



# REQUEST FOR QUOTATION (RFQ)

Department: Facilities  
Requisition No.: 195272920

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: December 10, 2024  
**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 January 22, 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 request bids for Window Washing Services to be performed, 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 purpose of this Request for Quotation is to establish a Contractor to provided internal and external window washing services for campus.

Please bid a per building price on the attached Cost Sheet. A detailed listing stating how many cleanings each building is proposed to get per year and what time of year cleanings will be performed is attached. Diagrams of buildings requesting internal window cleaning have also been attached.

**Site Inspection**

An onsite pre-bid meeting has been scheduled for January 13, 2025 at 10:00 a.m. at 220 West 10th Street, Cookeville, TN 38505 for all interested prospective bidders. During the site visit bidders will be able to survey the job site and ask questions. This meeting is not mandatory, but recommended.



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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.

### **Materials Mark Up**

Materials and supplies shall be invoiced at cost plus fifteen percent (15%). Cost is defined as Contractor's invoiced cost before tax. **NOTICE: The 15% markup will only be applied to the pre-tax amount of the parts. Tax reimbursement will only be for the amount of tax charged, with NO 15% markup. Any tax reimbursement will be only for the actual amount of tax charged. Any Contractor invoices requesting reimbursement must be accompanied by an invoice showing purchase price of parts or material. Reimbursements will not be made from quotes or estimates.** Bid prices are to include all necessary shipping/handling charges to make delivery F.O.B. Cookeville, TN 38505.

### **Rental Reimbursement**

Rental charges on necessary machinery and equipment, not customarily provided by contractors, shall be a reimbursable cost. Cost is defined as invoiced amount from rental agency; no markups are authorized for rental equipment. University's reimbursement to Contractor for rental equipment is contingent upon University's written pre-approval of all such rental equipment for which reimbursement is requested. Rental charges will not be allowed on any tools or equipment owned by Contractor or for any tools or equipment typically owned/provided by a licensed contractor performing trades covered by this Contract. Any Contractor invoices requesting reimbursement must be accompanied by all of the following: 1) rental invoice showing payment amount and dates of use; and 2) the University's written pre-approval. **Reimbursements will not be made from quotes or estimates and will not be made until satisfactory completion of work for which rental equipment was used.**

### **Travel Compensation**

The bid price shall include all costs associated with providing the services outlined herein to Tennessee Tech including, but not limited to, travel, meals, lodging, tools, overhead, and equipment, unless explicitly provided for otherwise herein.

### **Contractor Check In**

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

1. Dates of service with breakdown of buildings for which charges are being invoiced.
2. Detailed description of all services provided.
3. Contract Number.

### **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.

### **Insurance**

Successful Bidder agrees to maintain a adequate public liability and other appropriate forms of insurance naming both Tennessee Tech and the Tennessee Tech Foundation as additional insured and certificate holders and to pay all applicable taxes incident to the contract. Tennessee Tech reserves the right to establish appropriate insurance requirements as it sees fit.

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.



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***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) 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.*