

## **How to Buy Laboratory Equipment, Supplies, & Glassware** <sup>[1]</sup>

This commodity includes much of the common laboratory and/or scientific equipment, chemicals and miscellaneous related items used in labs. For information regarding the purchase of service agreements to cover such equipment, see [How to Buy Service Agreements for Laboratory Equipment](#). <sup>[2]</sup>

### **Procurement Options and Procedures**

For federally funded purchases, competition is required for purchases costing more than \$10,000.

- **\$10,000 or less:** *Goods or Services* - Submit a Purchase Requisition through the CU Marketplace.
- **\$10,001 - \$100,000:** *Goods or Services* - Submit a Purchase Requisition, or a Standing Purchase Order Requisition, through the CU Marketplace with a Source Selection and Price Reasonableness form and a minimum of 2 bids attached. For federally funded purchases, competition is required above \$10,000. If a Sole Source Justification, or a State or University Price Agreement is being used, The Source Selection and Price Reasonableness form is not required.
- **\$100,000.01 - \$499,999.99:** *Goods or Services* - Submit a Purchase Requisition, or a Standing Purchase Order Requisition, through the CU Marketplace. The Purchasing Agent needs competition via Documented Quote process, Sole Source Justification, or a Cooperative or University Price Agreement.
- **\$500,001 or more:** *Goods or Services* - Submit a Purchase Requisition, or a Standing Purchase Order Requisition, through the CU Marketplace. The Purchasing Agent needs competition via Invitation for Bids, Sole Source Justification, or a State or University Price Agreement.

### **Supplier Information**

**Note:** Fisher has been established as the primary supplier for these commodities, as well as the University's exclusive reseller of Corning products. Please reference CU-SLSCIEQUIP-P on your requisitions when ordering product from Fisher Scientific.

### **When should you contact your outside representative?**

- to obtain a quote on specific equipment
- to verify a discount; or,

- to cross reference a product number from another distributor.

## **Fisher Scientific**

### **Fisher Scientific Outside Representatives:**

- Boulder Campus – Tim Martin, [tim.s.martin@thermofisher.com](mailto:tim.s.martin@thermofisher.com) <sup>[3]</sup> phone: 303-591-4968
- Colorado Springs Campus - Ramon Lindsay, [ramon.lindsay@thermofisher.com](mailto:ramon.lindsay@thermofisher.com) <sup>[4]</sup> phone: 719-433-4523
- Denver Downtown Campus – Tim Martin, [tim.s.martin@thermofisher.com](mailto:tim.s.martin@thermofisher.com) <sup>[3]</sup> phone: 303-591-4968
- Denver Anschutz Medical Campus - Raul Hernandez, [raul.hernandez@thermofisher.com](mailto:raul.hernandez@thermofisher.com) <sup>[5]</sup> 720-762-9672

### **Fisher Scientific Inside Representative:**

### **Fisher Scientific Value Added Service Team (VAST)**

- Phone: 800-811-6589

Contact the inside customer service team for backorder, shipping, and return issues.

### **Fisher Scientific Lab Startup Program**

The New Lab Startup Program is designed to provide additional savings, free products, and leverage your valuable startup funds. As the competitive nature of grants and availability of funding become ever more challenging, you are encouraged to review and take advantage of the Fisher Scientific New Lab Startup program.

#### **The benefits include:**

- An average hard dollar savings of \$2800.00 per startup to the university
- Free products and additional savings from over 68 Leading Suppliers
- Downloadable Product Checklist - don't forget your Real-time PCR Reagents!
- The program applies to existing labs moving to a new space or expansion

**Note:** The New Lab Start-Up Program is currently restricted from healthcare customers due to the unique regulations within the healthcare industry that govern interactions with healthcare professionals ("HCPs"). HCP customers are prohibited from the New Lab Start-Up program due the type of promotions available through the program. The definition of HCP includes individuals conducting activity tied to patient care, including the purchase, lease, use, arrange for purchase or lease thereof, recommendation or prescription of medical products that could be used in patient care.

## **Purchasing Agent**

### **Kirk Miller - Equipment & Supplies & Chemicals**

- **Email:** [Kirk.Miller@cu.edu](mailto:Kirk.Miller@cu.edu) [6]

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**Source URL:** <https://www.cu.edu/psc/how-buy-laboratory-equipment-supplies-glassware>

#### **Links**

[1] <https://www.cu.edu/psc/how-buy-laboratory-equipment-supplies-glassware> [2]

<https://www.cu.edu/psc/how-buy-service-agreements-laboratory-equipment>

[3] <mailto:tim.s.martin@thermofisher.com> [4] <mailto:ramon.lindsay@thermofisher.com>

[5] <mailto:raul.hernandez@thermofisher.com> [6] <mailto:Kirk.Miller@cu.edu>