



REQUEST FOR QUOTATION (RFQ)

Department: Facilities
Requisition: Overhead Doors Maintenance

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: September 17, 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 October 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. To do business with TTU register as a supplier/contractor: <https://www.tntech.edu/purchasing/howto.php>
2. 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>
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

Please bid to provide maintenance and repair services for overhead doors located throughout Tennessee Technological University ("Tennessee Tech") as needed.

The resulting Contract shall commence upon date of final signature by all required parties and shall remain in effect for a period of five (5) years thereafter.

Prices submitted by Contractor shall remain firm for a one (1) year period. Thereafter, Contractor may request a price increase annually. Any requested increase must be submitted in writing and supported by documentation substantiating the Contractor's actual increase in costs. Tennessee Tech may approve or reject any requested increase or choose to rebid, at its sole discretion.

PLEASE BID THE FOLLOWING HOURLY RATES

\$ _____ hourly rate for Skilled Labor

\$ _____ hourly rate for Unskilled Labor

The hourly labor rates must include all trip charges and service-call charges. No separate trip charge, dispatch fee, service-call fee, mileage charge, or similar travel-related charge will be permitted.



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Evaluation

For purposes of evaluation, equal weight will be given to each hourly rate above. Please note that this percentage/weight is for evaluation purposes only and is subject to change due to the actual performance of projects. An example evaluation follows: ***(this is an example only and is not indicative of any actual bid)***.

1. Assume a bid is returned proposing Skilled Labor at \$20.00 hour and Helper/Laborers at \$12.00 hour.
2. These two rates shall then be added together to give a weighted average of the hourly rates (\$20.00 + \$12.00 = \$32.00).
3. Thus, \$32.00 would be the final evaluation number in this example.
4. The lowest cost bidder shall be the bidder with the lowest Total Weighted Average-Labor Rate.

Materials Mark Up

Materials and supplies shall be invoiced at cost plus fifteen percent (15%). Cost is defined as Contractor's invoiced cost **before tax**. Any Contractor invoices requesting reimbursement must be accompanied by an invoice showing purchase price of parts or material. Reimbursements will not be made from quotes or estimates. Bid prices are to include all necessary shipping/handling charges to make delivery F.O.B. Cookeville, TN 38505.

Tennessee Tech reserves the right to review material pricing during contract administration to ensure costs charged are reasonable and consistent with prevailing market conditions.

Delivery

Bid prices shall include all shipping, handling, and delivery charges necessary to provide goods F.O.B. Destination, Cookeville, Tennessee 38505.

Contractor Responsibilities

The hourly labor rates shall include all costs associated with providing the services outlined herein to Tennessee Tech, including, but not limited to, trip charges, service-call charges, travel, meals, lodging, mileage, tools, overhead, equipment, supervision, administration, administrative expenses, and similar costs, unless otherwise expressly provided herein.

Contractor shall be capable of dispatching qualified personnel to Tennessee Tech's campus in Cookeville, Tennessee, within a reasonable timeframe following a request for service.

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.

Rental Reimbursement



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Rental charges on machinery and equipment not customarily provided by contractors performing work of this type shall be a reimbursable expense. Cost is defined as the actual invoiced amount from the rental agency. No markup shall be allowed on rental equipment. Rental equipment shall be utilized only when commercially reasonable and when equivalent Contractor-owned equipment is unavailable or unsuitable for the required work. Tennessee Tech's reimbursement for rental equipment is contingent upon Tennessee Tech's prior written approval.

Rental charges shall not be allowed for:

- Equipment owned by Contractor;
- Tools or equipment typically owned or provided by a contractor performing work covered under this Contract; or
- Equipment rented without Tennessee Tech's prior written approval.

Any invoice requesting reimbursement for rental equipment must include:

- The rental invoice showing the payment amount and dates of use; and
- Tennessee Tech's 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 utilized.

Travel Compensation

Labor rate charges shall begin at the time Contractor signs in to the job site. Travel time to and from the job site shall be at Contractor's expense unless otherwise provided for herein.

EXCEPTION: When work is performed at the Craft Center (off Highway 56 at Hurricane Bridge near Smithville, Tennessee), Oakley Farm near Livingston, Tennessee, or the CRC Building in Crossville, Tennessee, Tennessee Tech agrees to allow Contractor to charge one (1) additional labor hour per day per person, in accordance with each person's labor classification, to cover travel-related expenses.

Contractor Check In

Contractor must contact the designated Tennessee Tech Point of Contact ("POC") each day to discuss work status and staffing levels. Contractor shall also coordinate with the Tennessee Tech POC in advance before performing any work outside regular business hours.

Inspection and Acceptance

Tennessee Tech reserves the right to inspect all work performed and materials supplied under this Contract. Any work or materials determined by Tennessee Tech to be defective, nonconforming, incomplete, or otherwise unacceptable shall not constitute acceptance of defective or nonconforming work.

Invoicing

Invoices may be emailed to invoices-noreply@tnitech.edu or mailed to:

Tennessee Tech University Business Office
Campus Box 5037
Cookeville, TN 38505



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Invoices must include, as applicable:

1. Dates of service and a breakdown of daily labor hours performed by each worker;
2. Detailed description of all labor services provided;
3. Detailed list of parts and materials invoiced;
4. Building or area where work was performed and the name of the Tennessee Tech employee who requested the work;
5. Any discounts provided; and
6. 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 prior to the effective termination date. Upon receipt of such notice, Contractor shall cease performance except as otherwise directed by Tennessee Tech. Contractor shall be entitled to payment only for satisfactory authorized services performed through the effective termination date. Under no circumstances shall Tennessee Tech be liable for services not rendered or for anticipated profits, overhead, or other consequential damage resulting from termination.

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 shall maintain insurance coverage in types and amounts acceptable to Tennessee Tech throughout the term of the Contract. Prior to contract execution, Tennessee Tech may require certificates of insurance, evidencing such coverage and naming Tennessee Tech and the Tennessee Tech Foundation as additional insured and certificate holders, where applicable. Tennessee Tech reserves the right to establish and modify insurance requirements as deemed necessary to protect Tennessee Tech's interests.

Contract Administration

Contractor's performance under this Contract shall be subject to monitoring by Tennessee Tech. Failure to perform in accordance with the requirements of the Contract may result in corrective action, termination, or other remedies available to Tennessee Tech.

Tennessee Tech Rights



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Tennessee Tech reserves the right to reject any or all quotations; waive minor informalities or technicalities; request clarification of quotations; and make an award determined to be in the best interest of Tennessee Tech. Tennessee Tech further reserves the right to initiate negotiations with the next ranked responsive and responsible bidder should Tennessee Tech cease doing business with the awarded Contractor.

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.