



REQUEST FOR QUOTATION (RFQ)

Department: Facilities
Description: Masonry 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: April 2, 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 6, 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 ("Tennessee Tech") request bids from qualified contractor to provide Masonry Services on an as needed basis.

Contract Term

The resulting contract shall be for from the date of final signature through five (5) years thereafter.

Pricing

Rates submitted by the Contractor are to remain firm for the initial one (1) year term. Thereafter, the Contractor may request an annual rate increase. Any such request must be submitted in writing at least sixty (60) days prior to the renewal date and must be supported by documentation demonstrating increased costs. All rate increases are subject to Tennessee Tech's written approval. Tennessee Tech reserves the right to accept or reject any requested increase or to rebid services.



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Intent

It is the intent of Tennessee Tech to utilize the labor rates established under this contract to accomplish various projects, regardless of scope. The Tennessee Tech Foundation may also utilize the resulting contract.

Scope of Services

Services may include, but are not limited to:

- Tuck pointing
- Laying new brick
- Replacing broken brick
- Replacing window and door lintels
- Tear out and replacement of door frames
- CMU block work
- Sealing block
- Repair or replacement of brick pavers
- Capstone replacement

Contractor Responsibilities

- Contractor shall provide hourly labor rates on an “as needed” basis.
- Labor rates shall include all costs associated with providing services, including but not limited to travel, meals, lodging, tools, overhead and equipment, unless otherwise specified.
- Contractor must provide all necessary tools and equipment. Tennessee Tech shall not be responsible for loss, damage, or theft of Contractor equipment.
- Contractor shall not store equipment on-site without prior approval. Any approved storage is at the Contractor’s sole risk.
- Contractor must maintain sufficient staff to support multiple projects as required.
- All workers must wear appropriate clothing, including shirts, long pants, and shoes.
- Contractor is responsible for securing work areas and maintaining a safe environment.
- Contractor shall protect Tennessee Tech property and repair any damage caused during work at no cost to the University.
- Contractor is responsible for job site cleanup unless otherwise directed.
- Public areas must remain clean and protected at all times during work.



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Cost Proposal

Provide hourly labor rates:

- Skilled Labor \$ _____ / hour
- Unskilled Labor \$ _____ / hour

Evaluation Method

For evaluation purposes, the hourly rates will be combined to form a total evaluated rate:

$$\text{Skilled Labor Rate} + \text{Unskilled Labor Rate} = \text{Total Evaluated Rate}$$

The bidder with the lowest total evaluated rate will be considered the lowest cost bidder.

Materials Mark Up

Materials and supplies shall be invoiced at cost plus fifteen percent (15%). Cost is defined as the Contractor's invoiced cost before tax.

- The 15% markup applies only to the pre-tax cost
- Sales tax will be reimbursed at actual cost with no markup
- All material reimbursement must be supported by supplier invoices
- Quotes or estimates will not be accepted for reimbursement
- Pricing must include all shipping and handling (F.O.B. Cookeville, TN)

Rental Equipment Reimbursement

Rental of equipment not typically owned by a contractor may be reimbursed under the following conditions:

- Must receive prior written approval from Tennessee Tech
- No markup allowed on rental costs
- Must include rental invoice and proof of payment
- Reimbursement only after satisfactory project completion

Travel Compensation

All travel-related costs are included in the hourly labor rates and are not separately reimbursable.

Exception:

For work performed at:

- Craft Center
- Oakley Farm
- CRC Building (Crossville)

The Contractor may bill one (1) additional hour per worker per day to cover travel time.



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Contractor Check-In

Contractors must check in daily with the designated Tennessee Tech point of contact (POC) to review work status and staffing. Any after-hours work must be coordinated and approved in advance.

Invoicing Requirements

Invoices must be submitted per job and include:

1. Dates of service with daily labor hours per worker
2. Description of work performed
3. Building/area and room numbers
4. Name of requesting Tennessee Tech personnel
5. Contract number

RFQ Communications

All communication regarding this RFQ must be submitted via email to the designated RFQ Coordinator. Unauthorized contact with other Tennessee Tech personnel may result in disqualification.

Insurance Requirements

The Contractor shall maintain, at minimum:

- Commercial General Liability: \$1,000,000 per occurrence
- Worker's Compensation: statutory limits
- Automobile Liability: \$1,000,000 combined single limit

Tennessee Tech and the Tennessee Tech Foundation shall be named as additional insured.

Termination for Convenience

Tennessee Tech may terminate the contract without cause with (30) days written notice. Payment will be made only for services satisfactorily performed up to the termination date.

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.



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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.

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.