



## REQUEST FOR QUOTATION (RFQ)

Department: Ag & Human Ecology  
Description: Shipley Farm Tractor

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](http://www.tntech.edu/purchasing)

Date: March 23, 2026

**RFQ Coordinator:** Tina Girdley  
Phone: 931.372.6350  
Email: [tgirdley@tntech.edu](mailto: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 21, 2026.**

**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. 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.
3. Bid may be electronically signed and electronically submitted to RFQ Coordinator above.

### ***THIS IS NOT AN ORDER***

#### **REQUEST FOR QUOTATION**

Tennessee Technological University (TTU) is seeking bids for the purchase of one (1) new farm tractor, including trade-in of existing equipment.

The use of a manufacturer name and/or model is for the purpose of establishing minimum performance standards and does not restrict bidders to a specific manufacturer. Equivalent products will be considered. All specifications listed are minimum requirements unless otherwise noted.

**Instructions to Bidders:**

Please mark with an "X" to the left of specifications if equipment meets such specifications. If it does not meet the specifications, leave the line blank. If it exceeds what is specified put "exceeds" in the blank and indicate the capabilities to the right of the specifications.

**Specifications:**

Quantity: One (1) New Farm Tractor



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- Minimum 130 gross engine horsepower
- Minimum 115 PTO horsepower
- Electric power reverser or equivalent (directional change without clutching)
- Minimum 12-speed transmission
- Minimum 4-cylinder diesel engine
- Climate controlled cab
- MFWD (4X4)
- Independent 540 PTO
- Minimum of three (3) rear Selective Control Valves (SCVs)
- Front-end loader with bucket and hay spear, joystick controlled
- Three-point hitch lifting system, adjustable and telescopic
- Minimum ballasted weight of 12,000 lbs

### Misc.

- Must include warranty
- Must include delivery to Tennessee Tech Shipley Farm (2390 Gainesboro Grade, Cookeville, TN 38501)

### Trade-In Equipment:

Tennessee Tech intends to trade in the following equipment:

- 1998 New Holland TS90 2WD Tractor
- Property Tag Number: 072882
- Condition: Fair

Trade-In Allowance \$ \_\_\_\_\_

Note: TTU reserves the right to accept or reject the trade-in value.

Trade in equipment can be inspected at TTU Shipley Farm, 2390 Gainesboro Grade, Cookeville, TN 38501. Please contact Mr. Rusty Chilcutt at 931-267-9336, for questions about trade-ins and/or appointments to view trade-ins **ONLY**.



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**Please bid the following:**

One (1) – New Farm Tractor:

Year Quoted: \_\_\_\_\_

Make Quoted: \_\_\_\_\_

Model Quoted: \_\_\_\_\_

Terms and duration of warranty: \_\_\_\_\_

**Pricing:**

Total Bid Price for One (1) Farm Tractor \$ \_\_\_\_\_

Less Trade-In Allowance \$ \_\_\_\_\_

Net Total Bid Price \$ \_\_\_\_\_

**Delivery:** Specify delivery time: \_\_\_\_\_ days after receipt of order.

**General Terms and Conditions:**

- TTU reserves the right to reject any and/or all bids.
- TTU reserves the right to award based on best value, not solely lowest price.
- Pricing must remain valid for a minimum of 30 days from the bid opening date.
- All equipment must be new and unused.

**RFQ Communications.** Interested parties must direct all communication regarding this RFQ by email 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.

**NOTE:** Failure to provide all requested signatures, initials, references, certifications, licenses, records, or other information OR providing records deemed to be unsatisfactory, at Tennessee Tech’s sole discretion, could result in rejection of bid.

**Sales and Use Tax.** Before the Purchase Order/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.



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**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.

**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 the University cease doing business with the Bidder selected via this RFQ process.

### **COMPLETE INFORMATION AND SIGN BID BELOW.**

\_\_\_\_\_  
Bidding Entity's Name

\_\_\_\_\_  
Name of Contact Person (Printed)

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone/Fax

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Email

\_\_\_\_\_  
Authorized Signature of Bidder

\_\_\_\_\_  
Date

Name & Title of Signatory (printed): \_\_\_\_\_

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