



REQUEST FOR QUOTATION (RFQ)

Department: Facilities
Requisition: Landscape Gravel

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 18, 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 Quartzite landscaping gravel 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.

The quantities listed are estimates of annual usage for each product and do not represent either a commitment to purchase or a limit of purchases. Purchases will be made on an "as needed" basis.

Please bid to provide a cost for the following:



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Item	Item Description	Size	Estimated Annual Usage	Bid Price
1	Quartzite Polished Rounded Decorative Landscaping Gravel	¾" – 2"	160	_____ / ton
2	Quartzite Polished Rounded Decorative Landscaping Gravel	2" – 5"	160	_____ / ton

***BID PRICES ARE TO INCLUDE ALL SHIPPING & DELIVERY CHARGES

Note: Pallets of Quartzite Stone should cover no less than 85 square feet per pallet. Pallet pricing shall include all costs associated with providing the services outline herein to Tennessee Tech.

Deliveries must be made no later than 3-5 calendar days from the time an order is received. Specify delivery time: _____ days after receipt or order. Delivery time may be a factor in award.

Can bidder meet delivery schedule: _____ Yes _____ No

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.

Labor rate charges shall begin at the time Contractor signs in to the job site. Travel time to and from job site is at Contractor's expense, unless otherwise provided for herein. **EXCEPTION:** When work is done at the Craft Center (off Hwy 56 at Hurricane Bridge near Smithville, TN) or the Oakley Farm near Livingston, TN, Tennessee Tech agrees to allow the Contractor to charge one (1) hour extra labor per day per person, in accordance with each



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person's labor classification, in order to cover expenses incurred as a result of travel time to the Craft Center and/or Oakley Farm.

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.

Invoicing

Invoices may be emailed to invoices-noreply@tnitech.edu or mailed to the Tennessee Tech Business Office, Campus Box 5037, Cookeville, TN 38505 and must include the following:

1. List of parts with individual contract price.
2. Discount for any parts not specifically listed in RFQ.
3. Contract Number.

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.



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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.