



TENNESSEE TECH UNIVERSITY

Request for Quotation

Mechanical Services

Issue Date: August 10, 2026

Quotation Due Date/Time: September 9, 2026

RFQ Coordinator: Tina Girdley

Email: tgirdley@tnitech.edu

1. INTRODUCTION

1.1 Tennessee Tech University

Tennessee Tech University is a four-year comprehensive university located in Cookeville, Tennessee, and is the state's only technological university, currently enrolling more than 10,000 students. Tennessee Tech offers more than 200 academic programs through its various academic divisions, including the College of Agriculture and Human Ecology, College of Arts and Sciences, College of Business, College of Education and Human Sciences, College of Emerging and Integrative Studies, College of Engineering, College of Fine Arts, College of Graduate Studies, and the Whitson-Hester School of Nursing. Tennessee Tech also offers the PhD in education, engineering, and environmental science and maintains seven research centers, including three Centers of Excellence: the Center for Energy Systems Research; the Center for Manufacturing Research; and the Center for Management, Utilization and Protection of Water Resources. The Appalachian Center for Craft, a Tennessee Tech satellite campus and an academic program offered through the College of Fine Arts, is a nationally accredited School of Art, Craft and Design, offering a Bachelor of Fine Arts degree with concentrations in clay, fibers, glass, metals, and woods. Tennessee Tech has consistently achieved high rankings for academic excellence and affordability.

1.2 Statement of Purpose

1.2.1 Tennessee Tech seeks quotations from qualified companies to provide Mechanical Services in accordance with the specifications outlined herein. It is the intent of this RFQ that the Contractor provide Mechanical Services on an "as needed" basis.

1.2.2 Through this RFQ, Tennessee Tech seeks to procure necessary services at the most favorable and competitive pricing and to provide all qualified businesses, including small, minority, women-owned, and service-disabled veteran-owned businesses, the opportunity to do business with Tennessee Tech. Vendors must complete the Contractor Requirements Form. See Attachment 6.1 for the form and classification definitions. In addition, all small, minority, women-owned, and service-disabled veteran-owned businesses are strongly encouraged to register with the Governor's Office of Diversity Business Enterprise, also known as Go-DBE, to attain official certification. Tennessee Tech shall work with the successful Bidder and the Go-DBE Office regarding registration and certification, as applicable.

1.2.3 Tennessee Tech reserves the right to award contracts to one or more qualified Contractors for the services described herein. Any resulting contracts shall be

considered non-exclusive, and Tennessee Tech may, at its sole discretion, request services from any awarded Contractor based on availability, qualifications, project needs, response time, pricing, or other factors deemed relevant by Tennessee Tech. Award of a contract does not guarantee any minimum amount of work or compensation.

1.3 Nondiscrimination

No person shall be excluded from participation in, be denied benefits of, or be discriminated against in admission or access to, or in treatment or employment in, Tennessee Tech's contracted programs or activities on the grounds of disability, age, race, color, religion, sex, veteran status, national origin, or any other classification protected by federal or Tennessee constitutional or statutory law. No person shall be excluded from participation in, be denied benefits of, or otherwise be subjected to discrimination in the performance of contracts with Tennessee Tech or in the employment practices of the University's contractors.

Accordingly, all vendors entering into contracts with Tennessee Tech shall, upon request, be required to show proof of such nondiscrimination and to post in conspicuous places, available to all employees and applicants, notices of nondiscrimination. Tennessee Tech has designated the following individual to coordinate compliance with the nondiscrimination requirements of the State of Tennessee, Title VI of the Civil Rights Act of 1964, the Americans with Disabilities Act of 1990, and applicable federal regulations:

Greg Holt, Compliance Officer

Box 5037

Cookeville, TN 38505

Phone: 931-372-6062

Email: gholt@tnitech.edu

1.4 Assistance to Bidders with Disabilities

A Bidder with a disability may receive accommodation relating to communicating with this RFQ and participating in this RFQ process. A Bidder may contact the RFQ Coordinator to request reasonable accommodation no later than the Disability Accommodation Request Deadline listed in Section 2, RFQ Schedule of Events.

1.5 RFQ Communications

- 1.5.1 Interested parties must direct all communications regarding this RFQ to the following RFQ Coordinator, who is Tennessee Tech's only official point of contact for this RFQ:

Tina Girdley, Procurement Coordinator

Derryberry Hall

1 William L. Jones Dr., Suite 301

Cookeville, TN 38505

Phone: 931-372-6350

Email: tgirdley@tnitech.edu

- 1.5.2 Tennessee Tech has assigned the following RFQ identification information, which must be referenced in all communications regarding this RFQ:
RFQ: Mechanical Services
- 1.5.3 Any oral communications shall be considered unofficial and non-binding regarding this RFQ.
- 1.5.4 Each Bidder shall assume the risk of the method of dispatching any communication or quotation to Tennessee Tech. Tennessee Tech assumes no responsibility for delays or delivery failures resulting from the method of dispatch. Actual or electronic "postmarking" of a communication or quotation by a deadline date shall not substitute for actual receipt of the communication or quotation by Tennessee Tech.
- 1.5.5 The RFQ Coordinator must receive all written comments, including questions and requests for clarification, no later than the Written Questions/Comments Deadline listed in Section 2, RFQ Schedule of Events.
- 1.5.6 Tennessee Tech reserves the right to determine, at its sole discretion, the appropriate and adequate responses to written comments, questions, and requests for clarification. Tennessee Tech's official responses and other official communications pursuant to this RFQ shall constitute an amendment of this RFQ.
- 1.5.7 Tennessee Tech will convey official responses and communications pursuant to this RFQ by posting such communications to the Purchasing webpage at [Upcoming Bid Opportunities](#).
- 1.5.8 Only Tennessee Tech's official written responses and communications shall be considered binding regarding this RFQ.
- 1.5.9 Tennessee Tech reserves the right to determine, at its sole discretion, the method of conveying official responses and communications pursuant to this RFQ.
- 1.5.10 Any data or factual information provided by Tennessee Tech in this RFQ, or in an official response or communication, shall be deemed for informational purposes

only. If a Bidder relies on such data or factual information, the Bidder should either independently verify the information or obtain Tennessee Tech's written consent to rely thereon.

1.6 Written Questions/Answer Period

A written question/comment period is included in Section 2, RFQ Schedule of Events. The purpose of the written question/comment period is to allow Bidders to submit any questions they may have regarding the scope of services requested. To ensure accurate and consistent responses to all known potential Bidders, the official responses to questions will be issued by Tennessee Tech as described in Section 1.5 and on the date listed in Section 2, RFQ Schedule of Events.

1.7 Bid Deadline

Bids must be submitted no later than the Bid Deadline time and date detailed in Section 2, RFQ Schedule of Events. A bid must respond to the written RFQ and any RFQ exhibits, attachments, or amendments. A late bid shall not be accepted, and a Bidder's failure to submit a bid before the deadline shall cause the bid to be disqualified.

1.8 Supplier Registration

To do business with Tennessee Tech, vendors must be registered as a supplier/contractor. Supplier registration information is available at [Tennessee Tech Supplier Registration](#).

1.9 Standard Terms and Conditions

This bid is subject to the RFQ Standard Terms and Conditions. By submitting a bid, the Bidder certifies its agreement to these terms and conditions, which cannot be waived.

2. RFQ SCHEDULE OF EVENTS

The following Schedule of Events represents Tennessee Tech's best estimate of the schedule that will be followed. Unless otherwise specified, all times are Central Time.

SCHEDULE OF EVENTS		
NOTICE: Tennessee Tech reserves the right, at its sole discretion, to adjust this schedule as it deems necessary. Tennessee Tech will communicate any adjustments to the Schedule of Events to potential Bidders.		
Event	Time	Date
1. Tennessee Tech Issues RFQ		August 10, 2026
2. Disability Accommodation Request Deadline		August 21, 2026
3. Written Questions/Comments Deadline	Noon CT	August 21, 2026
4. Tennessee Tech Responds to Written Questions/Comments		August 24, 2026
5. Quotation Deadline and Opening	3:00 p.m. CT	September 9, 2026
6. Tennessee Tech Bid Evaluations		September 11, 2026
7. Award Date of Contract		September 15, 2026
8. Effective Date of Contract		September 17, 2026

3. QUOTATION REQUIREMENTS

Each Bidder must submit a quotation in response to this RFQ with the most favorable terms the Bidder can offer. There will be no best and final offer procedure. However, Tennessee Tech reserves the right to further clarify or negotiate with the apparent successful Bidder after award recommendation but before contract execution, if deemed necessary by Tennessee Tech.

Tennessee Tech may initiate negotiations that serve to alter the bid or quotation in a manner favorable to Tennessee Tech. For example, prices may be reduced or time requirements may be revised. In no event shall negotiations increase the cost or amend the quotation in a manner that would compromise the competitive nature of the RFQ process.

3.1 Tennessee Tech must receive all bids in response to this RFQ at the address indicated in Section 1.5.1 no later than the Quotation Deadline time and date listed in Section 2, RFQ Schedule of Events. Late quotations will not be considered and will remain unopened and filed in the RFQ file.

3.2 A quotation must be typewritten or handwritten in ink. A Bidder may not deliver a bid orally.

3.3 Each bid should be economically prepared, with emphasis on completeness and clarity of content. A bid, as well as any reference material presented, must be written in English and on standard 8 1/2" x 11" paper, although foldouts containing charts, spreadsheets, and oversized exhibits are permissible. All bid pages must be numbered.

4. GENERAL REQUIREMENTS AND CONTRACTING INFORMATION

4.1 Bidder Required Review and Waiver of Objections

Each Bidder must carefully review this RFQ and all attachments for comments, questions, defects, objections, or any other matter requiring clarification or correction. Comments concerning RFQ objections must be made in writing and received by Tennessee Tech no later than the Written Questions/Comments Deadline listed in Section 2, RFQ Schedule of Events. This will allow issuance of any necessary amendments and help prevent the opening of defective bids upon which contract award cannot be made.

Protests based on any objection shall be considered waived and invalid if such comments or objections have not been brought to the attention of Tennessee Tech, in writing, by the Written Questions/Comments Deadline.

4.2 RFQ Amendment and Cancellation

Tennessee Tech reserves the unilateral right to amend this RFQ in writing at any time. If an RFQ amendment is issued, Tennessee Tech will communicate such amendment by internet posting at [Upcoming Bid Opportunities](#). Each bid must respond to the final written RFQ and any exhibits, attachments, and amendments.

Tennessee Tech reserves the right, at its sole discretion, to cancel and reissue this RFQ or to cancel this RFQ in its entirety in accordance with applicable laws and regulations.

4.3 Bid Prohibitions and Right of Rejection

4.3.1 Tennessee Tech reserves the right, at its sole discretion, to reject any and all bids in accordance with applicable laws and regulations.

4.3.2 Each bid must comply with all terms of this RFQ and all applicable state laws and regulations. Tennessee Tech may reject any bid that does not comply with all terms, conditions, and performance requirements of this RFQ. Tennessee Tech may consider any bid that does not meet the requirements of this RFQ to be non-responsive.

4.3.3 A Bidder may not restrict the rights of Tennessee Tech or otherwise qualify a bid. Tennessee Tech may determine such a bid to be a non-responsive counteroffer, and the bid may be rejected.

4.3.4 A Bidder may not submit the Bidder's own contract terms and conditions in response to this RFQ. If a bid contains such terms and conditions, Tennessee Tech may determine, at its sole discretion, the bid to be a non-responsive counteroffer, and the bid may be rejected.

4.3.5 Tennessee Tech shall reject a bid if it was not arrived at independently and without collusion, consultation, communication, or agreement as to any matter relating to such prices with any other Bidder. Regardless of the time of detection, Tennessee Tech shall consider any of the foregoing prohibited actions to be grounds for bid rejection or contract termination.

4.3.6 Tennessee Tech shall not contract with or consider a bid from:

4.3.6.1 An individual who is, or within the past six months has been, a state employee. An individual shall be deemed a state employee until such time as all compensation and terminal leave has been paid. Contracts with a company or

corporation in which a controlling interest is held by any state employee or the employee's spouse shall be considered, for the purpose of applying this rule, to be a contract with the individual.

- 4.3.6.2 A company, corporation, or any other contracting entity in which an ownership interest of two percent (2%) or more is held by an individual who is, or within the past six months has been, an employee or official of the State of Tennessee. This shall not apply to financial interests that have been placed into a blind trust arrangement pursuant to which the employee does not have knowledge of the retention or disposition of such interests, or to the ownership of publicly traded stocks or bonds where such ownership constitutes less than two percent (2%) of the total outstanding amount of the stocks or bonds of the issuing entity.
- 4.3.6.3 A company, corporation, or any other contracting entity that employs an individual who is, or within the past six months has been, an employee or official of the State of Tennessee in a position that would allow the direct or indirect use or disclosure of information obtained through or in connection with his or her employment, and not made available to the general public, for the purpose of furthering the private interest or personal profit of any person.
- 4.3.6.4 Any individual, company, or other entity involved in assisting Tennessee Tech in the development, formulation, or drafting of this RFQ or its scope of services shall be considered to have been given information that would afford an unfair advantage over other Bidders, and such individual, company, or other entity may not submit a bid in response to this RFQ.
- 4.3.7 Tennessee Tech reserves the right, at its sole discretion, to waive a bid's minor variances from full compliance with this RFQ. If Tennessee Tech waives minor variances in a bid, such waiver shall not modify the RFQ requirements or excuse the Bidder from full compliance with the RFQ.

4.4 Incorrect Bid Information

If Tennessee Tech determines that a Bidder has provided incorrect information for consideration in this RFQ process or subsequent contract negotiations, and that the Bidder knew or should have known the information was materially incorrect, the bid may be determined non-responsive and rejected.

4.5 Bid of Additional Services

If a bid offers services in addition to those required by and described in this RFQ, the additional services may be added to the Contract before contract signing at the sole discretion of Tennessee Tech. Costs associated with additional services

must be provided on a separate attachment in the Cost Bid. Proposed additional services will not be used in evaluating the bid.

4.6 Assignment and Subcontracting

- 4.6.1 The Bidder awarded a contract pursuant to this RFQ may not subcontract, transfer, or assign any portion of the Contract without Tennessee Tech's prior written approval.
- 4.6.2 A subcontractor may only be substituted at the discretion of Tennessee Tech and with the University's prior written approval.
- 4.6.3 At its sole discretion, Tennessee Tech reserves the right to refuse approval of any subcontract, transfer, or assignment.
- 4.6.4 Notwithstanding Tennessee Tech's approval of any subcontractor, the Bidder, if awarded a contract pursuant to this RFQ, shall be the prime Contractor and shall be responsible for all work performed.

4.7 Right to Refuse Personnel

At its sole discretion, Tennessee Tech reserves the right to refuse any personnel of the prime Contractor or subcontractor for use in the performance of a contract pursuant to this RFQ.

4.8 Insurance and Taxes

The Contractor must provide and maintain public liability insurance, naming Tennessee Tech University as both additional insured and certificate holder. The minimum limits of the policy shall be \$1,000,000.00 for personal injury and \$300,000.00 for property insurance. The Contractor shall furnish Tennessee Tech with a current certificate showing that such insurance is in effect and that the protection afforded under this policy will not be cancelled or reduced until at least ten (10) days prior notice is sent to Tennessee Tech by the insurance company or agent.

- 4.8.1 Before the Contract resulting from this RFQ is signed, the apparent successful Bidder must be registered or exempted from registration with the Department of Revenue for the collection of Tennessee sales and use tax. The State shall not approve a contract unless the Bidder provides proof of such registration or exemption. The foregoing is a mandatory requirement of an award of a contract pursuant to this solicitation.

4.9 Financial Stability

The successful Bidder may be required to provide information to Tennessee Tech to demonstrate financial stability and capability prior to award of contract.

4.10 Bid Withdrawal

A Bidder may withdraw a submitted bid at any time up to the Bid Deadline listed in Section 2, RFQ Schedule of Events. To do so, a Bidder must submit a written request signed by the Bidder's authorized representative to withdraw the bid. After withdrawing a previously submitted bid, a Bidder may submit another bid at any time up to the Bid Deadline.

4.11 Bid Errors and Amendments

At the option of Tennessee Tech, a Bidder may be bound by all bid errors or omissions. A Bidder will not be allowed to alter or amend bid documents after the Bid Deadline listed in Section 2, RFQ Schedule of Events unless formally requested in writing by Tennessee Tech.

4.12 Bid Preparation Costs

Tennessee Tech will not pay any costs associated with the preparation, submittal, or presentation of any bid.

4.13 Continued Validity of Bids

All bids shall state that the offer contained therein is valid for a minimum of one hundred twenty (120) days from the date of opening. This ensures that Bidders' offers are valid for a period sufficient for thorough consideration. Bids that do not so state will be presumed valid for one hundred twenty (120) days.

4.14 Disclosure of Bid Contents

Each bid and all materials submitted to Tennessee Tech in response to this RFQ shall become the property of Tennessee Tech. Selection or rejection of a bid does not affect this right. All bid information, including detailed price and cost information, shall be held in confidence during the evaluation process.

If an RFQ is re-advertised, all prior offers and/or bids shall remain closed to inspection by the Bidders and/or the public until evaluation of the responses to the re-advertisement is complete.

4.15 Contract Approval

The RFQ and the Contractor selection process do not obligate Tennessee Tech and do not create rights, interests, or claims of entitlement by either the Bidder with the apparent successful bid or any other Bidder. Contract award and Tennessee Tech obligations pursuant thereto shall commence only after the Contract is signed by the Contractor and all other University and State officials as required by state laws and regulations.

4.16 Termination for Convenience

Tennessee Tech may terminate the Contract without cause upon one hundred twenty (120) days' written notice. Payment will be made only for services satisfactorily performed up to the termination date.

4.17 Contract Term

Tennessee Tech intends to enter into a contract beginning on the date of final signature and ending five (5) years thereafter, unless terminated earlier in accordance with the Contract.

4.18 Contract Payments

Prices submitted by the Contractor are to 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 the requested price increase or choose to rebid, at its sole discretion.

4.19 Contract Monitoring

The Contractor's deliverables and services provided pursuant to the Contract shall be subject to monitoring and evaluation by Tennessee Tech through a duly appointed representative or representatives. The Contractor shall submit brief periodic progress reports to Tennessee Tech as requested.

4.20 Severability

If any provision of this RFQ is declared by a court to be illegal or in conflict with any law, the decision shall not affect the validity of the remaining RFQ terms and provisions. The rights and obligations of Tennessee Tech and Bidders shall be construed and enforced as if the RFQ did not contain the particular provision held to be invalid.

4.21 Policy and Guideline Compliance

This bid request and any award made hereunder are subject to the policies and guidelines of Tennessee Tech, located at [Tennessee Tech Policies](#).

4.22 Iran Divestment Act

By submission of this bid, Bidder and each person signing on behalf of Bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief, each Bidder is not on the list created pursuant to Tennessee Code Annotated § 12-12-106. For reference purposes, the list is currently available online through the Tennessee Department of General Services Public Information Library.

4.23 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.

4.24 Debarment

Bidder certifies, by signature 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.

5. CONTRACT AWARD PROCESS

5.1 The RFQ Coordinator will forward the results of the bid evaluation process to the appropriate Tennessee Tech official, who will consider the evaluation results and all pertinent information available to make a decision regarding contract award. Tennessee Tech reserves the right to make an award without further discussion of any bid.

Notwithstanding the foregoing, to affect a contract award to a Bidder other than the apparent lowest responsive and responsible Bidder, the requesting department or party must provide written justification for such an award and obtain the written approval of the appropriate Tennessee Tech official.

5.2 Tennessee Tech will make the RFQ file available for public inspection in accordance with applicable law and Tennessee Tech policy.

- 5.3 Tennessee Tech reserves the right to award a contract to one or more responsive and responsible Bidders when such award is determined to be in the best interest of Tennessee Tech.
- 5.4 The apparent successful Bidder(s) must agree to and sign a contract with Tennessee Tech.
- 5.5 The apparent successful Bidder must sign and return the Contract prepared by Tennessee Tech pursuant to this RFQ no later than the Award of Contract Date listed in Section 2, RFQ Schedule of Events. If the Bidder fails to provide the signed Contract by the deadline, Tennessee Tech may determine that the Bidder is non-responsive to the terms of this RFQ and reject the bid.
- 5.6 If Tennessee Tech determines that the apparent successful Bidder is non-responsive and rejects the bid, the RFQ Coordinator will determine the next apparent successful Bidder in accordance with the evaluation criteria and Tennessee Tech's procurement requirements.
- 5.7 Tennessee Tech reserves the right to interview the apparent successful Bidder to determine whether experience requirements are met or to clarify any issues in the bid response prior to award.

6. SCOPE OF SERVICES

- 6.1 Contractor shall provide hourly labor services on an "as required" basis by Tennessee Tech. Services may include work in mechanical rooms, the steam plant, manholes and other related campus facilities or infrastructure as requested by Tennessee Tech.
- 6.2 The Contractor shall diligently undertake, perform, and complete all preventative and routine maintenance, including all materials, labor, supervision, tools, supplies, and all other expenses necessary to provide service, preventative maintenance, inspections, adjustments, testing, and repairs as set forth herein.
- 6.3 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 otherwise herein. Labor rate charges shall begin at the time the Contractor signs in at the job site. Travel time to and from the job site is at the Contractor's expense unless otherwise provided herein.

Exception: When work is performed at the Appalachian Center for Craft, located off Highway 56 at Hurricane Bridge near Smithville, Tennessee; Oakley Farm near Livingston, Tennessee; or the Crossville Research Center in Crossville,

Tennessee, Tennessee Tech agrees to allow the Contractor to charge one (1) extra labor hour per day per person, in accordance with each person's labor classification.

- 6.4 Contractor must possess its own tools of the trade. Tennessee Tech will not be responsible for lost, damaged, or stolen items.

Important Note: Tennessee Tech will not accept, assume responsibility for, or provide storage for the Contractor's equipment or any Contractor-furnished equipment not owned by the Contractor, including but not limited to rented lifts, cranes, or similar equipment. If a temporary arrangement for leaving item(s) on site is needed for a particular job or project, the Contractor does so at the Contractor's own risk, and Tennessee Tech shall not be held liable for loss or damage of property belonging to or in the care of the Contractor.

- 6.5 Contractor must have sufficient manpower to accommodate multiple extensive projects as necessary. Contractor must provide emergency repair service on an "as needed" basis. Weekend or night emergency service must be acknowledged within two (2) hours of notification, and qualified personnel must be available to respond as required by Tennessee Tech based on the nature of the emergency.
- 6.6 Due to the nature of the work, Tennessee Tech requires that all workers wear shirts, ankle-length pants, and shoes while performing services on Tennessee Tech property.
- 6.7 Contractor shall be responsible for adequately securing work areas.
- 6.8 Contractor shall be responsible for cleaning up all materials from the job site unless otherwise instructed by Tennessee Tech.
- 6.9 While work is being performed, Contractor shall ensure that public areas are kept clean and always protected from damage. Contractor will be responsible for protection of Tennessee Tech property and will repair any damage caused by Contractor during performance of work at Contractor's cost.
- 6.10 All applicable permits, licenses, and taxes shall be the sole responsibility of the Contractor.
- 6.11 Materials and supplies shall be invoiced at cost plus fifteen percent (15%). Cost is defined as the Contractor's invoiced cost before tax. Any Contractor invoice requesting reimbursement must be accompanied by an invoice showing the purchase price of parts or materials. Reimbursements will not be made from quotes or estimates. Bid prices are to include all necessary shipping and handling charges to make delivery F.O.B. Cookeville, Tennessee 38505.

Tennessee Tech reserves the right to request supporting supplier invoices at any time to verify material charges.

- 6.12 Required materials list(s) shall be submitted to Facilities personnel for approval before work begins. Failure to submit required materials list(s) for approval before work begins may result in loss of the fifteen percent (15%) markup authorized by Tennessee Tech for approved materials provided by the Contractor.
- 6.13 Rental charges on necessary machinery and equipment not customarily provided by contractors shall be a reimbursable cost. Cost is defined as the invoiced amount from the rental agency. No markups are authorized for rental equipment. Tennessee Tech's reimbursement to Contractor for rental equipment is contingent upon the University's written pre-approval of all such rental equipment for which reimbursement is requested. Rental charges will not be allowed on tools or equipment owned by Contractor or for tools or equipment typically owned or provided by a licensed contractor performing the trades covered by this Contract.

Any Contractor invoice requesting reimbursement must be accompanied by all of the following:

1. Rental invoice showing payment amount and dates of use; and
2. Tennessee Tech written pre-approval.

Reimbursements will not be made from quotes or estimates and will not be made until satisfactory completion of the work for which the rental equipment was used.

- 6.14 Contractor shall assist Tennessee Tech personnel with long-term cost estimates on relevant work contemplated or on renovations that include relevant work and materials. Contractor must also provide an estimate comprising all applicable costs, including but not limited to labor and materials costs, before beginning work on immediate and/or near-term maintenance projects. These project estimates shall be provided at no cost to Tennessee Tech. These requirements apply to all work performed under this Contract.

Except in emergency situations authorized by Tennessee Tech, no work shall begin until an estimate has been submitted to and approved by Tennessee Tech's authorized representative.

- 6.15 Contractor will complete a walk-through with Facilities personnel before a job is considered complete. Prior to a job being deemed complete, Tennessee Tech's Maintenance Director, applicable Trades Supervisor, Project Manager, or other

appropriate official will inspect the work performed for completeness and quality of workmanship.

Should incomplete work, poor workmanship, or other punch list items be discovered, such work shall be completed or corrected at no additional cost to Tennessee Tech. Punch list items that are not the fault of the Contractor, such as damage by other trades or contractors, will be addressed per the contracted pricing schedule but will only be allowed if approved in advance by the appropriate Tennessee Tech official.

- 6.16 No costs shall be paid by Tennessee Tech to the Contractor for any expenses made necessary to correct defective workmanship, to correct any work not in conformance with the plans and specifications and/or industry standards, or to correct any deficiency or damage caused by negligent acts of the Contractor.
- 6.17 Bidder must have been in the business of providing the services described herein for at least five (5) years. Upon request, Bidder shall provide three (3) commercial references for each type of work performed during the last two (2) years. Tennessee Tech reserves the right to consider information obtained from references in determining Bidder responsibility and ability to perform the required services.
- 6.18 The Contractor shall not refer to this Contract or the Contractor's relationship with Tennessee Tech in commercial advertising in such a manner as to state or imply that the Contractor or the Contractor's services are endorsed by Tennessee Tech. Contractor shall not place signs advertising its business on Tennessee Tech property without the express written permission of the University.

7. INVOICING

- 7.1 The Contractor shall keep records of all work performed by date, building, and description of work and shall provide such records to Tennessee Tech at the end of each job. Contractor must provide an estimate including all applicable costs, including but not limited to labor and materials costs, before beginning work. This requirement applies to all work performed under this Contract.
- 7.2 All invoices must be separated by job and must include the following information, at minimum:
1. Dates of service with a breakdown of daily labor hours performed by each worker for which charges are being invoiced;
 2. Detailed description of all labor services provided;
 3. Building name, room number(s), and name of Tennessee Tech personnel who requested the work; and

4. Contract number.

Tennessee Tech will work with Contractor to ensure that the exact format and information requested above is provided correctly by the Contractor.

8. COST

8.1 Bidders are to provide a cost per hour for the following types of workers.

8.1.1 **Sheet Metal Duct Installation and Repair**

The Contractor shall be capable of custom fabrication and installation of commercial HVAC ductwork systems. The use of a button punch machine is preferred.

Labor Classification	Normal Rate	Overtime Rate
Skilled Sheet Metal Fabricator	\$_____ per hour	\$_____ per hour
Skilled Sheet Metal Installer	\$_____ per hour	\$_____ per hour
Unskilled Sheet Metal Installer	\$_____ per hour	\$_____ per hour
Unskilled Labor, Helper/Laborer	\$_____ per hour	\$_____ per hour

Note: All overtime must be pre-approved by Tennessee Tech.

8.1.2 **A/C, Heating, and Refrigeration Service**

The Contractor shall have a staff of trained heating, air conditioning, and refrigeration service technicians capable of performing maintenance on existing equipment and installation/startup of new equipment.

Labor Classification	Normal Rate	Overtime Rate
A/C Service Technician	\$_____ per hour	\$_____ per hour

Note: All overtime must be pre-approved by Tennessee Tech.

8.1.3

Steam and Chilled Water Pipe Service and Repair Work

Work includes, but may not be limited to, installation and repair work on steam, chilled water, underground pre-insulated pipe conduit systems, and other pipe systems, including insulation of pipe, tanks, and related items.

Rates shall also apply for installations of new steam lines, chilled water lines, or related equipment within buildings requiring welding and mechanical pipe installation.

All maintenance work will be coordinated with Tennessee Tech's Facilities personnel. Tennessee Tech will provide all necessary equipment and labor for excavation for access to the conduit system.

Contractor must have welder(s) and multiple welding machines on staff qualified to weld high-pressure steam lines; 125 psi rated with schedule 80 pipe. An R stamp is not required.

Contractor must have the ability to provide welding services in areas where a minimum of 250 feet of lead is required.

Contractor shall also be able to perform mechanical fabrication work.

Contractor's submission of signed bid and/or contract documents certifies prior experience performed during the last two (2) years with underground, conduit insulated, steam line, and chilled water systems. Experience may be audited at any time.

Labor Classification	Normal Rate	Overtime Rate
Skilled Pipe Installation Labor	\$_____ per hour	\$_____ per hour
Unskilled Labor, Helper/Laborer	\$_____ per hour	\$_____ per hour

Note: All overtime must be pre-approved by Tennessee Tech.

8.1.4

Materials

Materials and supplies shall be invoiced in accordance with Section 6.11 of this RFQ.

If Bidder offers a discount for parts-only purchases, Bidder may state the discount below. This discount, if offered, gives Tennessee Tech the option to purchase parts only at a discounted rate for Tennessee Tech business purposes.

Materials at List Less Percentage: _____%

Unless specifically stated in Section 9, any optional parts-only discount shall not be used as part of the evaluated bid total.

9. EVALUATION

For evaluation purposes only, Tennessee Tech will presume the following estimated quantities of labor hours and will multiply the applicable rates as follows. These estimated quantities are used solely for bid evaluation and do not guarantee any minimum amount of work or compensation.

Labor Classification	Estimated Hours	Rate	Extended Cost
Skilled Sheet Metal Fabricator, Normal Rate	4 hours	\$ _____	\$ _____
Skilled Sheet Metal Installer, Normal Rate	4 hours	\$ _____	\$ _____
Unskilled Sheet Metal Installer, Normal Rate	4 hours	\$ _____	\$ _____
Unskilled Sheet Metal Installer, Overtime Rate	2 hours	\$ _____	\$ _____
Unskilled Labor, Helper/Laborer, Normal Rate	4 hours	\$ _____	\$ _____
Unskilled Labor, Helper/Laborer, Overtime Rate	2 hours	\$ _____	\$ _____
A/C Service Technician, Normal Rate	32 hours	\$ _____	\$ _____
A/C Service Technician, Overtime Rate	16 hours	\$ _____	\$ _____
Skilled Pipe Installation Labor, Normal Rate	16 hours	\$ _____	\$ _____

Skilled Pipe Installation Labor, Overtime Rate	8 hours	\$ _____	\$ _____
Unskilled Labor, Helper/Laborer, Normal Rate	16 hours	\$ _____	\$ _____
Unskilled Labor, Helper/Laborer, Overtime Rate	8 hours	\$ _____	\$ _____
Total Evaluated Cost			\$ _____

- 9.1 The apparent successful Bidder shall be the responsive and responsible Bidder with the lowest total evaluated cost, as calculated in Section 9, unless Tennessee Tech determines that award to another Bidder is justified and in the best interest of the University in accordance with applicable procurement requirements.
- 9.2 Tennessee Tech reserves the right to award to one or more responsive and responsible Bidders when determined to be in the best interest of the University. If multiple awards are made, awards may be made in order of evaluated cost, availability, qualifications, project needs, response time, pricing, or other factors deemed relevant by Tennessee Tech and consistent with this RFQ.