



## REQUEST FOR QUOTATION (RFQ)

Department: Facilities  
Requisition No.: 206900107

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: December 2, 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 January 13, 2026.**

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. 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>
2. Bid may be electronically signed and submitted.
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.

***THIS IS NOT AN ORDER***

### REQUEST FOR QUOTATION

The purpose of this Request for Quotation (RFQ) is to establish a Contract with a qualified Contractor to provide game day worker personnel services on an as-needed basis. Services will be required for athletic and other university events as directed by Tennessee Tech University (TTU).

The Contract period shall commence upon the date of final signature and continue for five (5) years.

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

The Contractor shall furnish, as requested, hourly personnel for the following positions:

- Ushers
- Ticket Takers
- Parking Attendants
- Unarmed Security
- Unarmed Overnight Security



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- Supervisor
- Event Lead

Contract personnel must meet TTU requirements professionalism, reliability, and customer service. Specific duties and responsibilities for each role will be provided at the time of assignment. Personnel must comply with all TTU policies and procedures while on university property.

### **Specifications:**

**Please mark each line below with an "X" if the specification is met.**

\_\_\_\_\_ Provide recruiting and detailed training for all positions required for each event.

\_\_\_\_\_ Provide one (2) Supervisor for every 10 (ten) workers.

\_\_\_\_\_ Provide an Event lead for a number of hours determined by Tennessee Tech.

\_\_\_\_\_ Provide uniforms, at the Contractor's expense, consisting of black pants and a polo. Polo color will be determined by Tennessee Tech. Black shorts may be worn for outside events with prior approval. Black pants are required for all indoor events.

\_\_\_\_\_ Provide proof of completed training for each worker assigned to TTU events.

\_\_\_\_\_ Conduct nationwide background checks for all employees assigned to TTU events. Only employees with acceptable background check results will be permitted to work at TTU.

\_\_\_\_\_ TTU reserves the right to remove or prohibit any worker from returning to TTU events.

\_\_\_\_\_ Travel cost, mileage, or vehicle rentals will not be covered under this contract.

Award of this Contract does not guarantee any minimum number of hours or assignments. Services will be provided on an as-needed basis.

### **Pricing:**

Please provide an hourly rate for each of the following positions:

- Ushers \$ \_\_\_\_\_ / hour
- Ticket Takers \$ \_\_\_\_\_ / hour
- Parking Attendants \$ \_\_\_\_\_ / hour



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- Unarmed Security \$ \_\_\_\_\_ / hour
- Unarmed Overnight Security \$ \_\_\_\_\_ / hour
- Supervisor \$ \_\_\_\_\_ / hour
- Event Lead \$ \_\_\_\_\_ / hour

### **Evaluation of Bids:**

For purposes of evaluation, equal weight will be given to each hourly rate submitted. The rates will be added together to calculate a Total Weighted Average Labor Rate.

Example (for illustration only):

1. Bidder submits the following hourly rates:
  - Ushers: \$20.00
  - Ticket Takers: \$10.00
  - Parking Attendants: \$10.00
  - Unarmed Security: \$50.00
  - Unarmed Overnight Security: \$75.00
  - Supervisor: \$125.00
  - Event Lead: \$100.00
2. These rates are added together:  
 $\$20.00 + \$10.00 + \$10.00 + \$50.00 + \$75.00 + \$125.00 + \$100.00 = \$390.00$
3. The total (\$390.00) becomes the Bidder's evaluation number.

The Bidder with the lowest Total Weighted Average Labor Rate will be considered the lowest-cost Bidder.

### **RFQ Communications**

Interested parties must direct all communication regarding this RFQ by email to the RFQ Coordinator, Tina Girdley, who is Tennessee Tech's only official point of contact for this RFQ. Unauthorized contact regarding this RFQ with employees or officials of Tennessee Tech other than the RFQ Coordinator named above may result in disqualification from this procurement process.

### **Invoicing**



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An itemized invoice referencing the Contract number shall be emailed to the TTU Business Office at [apinvoice@tnitech.edu](mailto:apinvoice@tnitech.edu) after each event. Invoices must be submitted no later than thirty (30) days after the event.

### **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**

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.

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***

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Bidding Entity's Name

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Name of Contact Person (Printed)

Title

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Address

City, State, Zip

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Phone / Fax / Email

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Authorized Signature of Bidder

Date

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