



REQUEST FOR QUOTATION (RFQ)

Department: Facilities
Description: Sod

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: March 5, 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 April 9, 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 Technological University request bids to provide any or all of the following sod products to Tennessee Tech, as needed, for a Contract period from date of final signature through five (5) years.

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 estimated yearly usage amounts listed below will be used to determine the low bidder.

- | | |
|----------------------------|--------------------|
| 1. Bermuda – Tiffway 419 | 31,500 square feet |
| 2. Fescue – Blended Fescue | 90,000 square feet |



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These quantities listed are only estimates of annual usage for each product and 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.

Specifications

Please mark with an "X" to the left of specification if it meets 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.

- _____ Must be squared cut or rolled with a minimum of 500 square feet per pallet.
- _____ Sod is to be provided in squares, not rolls, unless Manager approves before shipment.
- _____ Sod shall be well matted with strong developed roots and not to be less than two years old.
- _____ Sod is to be free of weeds and undesirable native grasses.
- _____ Sod must be mowed two days prior to cutting and able to remain intact when suspended vertically with a firm grasp on upper 10% of pad.
- _____ Sod shall not be cut less than .5" thick and more than 1" thick on pad.

Note: If sod does not meet specifications upon arrival, it can be refused.

Pricing

Please bid to provide a cost for the following:

1. Bermuda – Tiffway 419 \$ _____ per square yard
2. Fescue – Blended Fescue \$ _____ per square yard

Note: Per square yard pricing is to include all necessary shipping, handling, and delivery charges to Cookeville, Tennessee 38505.

Tennessee Tech reserves the right to award based on low bid per item or total low for all items, at its discretion

Deliveries must be made no later than 7-10 calendar days from the time an order is received. Specify delivery time: _____ days after receipt of order.

Invoicing

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



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1. Dates of delivery showing total number of square yards that were delivered by sod type
2. Name of Tennessee Tech personnel placing order
3. Contract Number.

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

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.

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 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



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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.