



## REQUEST FOR QUOTATION (RFQ)

Department: Facilities  
Requisition No.: Signpost

Deliver Completed Bid to:

Tennessee Tech University  
Purchasing and Contracts Office  
POB 5144; 1 William L Jones Dr.  
Derryberry Hall, Suite 301  
Cookeville, TN 38505-0001  
Fax: 931-372-3727

Date: February 10, 2026

**RFQ Coordinator:** Tina Girdley

Phone: 931-372-6350

Email: [tgirdley@tntech.edu](mailto:tgirdley@tntech.edu)

Bids must be received in the Purchasing and Contracts Office by **3:00 p.m. Central Time on March 4, 2026.**

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. 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.
5. Please direct any questions regarding this RFQ to the RFQ Coordinator's email listed above.

**THIS IS NOT AN ORDER**

### REQUEST FOR QUOTATION

Tennessee Technological University request bids from a qualified company to provide Signposts for a contract 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.

The quantities listed are estimated annual requirements and are provided for the sole purpose of proposal evaluation. These quantities do not represent either a commitment to purchase or a limit of purchase. There is no minimum order requirement. Purchases will be made on an "as needed" basis by Tennessee Tech University.

**Specifications**

Please mark an "X" to the left of each specification if it meets the stated requirement. If a specification is not met, leave the line blank. If the proposed item exceeds the stated specification, write "Exceeds" in the blank and clearly describe the enhanced capabilities to the right of the specification.



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### 8' Signpost

Annual Usage 20

☐ Steel

☐ U-Channel Post

☐ 3lbs/ft (Total Weight for 8' Post = 24lbs)

☐ Galvanized

☐ Punched full length with 3/8" holes on 1" Centers

\$ \_\_\_\_\_ EACH      Vendor Part Number: \_\_\_\_\_

### 10' Signpost

Annual Usage 10

☐ Steel

☐ U-Channel Post

☐ 3lbs/ft (Total Weight for 10' Post = 30lbs)

☐ Galvanized

☐ Punched full length with 3/8" holes on 1" Centers

\$ \_\_\_\_\_ EACH      Vendor Part Number: \_\_\_\_\_

Delivery 7-15 days after receipt of order. Bid prices are to include all necessary shipping/handling charges to make delivery F.O.B. Cookeville, TN 38505.

Materials and supplies not otherwise listed on the attached Cost Sheet shall be invoiced at manufacturer's suggested retail price less \_\_\_\_\_ %. (Fill in your discount.) This will not be a factor in the bid evaluation.

### **RFQ Communications**

All communication regarding this RFQ must be directed to the RFQ Coordinator at the email address listed above, who is Tennessee Tech's sole official point of contact for this RFQ. Unauthorized contact regarding this RFQ with any Tennessee Tech employees or officials other than the RFQ Coordinator named above may result in disqualification from the procurement process.

### **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.



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### **Invoicing**

Invoices may be emailed to [invoices-noreply@tntech.edu](mailto:invoices-noreply@tntech.edu) or mailed to Tennessee Tech Business Office, Campus Box 5037, Cookeville, TN 38505 and must include the following information:

1. Date of delivery
2. Quantity of each unit
3. Vendor part/item number
4. Discount (if any)

Note: Successful Bidder's invoices for items not listed must show list price of parts/supplies as well as discounted price. Payments will not be made from quotes or estimates.

### **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.

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***

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Bidding Entity's Name

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Name of Contact Person (Printed)

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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.*