



REQUEST FOR QUOTATION (RFQ)

Department: Facilities
Requisition: Air Filters for Warehouse Stock

Deliver Completed Bid to:

Tennessee Tech University
Purchasing and Contracts
POB 5144; 1 William L Jones Dr.
Derryberry Hall, Suite 301
Cookeville, TN 38505-0001
Fax: 931-372-3727

Date: March 5, 2026
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 April 7, 2026**. Bids may be mailed, faxed, or electronically submitted via email to the RFQ Coordinator, as noted above.

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. Indicate any cash/time discounts offered: _____
2. To do business with TTU register as a supplier/contractor: <https://www.tntech.edu/purchasing/howto.php>
3. Bidders who would like to become a registered Diversity Business Enterprise can visit the following link for more information: <https://www.tntech.edu/purchasing/howto.php>
4. 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.

THIS IS NOT AN ORDER

REQUEST FOR QUOTATION

Tennessee Technological University request bids for air filters, as detailed on the attached Cost Sheet, for warehouse stock. The Contract term shall be from date of final signature through five (5) years thereafter.

The use of a brand name does not restrict Bidders to that specific brand. Comparable products of other manufacturers will be considered. Specifications are intended to establish a minimum level of quality and performance but are not intended to restrict competition or to exclude products that meet or exceed the stated requirements.

Pricing

Prices submitted by Vendor shall remain firm for a period of one (1) year from the effective date of the Contract. After the initial one-year period, the Vendor may request a price increase only to the extent such increase has been experienced by the Vendor and can be substantiated in writing. Tennessee Tech reserves the right to accept or reject any requested price increase and may, at its sole discretion, rebid the Contract.



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Estimated Quantities and Ordering

The quantities listed represent estimated annual usage and do not constitute a guarantee to purchase any minimum quantity nor a limit on purchases. Items will be ordered on an "as needed" basis.

Except for full-case purchases, no minimum order requirements shall apply.

All filter sizes must be exactly as specified on the attached Cost Sheet. Industry standard sizes shall not be substituted unless specifically approved in writing by Tennessee Tech. Filters not conforming to the specified sizes will be returned at the vendor's expense, including all freight charges.

Delivery

Provide delivery time after receipt of order:

- Standard size filter: _____ days after receipt of order.
- Custom size filter: _____ days after receipt of order.

Cost Sheet

Bidders must complete and submit pricing on the attached Cost Sheet. Items listed on the Cost Sheet represent approximately seventy-five percent (75%) of estimated annual usage.

Materials - List Less Percentage

Materials and supplies not specifically listed on the Cost Sheet shall be invoiced at manufacturer's suggested retail price (MSRP) less _____% (Bidder to insert discount percentage)

The discount category represents approximately twenty-five percent (25%) of estimated annual purchases.

Evaluation

The lowest cost bidder shall be determined by the lowest overall total based on the Cost Sheet pricing.

Tennessee Tech reserves the right to award based on lowest total bid or lowest bid by individual item, whichever is determined to be in the best interest of Tennessee Tech.



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RFQ Communications

All communication regarding this RFQ must be submitted by email only to the designated RFQ Coordinator. The RFQ Coordinator is Tennessee Tech's sole official point of contact for this procurement. Unauthorized contact with any other Tennessee Tech employee or official regarding this RFQ may result in disqualification.

Invoicing

Invoices shall be emailed to invoices-noreply@tntech.edu or mailed to:

Tennessee Tech Business Office
Campus Box 5037
Cookeville, TN 38505

Invoices must include:

1. Itemized list of parts with individual contract pricing.
2. Applicable discount for items not specifically listed on the Cost Sheet.
3. Contract number.

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. The Contractor shall be entitled to payment for satisfactory and authorized goods delivered and accepted prior to the effective date of termination. Tennessee Tech shall not be liable for any goods not delivered or services not rendered.

Illegal Immigrants

The successful Bidder attests that it shall not knowingly utilize the services of illegal immigrants in the performance of this Contract and shall not knowingly utilize the services of any subcontractor who will utilize illegal immigrants in performance of the Contract.

Debarment

By submission of this bid, the Bidder certifies that neither it 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.

Additional Award Provision

Tennessee Tech reserves the right to initiate negotiations with the next ranked Bidder should Tennessee Tech cease doing business with the awarded Vendor under this RFQ.



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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.