



REQUEST FOR QUOTATION (RFQ)

Department: Facilities / Crossville Research Center
Description: HVAC Cleaning Services

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 20, 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 14, 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 requests bids from qualified companies to provide HVAC duct and air handler unit cleaning services for the Tennessee Tech Crossville Research Center located at 174 4th Street, Crossville, TN 38555.

This location is a three-story office building with an air handler on each floor and ductwork above the drop ceiling.

Scope of Services

- Isolating the area of the building being cleaned and blocking all registers during duct cleaning
- Cleaning each register
- Cleaning the interior of each air handler unit
- Removing all debris from floors, cabinets, walls, desks, and other affected areas
- Inspecting occupied spaces 48 hours after duct cleaning is complete and the system is returned to service to determine if additional cleaning is required
- Providing photos or video footage of ductwork before and after cleaning



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Contractor Requirements

- Contractor must provide a minimum OSHA-compliant two-person crew, plus supervisor
- Crew members must be trained in HVAC duct cleaning using a negative pressure whip system
- Contractor must be properly licensed and insured
- Contractor shall provide all equipment necessary to complete the work
- Contractor is responsible for proper disposal of all materials associated with the job

A Tennessee Tech Facilities representative will be on-site to conduct a final inspection with Contractor upon completion of the work.

Pre-Bid Meeting

An on-site pre-bid meeting is scheduled for April 9, 2026, at 1:00 pm at 174 4th Street, Crossville, TN 38555. Attendance is not mandatory but is highly recommended. Bidders will have the opportunity to inspect the site and ask questions.

Pricing

Bidders shall provide a total project cost, inclusive of all labor and materials.

\$ _____ Total Cost

RFQ Communications

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

Travel Compensation

The bid price shall include all costs associated with providing the services described herein, including but not limited to travel, meals, lodging, tools, overhead, and equipment, unless otherwise specified.

Contractor Check In

The Contractor must contact the designated Tennessee Tech point of contact (POC) daily to discuss work status and staffing levels. The Contractor must also coordinate in advance with the POC for any work performed outside normal business hours.

Note: 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 by providing at least thirty (30) days' written notice. The Contractor shall be compensated only for satisfactorily completed and authorized services rendered prior to the termination date.



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Illegal Immigrants

The successful Bidder attests that it will not knowingly utilize the services of illegal immigrants in the performance of the Contract and will not knowingly utilize subcontractors who do so.

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 by any State or Federal agency.

Insurance

The successful Bidder shall maintain adequate public liability insurance and other appropriate insurance coverage, naming Tennessee Tech and the Tennessee Tech Foundation as additional insured and certificate holders. The Contractor shall also pay all applicable taxes. Tennessee Tech reserves the right to establish insurance requirements as deemed appropriate.

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.