



REQUEST FOR QUOTATION (RFQ)

Department: Facilities
Requisition No.: 182776048

Deliver Completed Bid to:

Tennessee Tech University
Purchasing and Contracts Office
Derryberry Hall, Suite 301
Box 5144, 1 William L. Jones Dr.
Cookeville, TN 38505-0001
www.tntech.edu/purchasing/

Date: April 1, 2024

RFQ Coordinator: Tina Girdley
Phone: 931.372.6350
Email: tgirdley@tntech.edu
Fax: 931.372.3727

Bids must be received in the Purchasing and Contracts Office by **3:00 p.m. Central Time on April 30, 2024.**

Bid is subject to the [RFQ – Standard Terms and Conditions](#). By submittal of 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

Please bid to provide the following to Tennessee Technological University for a period from date of final signature through five (5) years thereafter.

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.

Tennessee Tech is seeking quotations for an experienced and qualified company to provide Parts Cleaning Services on an "as required" basis, per the specifications outlined herein. The Tennessee Tech Foundation may also require Parts Cleaning Services under the resulting contract.

SPECIFICATIONS:

Please mark with an "X" to the left of specifications if Contractor meets or exceeds such specifications. If Contractor does not meet specifications, leave line blank. Note: Failure to respond to the following specifications may be cause for rejection of bid.



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____ Contractor shall provide 100% virgin, contaminant-free solvent with a flashpoint of 150 degrees Fahrenheit or less. Used solvent will be lawfully removed by Contractor as a non-hazardous material and shipped on a bill of lading as a reuse product or non-hazardous waste, provided that a sample of used solvent meets criteria for re-use or non-hazardous waste.

____ Use/reuse analyses will be updated periodically to confirm the quality of the material.

____ Tennessee Tech will specify the quantity and type(s) of parts washer(s) to be placed in service and the frequency of service intervals for each parts washer placed in service. Tennessee Tech reserves the right to add, delete, or otherwise change the quantity and types of machine(s) placed into service on Tennessee Tech property. Tennessee Tech also reserves the right to change the frequency of service intervals for each parts washer as is deemed best by Tennessee Tech.

____ Contractor agrees that Tennessee Tech may request parts washers to be topped off and not serviced due to a lack of use of the machine. It is anticipated that requests for topping off will be infrequent.

____ Contractor shall provide competent and properly trained employees for the safe and lawful packaging, labeling, and transporting of the used solvents generated by the parts washer(s) specified in the contract. Contractor shall assume full and complete responsibility for the competency, judgment, and actions of said employees at all times, and Tennessee Tech will not assume responsibility and will not be under any obligation whatsoever for the same. Contractor shall be solely responsible for the actions of its employees for damage or destruction to any Tennessee Tech equipment, buildings or premises, and any equipment of facilities leased, loaned, and/or in the care, custody and control of Tennessee Tech.

____ Contractor shall assume the responsibility and liability for proper, lawful and safe packaging, labeling, transporting, and disposal/reclamation of all waste/used solvents generated by parts washer(s) specified in the contract. All risk and liability shall remain with the Contractor.

____ All activities encompassed in labeling, packaging, and transporting used solvents generated as a result of the contract shall be accomplished in accordance with all Federal, State, and Local statutes, laws, rules, regulations, and ordinances. Failure to comply with any and all aforementioned statutes, laws, rules, regulations, and ordinances shall be cause for the cancellation of the contract, with the Contractor held solely liable for violations.

____ Upon request, Contractor agrees to provide Tennessee Tech with a company Certificate of Assurance outlining all responsibilities assumed by Contractor for the lawful transportation and reuse of all solvents provided by Contractor and used in the parts washer(s).



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_____ In the event the solvent removed from machines at Tennessee Tech does not meet the specifications for reuse, then the solvent will be handled/recycled/disposed of as hazardous waste.

_____ Contractor shall use only EPA approved sites for disposal/reclamation of the waste solvents. All activities encompassed in labeling, transporting, and disposal/reclamation of waste solvents generated as a result of the contract shall be accomplished in accordance with all Federal, State, and Local statutes, laws, rules, regulations, and ordinances. Failure to comply with any and all aforementioned statutes, laws, rules, regulations, and ordinances shall be cause for the cancellation of the contract, with the Contractor held solely liable for violations.

_____ Contractor agrees to provide the Tennessee Tech Safety Coordinator with copies of Material Safety Data Sheets (MSDS) for all solvents and/or other Contractor products used by Tennessee Tech. Contractor agrees to immediately provide revised MSDS's whenever revisions occur.

_____ Contractor agrees to provide the Tennessee Tech Safety Coordinator with copies of bills of lading and/or copies of other required reports relative to the generation, removal, transporting, and reuse of used solvents removed from Tennessee Tech's premises.

_____ Service rates provided shall include all costs associated with the 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.

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

_____ Contractor must have sufficient manpower to accommodate multiple extensive projects as necessary.

EVALUATION:

Contract award will be determined according to prices provided in Attachment A (to be completed by Bidder), according to the following weighted factors and assumptions:

- Ninety percent (90%) of the cost factor shall be determined based on the estimated annual service cost for the machines.

The following service scenario will be calculated in determining the service cost:

the sum of three (3) 20-gallon machines with price for 16-week intervals; one (1) 30-gallon machine with price for 4-week service intervals; one (1) 30-gallon machine with price for 16-week service intervals; and one (1) 40-gallon machine with price for 16-week service intervals.



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- Ten percent (10%) of the cost factor shall be determined based on the cost of purchasing three (3) machines, that is, one (1) 20-gallon machine, one (1) 30-gallon machine, and one (1) 40-gallon machine.

NOTE: Six (6) parts washers are presently in use on campus. Attachment A (Costs Sheet) provides a list of these machines' sizes. Also included in Attachment A are the desired service intervals for each machine. Contractors bidding different size machines and/or service intervals must specify such on their bid response. Tennessee Tech will purchase parts washers from the Contractor, as needed.

RFQ Communications:

Interested parties must direct all communication regarding this RFQ to the RFQ Coordinator, Tina Girdley, who is Tennessee Tech's only official point of contact for this RFQ. Unauthorized contact regarding this RFQ with employees or officials of Tennessee Tech other than the RFQ Coordinator named above may result in disqualification from this procurement process.

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.

Rental Reimbursement:

Rental charges on necessary machinery and equipment, not customarily provided by contractors, shall be a reimbursable cost. Cost is defined as invoiced amount from rental agency; no markups are authorized for rental equipment. Tennessee Tech's reimbursement to Contractor for rental equipment is contingent upon Tennessee Tech's written pre-approval of all such rental equipment for which reimbursement is requested. Rental charges will not be allowed on any tools or equipment owned by Contractor or for any tools or equipment typically owned/provided by a licensed contractor performing trades covered by this Contract. Reimbursements will not be made from quotes or estimates and will not be made until satisfactory completion of work for which rental equipment was used. Any Contractor invoices requesting reimbursement must be accompanied by all of the following:

- 1) rental invoice showing payment amount and dates of use; and
- 2) Tennessee Tech's written pre-approval.



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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 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:

Contractor must check-in at Facilities each day before going to jobsite and must check-out before leaving jobsite. For the purposes of this requirement, "jobsite" shall refer to the site of work being performed at the main campus location and/or any satellite campus locations (examples: Hyder-Burks Ag Pavilion or the Craft Center). A Facilities representative may escort Contractor to required jobsites and identify work that must be completed, at Tennessee Tech's sole discretion.

Invoicing:

Invoices must be separated by job and must include the following information, at minimum:

1. Dates of service with 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 numbers, and name of Tennessee Tech personnel who requested work.
4. Contract Number. Contract Number will be assigned to you by Purchasing upon award of Contract.

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

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.



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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:

The 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:

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

The [RFQ Standard Terms and Conditions](#) shall be considered an integral part of this Request for Quotation and any Purchase Order resulting from this process.

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.