



## REQUEST FOR QUOTATION (RFQ)

Department: Facilities  
Requisition No.: 206182832

Deliver Completed Bid to:  
Tennessee Tech University  
Purchasing and Contracts Office  
Derryberry Hall, Suite 301  
Box 5144, 1 William L. Jones Dr.  
Cookeville, TN 38505-0001  
[www.tntech.edu/pruchasing/](http://www.tntech.edu/pruchasing/)

Date: September 16, 2025

**RFQ Coordinator:** Tina Girdley  
Phone: 931.372.6350  
Email: [tgirdley@tntech.edu](mailto:tgirdley@tntech.edu)  
Fax: 931.372.3727

Bids must be received in the Purchasing and Contracts Office by **3:00 p.m. Central Time on October 16, 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 Tech University ("Tennessee Tech") is requesting quotes for the purchase of three (3) used utility vehicles. All vehicles must meet or exceed the minimum specification listed below.

The use of manufacturer names and/or model numbers throughout this RFQ is solely intended to establish minimum acceptable standards for quality and performance. Bidders are not limited to the brands or models mentioned. Equivalent products from other manufacturers will be accepted and evaluated based on their ability to meet or exceed the minimum specifications.

#### **Minimum Specifications Checklist:**

Please mark with an "X" to the left of specifications if your unit meets the specification. If it does not meet, leave the line blank. If it exceeds the specification, write "exceeds" and briefly indicate how in the space provided.

\_\_\_\_\_ Year – at least 2020 or newer

\_\_\_\_\_ Hours – no more than 1,750 hours



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- ☐ Brakes – Hydraulic disc, front and back
- ☐ Power Train – at least 429cc, single cylinder gasoline engine
- ☐ Frame – powder coated welded steel channel and tube
- ☐ Height – at least 50 inches
- ☐ Length – at least 119 inches
- ☐ Lights – LED headlights
- ☐ Start – pedal start
- ☐ Must have dump bed – at least 4ft long
- ☐ Fuel capacity – at least 5 gallons
- ☐ Suspension – front and back – adjustable coil
- ☐ Vehicle capacity – at least 1,180 lbs
- ☐ Towing capacity – at least 1,450 lbs
- ☐ Traction – 2wd vehicle
- ☐ Steering – rack and pinion
- ☐ Turning Radius – at least 60 inches

**Accessories to be included:**

- ☐ Canopy
- ☐ Windshield
- ☐ Rear draw bar
- ☐ Fuel gauge
- ☐ Hour meter
- ☐ Parking brake lever



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### Bid Pricing:

- Price per vehicle: \$ \_\_\_\_\_
- Extended price for three (3) vehicles: \$ \_\_\_\_\_
- Delivery time: \_\_\_\_\_ days after receipt of order

**Evaluation:** Award will be made to the responsive and responsible bidder whose quote offers the best overall value to Tennessee Tech, considering price and ability to meet or exceed specifications.

**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.

**NOTE:** Failure to provide all requested signatures, initials, references, certifications, licenses, records, documentation, or other required information – or submission of records deemed unsatisfactory at Tennessee Tech's sole discretion – may result in rejection of bid.

**Sales and Use Tax:** Before the Purchase Order/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.

**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.

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.



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

### **COMPLETE INFORMATION AND SIGN BID BELOW.**

\_\_\_\_\_  
Bidding Entity's Name

\_\_\_\_\_  
Name of Contact Person (Printed)

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone/Fax

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Email

\_\_\_\_\_  
Authorized Signature of Bidder

\_\_\_\_\_  
Date

Name & Title of Signatory (printed): \_\_\_\_\_

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