



## REQUEST FOR QUOTATION (RFQ)

Department: Network Services  
Requisition: Fire Suppression Testing and Inspection

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: April 22, 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 May 19, 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 (“TTU”) is requesting bids from experienced and qualified contractors to provide inspection, testing, and maintenance services for the TTU ITS Vortex 1500 Hybrid Fire Suppression System located on campus. The Contract term shall be from date of final signature through five (5) years thereafter.

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.

The use of a brand name does not restrict Bidders to that specific manufacturer. Comparable products that meet or exceed the stated specifications will be considered. These specifications are intended to establish a minimum level of quality and performance and are not intended to restrict competition.

#### Scope of Services



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The selected Contractor shall inspect and service the TTU ITS Vortex 1500 Hybrid Extinguishing System in accordance with:

- Victaulic Corporation V-1500 Manual (latest edition)
- NFPA 770
- Applicable state and local codes

### **Inspection Requirements**

#### **Weekly inspections (performed by TTU)**

Weekly inspections will be performed and documented by TTU ITS personnel or a designated representative.

These include:

- Inspection of nitrogen and water supply lines per NFPA 770
- Review of annunciator's panel history and system status
- Verification that Vortex panels are in normal operating condition
- Inspection of hybrid emitters for damage or obstruction
- Verification of protective caps and clear discharge paths
- Inspection of water tank levels and valve positions
- Verification that valves, drains, and test connections are properly secured

#### **Semi-Annual inspections (Optional)**

Semi-Annual Inspections are not required by NFPA or manufacturer standards but may be requested by TTU.

Contractor shall:

- Perform all Weekly Inspection items
- Inspect nitrogen tank pressure and recharge if necessary
- Inspect and refill water storage tanks as needed
- Compare pressure gauge readings annually with a calibrated device

#### **Annual Inspection (Mandatory)**

Contractor shall:

- Perform all Weekly and Semi-Annual inspection tasks
- Cycle nitrogen and water valves (no discharge required)
- Drain, inspect, clean, and refill water tanks
- Inspect all hoses and replace if damaged
- Verify proper placement and visibility of warning placards
- Inspect tanks and cylinders for damage



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- Verify operation of discharge solenoid coil
- Inspect and cycle auxiliary valves and related components

### **Five-Year Inspection (Mandatory)**

The Contractor shall:

- Perform all Annual inspection tasks
- Conduct visual inspection of nitrogen cylinders in accordance with NFPA 770 and CGA C-6
- Ensure inspections are completed by qualified personnel
- Document inspection results on cylinder tags and in a formal inspection report

### **Hose Testing Requirements:**

The Contractor shall:

- Test all system hoses at intervals not to exceed five (5) years
- Perform hydrostatic testing at one and one-half (1.5) maximum container pressure at 130 °F (54°C)
- Conduct testing in accordance with manufacturer standards
- Inspect hoses for leakage, distortion, or coupling movement during testing
- Mark hoses as "PASSED" or "FAILED" with the test date
- Replace and properly dispose of any hoses that fail testing

### **Fire Alarm / Detection System Verification**

The Contractor shall verify that the Fire Alarm Detection/Release System is operational and properly interfaced with the Vortex V-1500 Hybrid Extinguishing System. Verification shall include:

- Confirmation that alarm conditions initiate the required release signal to the Vortex panel
- Verification of monitoring functions performed by the Detection/Release panel, including:
  - Pressure switches
  - Tamper switches
  - Vortex panel maintenance switch position
- Review of Detection/Release panel history and reporting of any abnormalities or faults

### **Clarifications and Exclusions**

#### **Exclusions**

The following are excluded from this RFQ:

- Weekly inspections and associated documentation, except where required as part of semi-annual, annual, or five-year inspections



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- Travel time, per-dem, and vehicle expenses, except where specifically included in semi-annual, annual, and five-year inspection pricing
- Replacement parts, cylinders, hoses, or other materials
- Fire alarm detection devices, equipment, service, programming, or repairs
- Testing, notifications, system disabling, placing systems on test, or coordination required by the Fire Alarm Detection/Release System
- Full discharge testing (may be provided at an additional cost, including labor and nitrogen refill)
- Transportation, rigging, or lifting cylinders/tanks
- Specialized PPE, training, or site-specific safety requirements beyond standard PPE

### **Clarifications**

- Pricing shall exclude replacement materials, including but not limited to hoses, O-rings, and cylinders
- Semi-Annual and Annual inspection pricing shall include travel and vehicle expenses for completion within one (1) day
- Five-Year inspection pricing shall include travel and vehicle expenses for completion within two (2) days
- Services requiring additional days shall incur additional travel, vehicle, and per diem costs
- Requirements exceeding applicable codes and standards (including NFPA 770, state, local, or insurance requirements) may result in additional charges
- Contractor shall provide standard insurance coverage for the duration of the contract

### **Pricing**

Semi-Annual      \$ \_\_\_\_\_

Annual            \$ \_\_\_\_\_

5-Year            \$ \_\_\_\_\_

### **Evaluation**

For evaluation purposes, Tennessee Tech will calculate a Total Evaluated Cost by summing all pricing provided.

Total Evaluated Cost = Semi-Annual + Annual + Five-Year

Award will be made to the lowest priced responsive and responsible Bidder based on this Total Evaluated Cost.

### **Pre-Bid Meeting**



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An on-site pre-bid meeting is scheduled for May 7, 2026, at 2:00 pm at 1010 N. Peachtree Ave., Room 119, Cookeville, TN 38505. Attendance is not mandatory but is highly recommended. Bidders will have the opportunity to inspect the site and ask questions.

### **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](mailto:invoices-noreply@tntech.edu) or mailed to:

Tennessee Tech Business Office  
Campus Box 5037  
Cookeville, TN 38505

### **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.*