



REQUEST FOR QUOTATION (RFQ)

Department: Facilities
Requisition No.: 201073729

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: July 16, 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 August 5, 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 is requesting bids to provide **Water Treatment Supplies and Services** for a contract period beginning on date of final signature through five (5) years thereafter.

Pricing

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

Purpose

The purpose of this RFQ is to establish a Contractor to provide Water Treatment Supplies and Services on an as-needed basis.

Bid

Please complete attached cost sheet (Attachment A). The following information must be included for each proposed cooling water chemical.:

- Product name
- Dosage of the chemical (e.g., 100 ppm)



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- Cost per pound of chemical
- Percent of active ingredient
- Amount of chemical required per 1,000 gallons of water treated

In addition to the required chemical pricing above, please also provide the following information (for reference only and will not be considered in the evaluation or award decision).

- Hourly rate for skilled labor
- Hourly rate for unskilled labor

Evaluation

The lowest cost Bidder will be determined based on the overall lowest annual extended cost (amount of chemical required to meet Tennessee Tech's annual needs × cost per pound).

Note: The annual amounts listed on Cost Sheet are for evaluation purposes only and do not represent a guaranteed amount nor a limit to the amount of chemical needed annually.

On-Site Inspection (Pre-Bid Meeting)

An onsite pre-bid meeting has been scheduled for:

Date: July 23, 2025

Time: 10:00 am

Location: 220 West 10th Street, Cookeville, TN 38505

This meeting is not mandatory, but it is highly recommended. Prospective bidders will have the opportunity to survey the job site, review generator locations, and ask questions regarding the scope of work and specifications.

RFQ Communications

All communication regarding this RFQ must be directed to the RFQ Coordinator, Tina Girdley. Contact with any other Tennessee Tech personnel regarding this RFQ may result in disqualification.

All bid prices must include any necessary shipping/handling fees to make delivery F.O.B. Cookeville, TN 38505.

Rental Reimbursement

Rental charges for necessary equipment not typically supplied by contractors will be reimbursed at actual rental cost (no markup).

Requirements:

- Prior written approval from Tennessee Tech is required.
- Invoices must include (1) rental invoice with dates of use and (2) Tennessee Tech's written approval.



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- No reimbursement for tools or equipment already owned by the Contractor or commonly owned/provided by a licensed contractor performing trades covered by this Contract.
- Reimbursement will not be made until the related work has been satisfactorily completed.

Travel Compensation

Hourly labor rates must include all travel-related costs (e.g., meals, lodging, tools, overhead, etc.), unless otherwise noted.

Labor charges start when the Contractor signs in at the job site. Travel time is not billable, except for the following locations:

- Craft Center (Hwy 56, near Hurricane Bridge, Smithville, TN)
- Oakley Farm (Livingston, TN)

For work at these locations, Contractor may charge one (1) extra labor hour per person per day, based on each person's labor classification.

Contractor Check In

Contractor must check in daily with the designated Tennessee Tech Point of Contact (POC) to discuss staffing and project status. Any work outside regular business hours must be coordinated in advance with the POC.

Invoicing

Invoices must be job-specific and include:

1. Dates of service with daily breakdown of labor hours per worker
2. Detailed labor description per worker
3. List of parts invoiced.
4. Location of work and name of requesting Tennessee Tech employee who requested work
5. Assigned Contract number (provided upon contract award)

Tennessee Tech will work with Contractor to ensure invoicing meets these formatting and detail expectations.

Termination for Convenience

Tennessee Tech may terminate this Contract, with or without, by providing at least thirty (30) days' written notice. Contractor will be paid for all satisfactorily completed, authorized work through the termination date. No payment will be made for work not performed.

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 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 a 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



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Phone / Fax / Email

Authorized Signature of Bidder

Date

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