SECTION 7: ACQUISITION PROCEDURES

SUBJECT: GUIDELINES FOR SOLICITING Procedure #7.2.7 FOR USED EQUIPMENT

POLICY

Soliciting used equipment for purchase by the University may be justified on the basis of limited use of the equipment where used equipment will serve satisfactorily. "Limited use" may entail:

   a. equipment for only part-time use

   b. equipment for a specific job to be disposed of on completion of the project

   c. equipment for use on or in conjunction with used or Federal surplus equipment

These guidelines do not apply to research equipment acquired either as federal excess property or as state surplus property (through the Property and Transportation Service Division of the Transportation and Technical Services Office). Also excluded are any "demonstration units with new unit warranties" that vendors may offer in response to an Invitation to Bid or Quotation.

In general, the University is able to buy new equipment at substantial discounts so it is questionable whether used equipment should be considered for purchase on the basis of price, except in cases where a demonstration unit is being offered with a new unit warranty in a competitive bid or quote situation. The Buyer may ask for clarification if needed or review with their Manager.