



REQUEST FOR QUOTATION (RFQ)

Department: Facilities
Requisition No.: 206826535

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: November 14, 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 January 6, 2026.**

Bid is subject to the [RFQ – Standard Terms and Conditions](#). By submitting 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 (Tennessee Tech) is seeking bids for commercial washers and dryers to service the needs of our Athletic Department for a Contract period from date of final signature through five (5) years thereafter.

Bidders are requested to provide pricing for various washer and dryer configurations. Prices should be submitted on the attached Cost Sheet. The products listed on the Cost Sheet are for evaluation purposes but are also an indication of the products Tennessee Tech may need to purchase over the life of the blanket agreement. Tennessee Tech may also request other similar products from the winning Bidder, and those prices will be quoted by winning Bidder if/when Tennessee Tech requests the products.

General Terms:

- The agreement will be for a five-year blanket purchase agreement.
- Prices must be firm for Year One, with the option for the awarded company to request price increases for subsequent years. Tennessee Tech may accept price increase or choose to rebid, at its sole discretion.



REQUEST FOR QUOTATION (RFQ)

Department: Facilities
Requisition No.: 167164213

- Tennessee Tech anticipates purchasing two (2) commercial washers and three (3) commercial dryers upon contract award; however, these quantities are estimates only and are not guaranteed.
- Tennessee Tech is not obligated to purchase a specific quantity of units, nor limited to a maximum quantity. Actual purchases will be made on an as-needed basis throughout the contract term.

Bidder Instructions:

- Complete the attached Cost Sheet by entering your pricing for each combination of washer and dryer size, power requirement, and type (gas vs electric). Include the cost of any necessary mounting bases, etc.
- Ensure that all specifications are addressed. If any specifications cannot be met, provide a written explanation.
- Bidders must be able to provide service and installation as detailed below.

Washer Specifications:

- **Sizes:**
 - Provide washers in the following capacities: 60-pound, 70-pound, and 80-pound.
 - Provide dimensions of each unit.
- **Power Requirements:**
 - Single Phase
 - Three Phase
 - Specify actual voltage for each model.
- **Water Intake:**
 - Provide the water intake requirements for each washer model.
- **Drain Specifications:**
 - Detail the required drain specification for each unit.
- **Chemical System Connections:**
 - Washers must be compatible with Tennessee Tech's existing DEMA Atlas chemical system.
- **Mounting Type:**
 - Provide pricing for soft and metal mounting options.

Dryer Specifications:

- **Sizes:**
 - Provide dryers in the following capacities: 75-pound, and 120-pound
 - Provide dimensions of each unit.
- **Power Requirements:**



REQUEST FOR QUOTATION (RFQ)

Department: Facilities
Requisition No.: 167164213

- Single Phase
- Three Phase
- **Gas vs. Electric:**
 - Provide bids for both gas and electric dryer options.
- **Ventilation Requirements:**
 - Provide details of the required ventilation system for each dryer model.
- **Mounting Type:**
 - Provide pricing for soft and metal mounting options.

Additional Requirements:

- **Stack Systems:**
 - Provide bids for stackable washer/dryer unit
 - Provide specifications for all stack systems (size, power, mounting, etc.).
- **Service:**
 - The bidder must be able to provide service for all equipment or ensure that service is available within a two-hour radius of Tennessee Tech.
- **Installation and Removal:**
 - Provide pricing for:
 - Installation of new equipment, including all necessary mounting, wiring, plumbing, and chemical system connections.

Warranty Requirements:

- **Equipment Warranty**
 - Each washer and dryer must include a minimum one (1) year warranty covering parts and labor for all defects in materials and workmanship.
- **Service Response**
 - During the warranty period, service response time shall not exceed two (2) business days from the time of notification by Tennessee Tech.
- **Replacement Parts:**
 - Replacement parts must be genuine OEM or manufacturer – approved components.

Submission Requirements:

Include the following with your bid submission:

1. Completed Attachment A - Cost Sheet with all pricing information.
2. Detailed technical specifications and compliance with the above requirements.
3. Service and installation details, including response times and available service personnel within the service area.



REQUEST FOR QUOTATION (RFQ)

Department: Facilities
Requisition No.: 167164213

4. Any applicable warranty information.

On-Site Inspection (Pre-Bid Meeting)

An onsite pre-bid meeting has been scheduled for:

Date: December 3, 2025

Time: 10:00 am

Location: 1100 McGee Blvd., Cookeville, TN 38501

Attendance is not mandatory but is highly recommended. Prospective bidders will have the opportunity to survey locations and ask questions.

RFQ Communications

All communication regarding this RFQ must be submitted by email only to the RFQ Coordinator listed above, who is Tennessee Tech's only official point of contact for this RFQ. Unauthorized contact with any other Tennessee Tech employees or officials regarding this RFQ may result in disqualification from the 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

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 adequate public liability and other appropriate forms of insurance naming both Tennessee Tech and the Tennessee Tech Foundation as additional insured and certificate



REQUEST FOR QUOTATION (RFQ)

Department: Facilities
Requisition No.: 167164213

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.

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.