



REQUEST FOR QUOTATION (RFQ)

Department: Facilities
Requisition No.: 182413800

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: February 9, 2024

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 March 5, 2024.**

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. *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.

THIS IS NOT AN ORDER

Please bid to provide the following vehicles to Tennessee Tech University.

2 – Used Utility Vehicles

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.

- _____ Engine Metered Hours - not to exceed 3,000 hours
- _____ 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 weight – not exceed 4,000 lbs.
- _____ Tow capacity – maximum towing capacity not to exceed 3,600 lbs.
- _____ Ground Clearance – minimum 7 inches
- _____ Wheel base – minimum 68 inches
- _____ Engine – gas and/or diesel
- _____ Must have hydraulic dump beds



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- _____ Tires – 50% life
- _____ Must have cabs with doors
- _____ Must have heated cabs
- _____ Brakes – 4-wheel hydraulic
- _____ Transmission – must be manual
- _____ Must have headlights
- _____ Must include delivery to Tennessee Tech (220 West 10th Street, Cookeville, TN 38505)

Vehicle 1:

Year: _____

Make Quoted: _____

Model Quoted: _____

Terms and duration of warranty: _____

Bid Price: _____

Vehicle 2:

Year Quoted: _____

Make Quoted: _____

Model Quoted: _____

Terms and duration of warranty: _____

Bid Price: _____

Specify delivery time of both vehicles: _____ days after receipt of order.

RFQ Communications

Interested parties must direct all communication regarding this RFQ 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.
the Contractor.

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



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collection of Tennessee sales and use tax. The State shall not approve a contract unless the Proposer provides proof of such registration or exemption. The foregoing is a mandatory requirement of an award of a contract pursuant to this solicitation.

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.

BIDDER IS TO 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.