



REQUEST FOR QUOTATION (RFQ)

Department: Facilities
Requisition No.: 204322287

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: August 21, 2025

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 September 2, 2025.**

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. Indicate any cash/time discounts offered: _____
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 is requesting quotes for warehouse space to be used for wind tunnel storage in support of research activities at the Crossville Research Center. The contract period will begin on the date of final signature through one (1) year thereafter, and shall continue on a month-to-month basis after that. It is expected that Tennessee Tech will require the storage space for up to 42 months.

The facility must meet the specifications listed below and be capable of accommodating phased usage over the term of the agreement. Vendors should complete the checklist and pricing section in full for consideration.

Mandatory Minimum Requirements:

Please check all that apply and provide notes where appropriate.

- ☐ Facility is within 50 miles of 174 4th Street, Crossville, TN _____
- ☐ Interior space is climate and temperature controlled _____
- ☐ Interior space is clean and low dust _____
- ☐ Minimum door height: is at least 12 feet _____
- ☐ Minimum ceiling height is at least 12 feet _____
- ☐ Minimum door width is at least 10 feet _____
- ☐ Exterior space is covered (to block direct sunlight and protect from severe weather) _____
- ☐ Minimum of 10,000 sq. ft. of exterior space _____
- ☐ Minimum of 5,000 sq. ft. of interior space _____
- ☐ Option to expand to 20,000 sq. ft. both exterior and interior _____



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- ☐ Fire suppression system installed _____
- ☐ Facility carries property and liability insurance coverage _____
- ☐ Forklift (medium duty) available on-site or external contractors allowed access _____

Additional Notes:

Usage will begin with minimal space requirements, increase to peak around months 12-18, hold steady for six months, and then decline gradually.

Pricing:

Please provide detailed pricing based on the requirement above. Include any optional fees (e.g., expansion, utilities, access fees, etc).

Description	Cost Per Month
➤ Base Storage 5,000 interior sq. ft.)	\$ _____
➤ Base Storage 10,000 exterior sq. ft.	\$ _____
➤ Expansion Option (Incrementally up to 20,000 interior sq. ft.)	\$ _____
➤ Expansion Option (incrementally up to 20,000 exterior sq. ft.)	\$ _____
➤ Any additional fees (please describe below)	\$ _____

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- Annual escalation percentage after Year One _____ %

Evaluation Criteria:

Proposals will be evaluated in two steps:

Step 1: Pass/Fail review based on compliance with the checklist. Proposals failing to meet all mandatory criteria will not be considered.

Step 2: Among compliant proposals, the total cost (base + expansion) will be reviewed. Award will be made to the lowest-cost responsive Bidder.

Tie-Breaker Clause:

In the event of a tie in the total cost among compliant bidders, Tennessee Tech University will select the Bidder based on proximity to the Crossville Research Center.



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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.

Invoicing:

Vendor shall submit invoices monthly in arrears for the space utilized during the billing period.

- Invoices must include the contract number, invoice number, billing period, and detailed breakdown of charges (base space, expansion if applicable, and any approved additional services).
- Invoices is to be emailed to the TTU Business Office at apinvoice@tntech.edu.

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: The 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

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.