

Used Equipment Purchase

Purchasing Used Equipment

When purchasing used, refurbished, or demonstration model equipment there are considerations in addition to the cost of the equipment. Purchasing these types of equipment directly from the **original equipment manufacturer** (OEM), is suggested whenever possible to minimize your risk. Buying directly from the OEM allows the purchaser to:

- Verify the condition of the equipment.
- Verify that the equipment was properly decontaminated prior to shut down.
- Obtain a copy of a calibration report.
- Ensures that upgrades are available.
- Licensing issues are addressed.
- Ensure that the equipment is still eligible for a service contract.
- Ensure that repair parts, chemicals, consumables, and other supplies are still available.
- Purchase a warranty if the equipment does not already come with one.
- Ensures the equipment includes software licenses.

The following are suggestions for dealing with any used or refurbished equipment supplier. This will help you evaluate the condition of the equipment and minimize the risks involved in the purchase.

1. Ask for Equipment Details: Complete model number with a list of the provided options and accessories. Serial number and the date the unit was manufactured. It is a red flag when a potential supplier will not provide the serial number. With the serial number, you can minimize risk by contacting the OEM to verify maintenance and service records.
2. Is the unit refurbished to OEM specifications or is it "Used"? Used often means the equipment is being provided "As Is".
3. What is the warranty period? The best option is for the warranty to start after installation and final acceptance testing in the UW lab. Another acceptable option is for the warranty to start upon arrival on UW premises. Delayed installations or delayed shipping use up warranty time if the warranty start date is the same as the shipping date.
4. Verify that manuals, cables, and other installation accessories are included.
5. Request a copy of the equipment's last calibration test or diagnostic test results.
6. Has the equipment been decontaminated and are the decommissioning/shut-down records available with the last calibration report?
7. Verify with the OEM that the equipment still has service support, and that replacement parts or upgrades are still available.
8. When equipment is described as "to spec" or "to specifications" be sure it is to the OEM's specifications. The equipment's ability to hold the tight tolerances of a function or feature deteriorate with age which may create problems with its compatibility with existing equipment or updated software capabilities.
9. "Refurbished" means different things to different suppliers. Ask for details about what components have actually been replaced.
 - a. What parts were replaced? Were the replacement parts new or used? Were common wear and tear parts such as belts, seals, valves, or tubing replaced or were only the cosmetic items touched-up?
 - b. Was the equipment calibrated and tested to OEM specifications? Request a copy of the calibration report.
 - c. Is there a "within range spec" that you can use as a guideline to ensure the equipment has been refurbished to OEM specs?

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Recommendations

Ask for a minimum 14 day Right of Refusal from the date of receipt of the equipment or a 30 day Right of Refusal from the ship date. This allows you to receive & inspect the condition of the equipment and verify if it is complete or if parts and accessories have been removed.

It is recommended for expensive, complex equipment that there is a “Trial Work Period” or some other time window to ensure that the product is fully functional. The Trial Work Period should start after the installation of the equipment. Other options may be: 1) operational testing at the seller’s facility to OEM specifications or 2) have the seller provide a copy of the calibration report showing that the equipment meets OEM specifications and is functional.

Ensure that installation and training (if needed) is included in the price quote.

The quote should also include: the installation costs, estimated shipping and packaging costs, and any other additional charges such as hazardous material charges and fuel/energy surcharges. The shipping term “FOB Destination” should be stated in the quote.

Note: The University is not liable for any charges that are not included in the quote.

Verify the cost of any software license(s) by comparing the OEM cost to the resellers cost.

Important Reminders

The University’s standard payment terms are Net 30 from receipt of goods or invoice, whichever is later. The vendor should send invoices directly to invoices@rowan.edu.

Used equipment brokers may not allow returns or refunds. Occasionally a broker may not own or have clear title to the equipment they are selling. Whenever possible, make sure the broker is reputable.

The Office of Contracting & Procurement is always available to assist you throughout the entire process.

Please return the following form to contracts@rowan.edu.

Requestor	
Employee Name	Division, College, Department
Employee Phone Number	Employee Email Address
Vendor	
Vendor Name	Banner ID
Additional Information	
FOAPAL	IRT Approval
Additional Support for Purchase:	
Equipment Details & Value	
Total	
Certification & Signatures	
As principal investigator/faculty, I assume the risk of purchasing the item(s) listed above without warranties as to fitness or merchantability or other standard protections available for “new” merchandise. In addition, I certify that the purchase of used equipment is allowable pertaining to sponsor guidelines and award notice.	
Requestor Signature	Date
I certify that all Departmental Procedures were followed for the purchase of this equipment and that the funding source is appropriate.	
Approver Signature	Date
Office of Contracting & Procurement Approval	
Signature	Date