



REQUEST FOR QUOTATION (RFQ)

Department: Facilities
Requisition: Caterpillar Parts & Service

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: May 12, 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 June 9, 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 Tech University is seeking bids from a qualified company to provide Caterpillar Parts and Service per the specifications outlined herein for a five-year contract period.

Prices submitted by Contractor are to remain firm for a one (1) year period. Contractor may request a price increase, thereafter, to the extent such increase has been experienced by Contractor and can be substantiated in writing. Tennessee Tech may accept requested price increase or choose to rebid, at its sole discretion.

Facilities Caterpillar Equipment List:

Skid Steer	Front End Loader
Model: 259B	Model: 906
PIN #: CAT0259BKYYZ00650	PIN #: 6ZS00522

Note: Additional equipment to be added, if needed.



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Specifications for Parts & Service:

- Hourly rate quoted for general service / repair on site (TTU Facilities) for above referenced equipment
- Parts cost plus _____% markup. Must supply invoice showing cost of parts to vendor
- Service response within 24 hours of call
- All invoices must include the following:
 1. Dates of service
 2. Detailed description of all labor services provided
 3. List of parts used (backup required)
 4. Contract number
 5. Name of person requesting service

Pricing:

- Hourly Rate Quoted for General Service / Repair on Site at Tennessee Technological University Facilities Located at: 220 West 10th Street, Cookeville, Tennessee 38505).
\$ _____ / Per Hour Rate / Per Machine
- Travel Charge Rate for On Site Repair
\$ _____ / Flat Rate / Round Trip Amount Per Machine
- Rate for Pick-Up / Delivery from/to Facilities Parking Lot Located at: 220 West 10th Street, Cookeville, Tennessee 38505).
\$ _____ / Flat Rate / Round Trip Amount Per Machine

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.

Insurance

Contractor, at its own expense, must provide and maintain public liability insurance, naming Tennessee Tech University as an additional insured and certificate holder. The minimum limits of the policy shall be \$1,000,000 for personal injury and \$300,000 for property insurance. Insurance shall be written by an insurance company licensed to operate in the State of Tennessee. The Contractor shall furnish Tennessee Tech with a current certificate showing that such insurance is in effect and that the protection afforded under this policy will not be cancelled or



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reduced until at least ten (10) days prior notice is sent to Tennessee Tech by the insurance company or agent. 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.

Contractor Check In

The Contractor must contact designated TTU Point of Contact (POC) each day to discuss work status and staffing levels. Additionally, coordinate with TTU POC in advance when performing any work to be before/outside of regular business hours.

Note: For the purpose of the Contract, normal business hours are defined as 7:00 am to 4:00 pm, Monday through Friday.

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.

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



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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.