



## REQUEST FOR QUOTATION (RFQ)

Department: Facilities  
Requisition: Safety Valve Test & Certification 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: 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 4, 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 safety valve certification services 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 use of the name of a manufacturer and/or model is meant to establish performance standards and does not restrict Bidder to that manufacturer. Equivalent products from other manufacturers will be considered.



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Services include testing, repair, and certification of boiler safety relief valves. Existing valves are manufactured by Kunkle and Consolidated. Tennessee Tech shall remove these valves for certification on the following schedule (approximate):

April	Boiler #2
August	Boiler #3
February	Boiler #4

The Contractor shall:

- 1) Provide transportation costs to and from the University to the test facility.
- 2) All workmanship shall be covered under warranty for one (1) year.
- 3) Submit a written test and certification report for each valve. Repair shall be certified in accordance with the ASME Pressure Vessel Code with a "VR" stamp applied.
- 4) Quote a cost to recertify the following valves if no repairs are needed. Recertify is to include the following:
  - a) Disassembly
  - b) Checking parts for critical dimensions and tolerances as recommended by the manufacturer
  - c) Cleaning all surfaces
  - d) Reassembly of the valve
  - e) Testing, setting the valve, and Certification

Please bid the following:



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ITEM NUMBER	BOILER	SIZE	SET PRESSURE	CAPACITY (LBS/HR)	Test and Certification Price
1	Boiler #2	2 ½ x 4	145	23,277	\$ _____
2	Boiler #2	2 ½ x 4	148	23,716	\$ _____
3	Boiler #2	2 ½ x 4	150	24,008	\$ _____
4	Boiler #3	2 ½ x 4	155	19,141	\$ _____
5	Boiler #3	3 x 4	165	25,826	\$ _____
6	Boiler #3	3 x 4	165	25,826	\$ _____
7	Boiler #4	3 x 4	155	21,065	\$ _____
8	Boiler #4	3 x 4	160	21,795	\$ _____
9	Boiler #4	4 x 6	165	34,268	\$ _____

5) Any necessary repairs shall be performed only upon the acceptance of a written quote by the University prior to performing the repair. If repairs are necessary, materials would be provided by the Contractor at cost plus fifteen percent (15%). Cost is defined as Contractor’s invoiced cost before tax. All invoices submitted for reimbursement must show purchase price of parts and/or material. Reimbursement will not be made from quotes or estimates.

6) Additional repair services would be provided at the following labor rate (for purpose of the bid analysis only, this will presume 8 hours for repairs):

\$ \_\_\_\_\_ per hour Labor Rate



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### **Site Inspection**

An onsite pre-bid meeting has been scheduled for Wednesday, May 27, 2026 / 10:00 a.m. at 220 West 10<sup>th</sup> Street, Cookeville, Tennessee 38505. During this meeting prospective bidders can survey jobsite and are allowed to ask questions. This meeting is not mandatory but strongly suggested for all interested bidders.

### **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.

### **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.

### **Travel Compensation**



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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**

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@tntech.edu](mailto:invoices-noreply@tntech.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.



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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.

### **Insurance**

Contractor, at its own expense, must provide and maintain public liability insurance, naming Tennessee Tech University as an additional insured and certificate holder. The minimum limits of the policy shall be \$1,000,000 for personal injury and \$300,000 for property insurance. Insurance shall be written by an insurance company licensed to operate in the State of Tennessee. 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. Contractor's failure to provide evidence of such insurance coverage is a material breach and grounds for termination of the Contract negotiations and/or Contract.

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***

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Bidding Entity's Name

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Name of Contact Person (Printed)

Title

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Address

City, State, Zip

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Phone / Fax / Email

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Authorized Signature of Bidder

Date

*Tennessee Tech University is an EEO/AA/Title IX/Section 504/ADA employer.*