanding any prior approval, reserves the right to refuse any personnel, of the prime contractor or a subcontractor providing goods and/or services. Tennessee Tech will document in writing the reason(s) for any rejection of personnel.

4.9 Insurance

- 4.9.1** During the course of the Contract, the Contractor will maintain, at its own expense, insurance in amounts, form and substance acceptable to Tennessee Tech, as determined by Tennessee Tech in its sole discretion. Insurance shall be written by an insurance company licensed to operate in the State of Tennessee. The Contractor shall be required to provide acceptable proof of insurance naming Tennessee Tech as additional insured prior to execution of Contract. The Contractor shall provide current proof of insurance to Tennessee Tech upon request. Contractor's failure to provide evidence of such insurance coverage is a material breach and grounds for termination of the Contract negotiations and/or Contract.

4.9.2 The Contractor agrees that the required insurance provided hereunder shall be primary over any insurance of Tennessee Tech and that the Contractor's interests are not covered whatsoever by Tennessee Tech. The Tennessee Claims Commission has exclusive jurisdiction over claims against Tennessee Tech.

4.9.3 The enumeration in the contract or in this document of the kinds and amounts of liability insurance shall not abridge, diminish or affect the contractor's legal responsibilities for the consequences of accidents arising out of or resulting from the services of the successful bidder under this contract.

4.10 Professional Licensure and Department of Revenue Registration

4.10.1 All persons, agencies, firms, or other entities that provide legal or financial opinions, which a Bidder provides for consideration and evaluation by Tennessee Tech as a part of its bids, shall be properly licensed to render such opinions.

4.10.2 Before the Contract is signed, the apparent successful Bidder must be registered with or exempted by the Tennessee Department of Revenue for the collection of Tennessee sales and use tax. Tennessee Tech shall not award a contract unless the Bidder provides proof of such registration or documentation from the Department of Revenue that the Contractor is exempt from this registration requirement.

4.11 Sales and Use Tax

Before the Contract resulting from this RFQ is signed, the apparent successful Bidder must be registered or exempted from registration with the Department of Revenue for the collection of Tennessee sales and use tax. The State shall not approve a contract unless the Bidder provides proof of such registration or exemption. The foregoing is a mandatory requirement of an award of a contract pursuant to this solicitation.

4.12 Bid Withdrawal

A Bidder may withdraw a submitted Bid at any time up to the Bid Deadline. After the bid submission deadline, a Bidder will be permitted to withdraw a bid only where the enforcement of the bid would impose unconscionable hardship on the Bidder. Bidder must submit a written request to the Purchasing and Contracts Office to request withdrawal of a bid after submission deadline.

4.13 Bid Errors and Amendments

At the option of Tennessee Tech, a Bidder may be bound by all Bid errors or omissions. A Bidder will not be allowed to alter or amend Bid documents after the Bid Deadline.

4.14 Bid Preparation Costs

Tennessee Tech will not pay any costs associated with the preparation, submittal, or presentation of any Bid.

4.15 Continued Validity of Bids

All Bids shall state that the offer contained therein is valid for a minimum of ninety (90) days from the date of opening. This assures that Bidders' offers are valid for a period of time sufficient for thorough consideration. Bids which do not so state will be presumed valid for ninety (90) days.

4.16 Disclosure of Bid Contents

Each Bid and all materials submitted to Tennessee Tech in response to this RFQ shall become the property of Tennessee Tech. Selection or rejection of a Bid does not affect this right. All Bid information, including detailed price and cost information, shall be held in confidence during the evaluation process. If an RFQ is re-advertised, all prior offers and/or Bids shall remain closed to inspection by the Bidders and/or public until evaluation of the responses to the re-advertisement is complete.

4.17 Contract Approval

The RFQ and the successful bidder selection processes do not obligate Tennessee Tech and do not create rights, interests, or claims of entitlement by either the Bidder with the apparent best-evaluated bid or any other Bidder. Contract award and Tennessee Tech obligations pursuant thereto shall commence only after the Contract is fully executed by the appropriate authorities.

4.18 Contract Cancellation

Either party reserves the right to cancel the contract with a ninety (90) day written notice.

4.19 Contract Term

Tennessee Tech intends to enter into a contract with an expected effective period beginning on date of final signature through five (5) years thereafter.

4.20 Contract Pricing

Prices submitted must remain firm for the first one (1) year of the Contract. After that, the Contractor may request a price increase, provided the increase reflects actual cost changes and is substantiated in writing. Tennessee Tech reserves the right to either accept the increase or rebid the contract at its sole discretion.

4.21 Contract Payments

All contract payments shall be made in accordance with the Contract's Payment Terms and Conditions. No payment shall be made until the Contract is approved as required by state laws and regulations. Under no circumstances shall Tennessee Tech be liable for payment of any type associated with the Contract or responsible for any work done by the Contractor, even work done in good faith and even if the Contractor is orally directed to proceed with the delivery of services, if it occurs before contract approval by Tennessee Tech officials as required by applicable statutes and rules of the State of Tennessee or before the Contract start date or after the Contract end date specified by the Contract. Payments to the Contractor will be made in accordance with the Tennessee Prompt Pay Act (T.C.A. Section 12-4-701 et.seq.).

4.22 Contract Monitoring

The Contractor's deliverables and services provided pursuant to this Contract shall be subject to monitoring and evaluation by Tennessee Tech, by a duly appointed representative(s). The Contractor shall submit brief, periodic, progress reports to Tennessee Tech as requested.

4.23 Severability

If any provision of this RFQ is declared invalid, the surviving provisions will remain enforceable.

4.24 Next Ranked Bidder

Tennessee Tech reserves the right to initiate negotiations with the next ranked Bidder should Tennessee Tech cease doing business with any Bidder selected via this RFQ process.

4.25 Vendor Registration

Bidders should complete Tennessee Tech's vendor registration process. When applicable, Tennessee Tech shall work with Bidders and the Governor's Office of Diversity Business Enterprise (Go-DBE) for Bidders to obtain official state certification. Although registration with Tennessee Tech is not required to make a bid, a resulting contract from this RFQ process cannot be finalized without the successful bidder being a registered vendor.

Refer to the following Internet URL to begin the registration process:

<https://solutions.scquest.com/apps/Router/SupplierLogin?CustOrg=TBRCentralOffice&tmstmp=1466527285763>

4.26 Policy and Guideline Compliance

This bid request and any award made hereunder are subject to Tennessee Tech's policies at <https://www.tntech.edu/purchasing/>.

5 CONTRACT AWARD PROCESS

5.1 The RFQ Coordinator will forward the results of the bid evaluation to the appropriate Tennessee Tech official, who will review the evaluation and all relevant information before making a contract award determination.

5.2 Tennessee Tech will make the RFQ files available for public inspection as outlined in the RFQ Section 2, Schedule of Events.

5.3 The Bidder with the apparent best evaluated bid must agree to and sign a contract with Tennessee Tech.

However, Tennessee Tech reserves the right, at its sole discretion, to add terms and conditions or to revise Contract requirements in the University's best interests subsequent to this RFQ process. No such terms and conditions or revision of contract requirements shall materially affect the basis of Bid evaluations or negatively impact the competitive nature of the RFQ process.

5.4 The apparent best-evaluated Bidder must sign and return the contract provided by Tennessee Tech. If the Bidder fails to provide the signed Contract by the deadline, Tennessee Tech may determine that the Bidder is non-responsive to the terms of this RFQ and reject the Bid.

5.5 If Tennessee Tech determines that the apparent best-evaluated bid is non-responsive and rejects it, the RFQ Coordinator will identify the next best-evaluated Bid.

6.0 SCOPE OF WORK & OTHER SPECIFICATIONS

6.1 The Contractor must provide all equipment, labor, supervision and supplies necessary to perform the types of work specified in this Request for Quotation.

- 6.2** The Contractor must be capable of performing services such as tree fertilization, pruning, felling, stump grinding, wood chipping, and other related work on an as-needed basis.
- 6.3** Tennessee Tech will coordinate jobs together as efficiently as possible to minimize setup cost. All work must be coordinated with the Facilities Grounds Manager.
- 6.4** Contractor must check in daily with the designated Tennessee Tech point of contact (POC) to discuss staffing and project status. Additionally, coordinate with TTU POC in advance when performing any work before or outside of regular business hours.
- 6.5** While work is being performed, the Contractor shall ensure that public areas are kept clean and protected from damage at all times. The Contractor will be responsible for protection of Tennessee Tech property and must repair any damage caused during the work at Contractor's expense.
- 6.6** The Contractor is expected to maintain professional and courteous conduct while working on Tennessee Tech projects. Courtesy to Tennessee Tech students and employees while Contractor is performing work on campus is an important concern to Tennessee Tech.
- 6.7** Contractor shall lawfully dispose of all trash, materials, and debris and leave work area in a clean, uncluttered condition.
- 6.8** Rental charges on necessary machinery and equipment, not customarily provided by contractors shall be considered reimbursable costs under this contract. Cost is defined as the invoiced amount from rental agency. No markup is permitted on rental equipment. Tennessee Tech must provide written pre-approval for any rental equipment prior to use in order for reimbursement to be considered. Rental charges will not be reimbursed for tools or equipment owned by Contractor or for any tools or equipment that are commonly owned/provided by licensed contractors performing similar work. Contractor invoices requesting rental reimbursement must include the following: 1) a copy of the rental invoice showing payment amount and dates of use; 2) a copy of Tennessee Tech's written pre-approval for the rental. Note: Reimbursement will not be made from quotes or estimates and will only be issued after satisfactory completion of the work for which the rental equipment was used.
- 6.9** Invoices must be separated by job and include, at a minimum:
- a.) Dates of service with breakdown of daily labor hours per worker.
 - b.) Daily equipment hours being billed.
 - c.) Location of work and the POC who requested work.
 - d.) Contract number (provided upon award).
- Tennessee Tech will work with Contractor to ensure this format and required details are correctly provided.
- 6.10** Labor charges begin when Contractor arrives on site. Travel time to and from site is not billable unless noted below. EXCEPTION: For work performed at the Craft Center (off Hwy 56 at Hurricane Bridge near Smithville, TN), Oakley Farm (near Livingston, TN) or Crossville Research Center (Crossville, TN), Tennessee Tech allows the Contractor to bill one (1) extra hour per person, per day, based on each worker's classification, to account for additional travel time.

7 BID

7.1 Complete the attached Cost Sheet (Attachment A) as directed. All listed equipment must be owned and available for use by the Contractor. Hourly equipment rates apply only to time the equipment is in active use.

7.2. Quoted rates must include all costs associated with providing the services outlines herein, including but not limited to: travel, meals, lodging, tools, overhead, and equipment – unless otherwise explicitly stated in this RFQ.

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.