DATE: July 17, 2009
TO: EWU Campus Community
FROM: Purchasing Department
RE: Purchase of Used Equipment

Dear Campus Community,

Used or refurbished equipment, furniture, or materials, when the dollar value is greater than $3,500, may be purchased from a vendor without competition if the same or similar merchandise is not available from more than one source. Based on the guidelines from the Washington Purchasing Manual, the merchandise must meet the following conditions:

- Does not have a full factory warranty
- Is not rented or leased
- Not already in EWU's possession

Along with a completed purchase requisition, the department must attach backup documentation proving the market competitiveness of pricing and proposed source selection based on the department's market search. The backup documentation must contain:

- A statement as to the price of like goods if purchased new.
- Documentation of a physical inspection by the purchaser detailing condition of the item. If a physical inspection is not conducted, appropriate documentation shall be included in the outlining the basis for determining the market value of the equipment.
- Information detailing the item and price along with two independent assessments of market value. Acceptable documentation includes:
  - Guidebook publications
  - Price guides
  - Web search appraisals
  - Appraisals from persons or firms not associated with the vendor or EWU. Appraisals shall indicate whether a physical inspection of the used equipment was conducted and that the price is competitive with the market for comparable equipment. Individuals or firms will normally make the appraisals that are knowledgeable of a particular market, not just knowledgeable of the equipment.

To find out what might be available from the EWU Surplus Property, contact 359-7915.

EWU departments are encouraged to buy new equipment because of the substantial discounts and factory warranties we have access to through the use of existing contracts or the competitive bid process.

Thank you,

Your Purchasing Staff