



## REQUEST FOR QUOTATION (RFQ)

Department: Facilities  
Requisition No.: 209189412

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](mailto:tgirdley@tntech.edu)

Bids must be received in the Purchasing and Contracts Office by **3:00 p.m. Central Time on January 14, 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. Bid prices are to include all necessary shipping/handling charges to make delivery F.O.B. Cookeville, TN 38501
2. *Indicate any cash/time discounts offered:* \_\_\_\_\_
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.
4. Bid may be electronically signed and electronically submitted to RFQ Coordinator above.

**THIS IS NOT AN ORDER**

### REQUEST FOR QUOTATION

Tennessee Technological University (TTU) is requesting quotations from qualified companies to provide gym floor refinishing services on an as-needed basis.

This contract will begin on the date of the final signature and continue for five (5) years. Quotes submitted must remain firm for one (1) year. After the first year, the Contractor may request a price increase to the extent such increase has been experienced by the Contractor and can be substantiated in writing. TTU may accept the increase or choose to rebid, at its sole discretion.

#### **Scope of Work**

The Contractor shall provide all labor, equipment, materials, and supplies necessary to complete the refinishing of the following gym floors.

- Hooper Eblen Center Gym
- Academic Wellness Center Gym (2) – both gyms are the same size.

#### **Required Services**

- Screen and clean all three gym floors
- Provide all materials and supplies needed to apply one of the following finishes or a TTU-approved equivalent:



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- Oil-Based Finish Option
  - Two (2) coats of Bona Sport Poly
- Water-Based Finish Option
  - Three (3) Bona SuperSport MVP

### **Product Standards and Equivalents**

The products listed below establish the required performance standard. The Contractor may propose equivalent product of equal or greater quality; however, any alternate product must be clearly identified and include documentation demonstrating equivalency. TTU reserves the right to approve or reject any proposed equivalent.

### **Material Specifications**

- Oil-Based Finish
  - Product: Bona Sport Poly
- Water-Based Finish
  - Product: Bona SuperSport MVP

### **Bid Submission Requirements**

Bidder must provide:

- A total cost for refinishing all three gym floors
- Costs separated by finish type (oil-based and water-based)
- Identification and description of all products and materials that will be used, including any proposed equivalents.
- Full itemization of any additional fees.

### **Bid Lines**

Total Cost – Oil-Based Finish: \$\_\_\_\_\_

Total Cost – Water-Based Finish: \$\_\_\_\_\_

List all products and materials that will be used, including any proposed equivalents:

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### **Evaluation**

TTU will evaluate responses based on:

- Total Cost
- Compliance with finish requirements and specifications
- Material quality and proposed equivalents

### **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.

### **Travel Compensation**

The hourly labor rates shall include all costs associated with providing the services outlined herein to Tennessee Tech including, but not limited to, travel, meals, lodging, tools, overhead, and equipment, unless explicitly provided for otherwise herein.

### **Invoicing**

An itemized invoice referencing the Contract number shall be emailed to the TTU Business Office at [apinvoice@tnitech.edu](mailto:apinvoice@tnitech.edu) after completion of the job.

### **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.

### **Insurance**

Successful Bidder agrees to maintain a adequate public liability and other appropriate forms of insurance naming both Tennessee Tech and the Tennessee Tech Foundation as additional insured and certificate holders and to pay



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all applicable taxes incident to the contract. Tennessee Tech reserves the right to establish appropriate insurance requirements as it sees fit.

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.*