

## ATTACHMENT 1



### REQUEST FOR QUOTATION (RFQ)

#### **INSTRUCTIONS SHEET**

Through this RFQ, the Institution seeks to secure a contract for **Installing Vehicle Wrap on Two (2) Fifty-Two (52) Passenger Mega Coaches** at the most favorable, competitive prices.

The following are requirements to respond to this RFQ and should be used as a strict guideline in the preparation of a bid. Each Bidder must complete and include the following RFQ forms in order for the quotation to be considered valid:

1. Attachment #1 (This Instruction Sheet) – **To be used as information purposes only and does not need to be included in the Bidders submittal.**
2. Attachment #2 – After the deadline for questions pertaining to this RFQ, the Institution will publish the responses to those questions in Attachment 2. **To be used as information purposes only and does not need to be included in the Bidders submittal. If there were no questions received there will not be an attachment #2.**
3. Attachment #3 – Volunteer State Community College Certification of Quotation/Proposal. Bidders are required to provide the authorized signature of the Bidder, along with Bidder's name clearly printed or typed and Bidder's title clearly printed or typed. Additionally, Bidder to complete the boxes of information at the bottom of the attachment that covers the Type of Business, the Annual Sales, the Business Ownership and the Ownership Ethnicity boxes by checking one selection per box. **Return with Bid Submission.**
4. Attachment #4 – RFQ Bid Sheet – Bidders are required to initial indicating the Bidder is willing to extend their prices to all of the Colleges of Tennessee listed in Attachment 8. Clearly print the name and address of the Bidding Firm, and the name, phone number & email address of the contact person, and sign and date this form. Without a signature on this form, a bidder's response will be considered invalid and shall be rejected. **Return completed and signed form with bid submission.**

5. Attachment #5 – Specifications and Pricing Spreadsheet - Bidders are required to provide pricing (Attachment #5 must be returned in its original excel format, **do not alter format**). **Return completed form with bid submission.**
6. Attachment #6 – RFQ Terms and Conditions - **To be used as information purposes only and does not need to be included in the Bidders submittal.**
7. Attachment #7 – Request for Vendor Registration - Bidders are requested to complete the TBR Total Supplier Management (TSM) vendor registration process and become a registered vendor. **Return completed form with bid submission.**
8. Attachment #8 – List of Institutions - **To be used as information purposes only and does not need to be included in the Bidders submittal.**

**Bids are due by 3:00pm 2/20/2026**

Responses to this RFQ must include a completed copy of Attachment 3, 4, 5 and 7

Bids may be delivered by mail or electronically via email ([purchasing@volstate.edu](mailto:purchasing@volstate.edu))

*NOTE: It is not necessary to submit both physical and electronic versions. Only one method of submission is required.*

Electronic Submission:

Email: [purchasing@volstate.edu](mailto:purchasing@volstate.edu)

Subject Line: "Bid for RFQ-VSCC 26-0001"

Physical Submission:

Volunteer State Community College  
Attn: April Corkin RFQ-VSCC 26-0001  
1480 Nashville Pike  
Gallatin, TN 37066

Please send questions via email to [purchasing@volstate.edu](mailto:purchasing@volstate.edu) or 615-230-3406 at the Volunteer State Community College, Purchasing & Contracts.