



REQUEST FOR QUOTATION (RFQ)

Department: Facilities
Description.: Used Utility Vehicles

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: August 27, 2026

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 September 23, 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. To do business with TTU register as a supplier/contractor: <https://www.tntech.edu/purchasing/howto.php>
2. 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>
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.

THIS IS NOT AN ORDER

REQUEST FOR QUOTATION

Please bid to provide two (2) used utility vehicles to Tennessee Tech University.

The use of the name of a manufacturer and/or model is meant to establish minimum per performance standards and does not restrict Bidder to that manufacturer. Equivalent products from other manufacturers will be considered.

Specifications: Please mark with an "X" to the left of specifications if it 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.

Quantity Two (2) – Used Utility Vehicles

General Requirements

- ☐ Used Utility Vehicle
- ☐ Engine metered hours not to exceed 1,000 hours
- ☐ Gas engine
- ☐ Hydraulic dump bed



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- ☐ Cab with doors
- ☐ Heated cab
- ☐ Headlights

Dimensions

- ☐ Overall width not to exceed 62 inches
- ☐ Overall length with bed not to exceed 132 inches
- ☐ Base weight not to exceed 1,400 lbs
- ☐ Gross vehicle weight not to exceed 4,000 lbs
- ☐ Ground clearance minimum 7 inches
- ☐ Wheelbase minimum 68 inches

Suspension & Steering

- ☐ Independent dual A-frame front suspension with dual coil springs and shocks
- ☐ DeDion weight-carrying rear axle with independent leaf springs and shocks
- ☐ Hydraulic power steering

Drivetrain & Brakes

- ☐ 3-speed manual transmission
- ☐ Four-wheel hydraulic brakes

Tires

- ☐ Minimum 50% tire life remaining

Capacity

- ☐ Cargo capacity minimum 2,790 lbs (4WD) or 2,849 lbs (2WD)

Miscellaneous

- ☐ Must include delivery to Tennessee Tech University, Facilities Services, 220 West 10th Street, Cookeville, TN 38505
- ☐ Must provide year, make, model, and current engine hours
- ☐ Must include photographs of actual unit being quoted
- ☐ Must disclose any known mechanical defects
- ☐ Must include warranty, if any



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Please bid the following:

Vehicle #1:

Year Quoted: _____

Make Quoted: _____

Model Quoted: _____

Engine Hours: _____

Warranty Information: _____

Cost Vehicle #1: \$ _____

Vehicle #2

Year Quoted: _____

Make Quoted: _____

Model Quoted: _____

Engine Hours: _____

Warranty Information: _____

Cost Vehicle #2: \$ _____

Cost Summary

Vehicle #1: \$

Vehicle #2: \$

Delivery: \$

Total Delivered Cost: \$

Specify delivery time: _____ days after receipt of order.

Note: Tennessee Tech reserves the right to inspect any vehicle offered prior to award and to reject any vehicle determined to be in unsatisfactory condition.

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.



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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.

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