

## **How to Buy Service Agreements for Laboratory Equipment** <sup>[1]</sup>

This commodity includes service agreements for laboratory and scientific equipment. For information regarding the purchase of the actual equipment, see [How to Buy Laboratory Equipment & Supplies](#). <sup>[2]</sup>

### **Procurement Options and Procedures**

- **\$10,000 or less:** Submit a Purchase Requisition through the CU Marketplace.
- **Above \$10,000:** Submit a Purchase Requisition through the CU Marketplace.

### **Service Agreements Your Purchasing Agent Needs**

- **Up to \$100,000:** The unsigned Service Agreement, including terms, conditions, and vendor contact information, as well as a completed Source Selection and Price Reasonableness Form.
- **\$100,001 - \$500,000, or above \$10,000 if using federal funds:** Competition via Documented Quote process, or Sole Source Justification and the Service Agreement.
- **Over \$500,000:** Competition via Invitation for Bids or Requests for Proposals, or Sole Source Justification and the Service Agreement.

### **Special Notes on Signatures**

All service agreements requiring a university signature must be signed by the appropriate authorized University representative.

- Agreements \$10,000 or less, please complete the [Small Dollar Contract Request Form in CU Marketplace](#) <sup>[3]</sup>.
- Agreements exceeding \$10,000 must also be signed by the appropriate purchasing agent. Please input your Purchase Request into CU Marketplace and attach the unsigned agreement - including terms and conditions, and include vendor contact information (name, phone and direct email address) with the Purchase Request in Marketplace. The Purchasing Agent will work to obtain the required signatures for the Agreement.

Before signing any service agreement, the Procurement Service Center will review the terms and conditions, amend them as necessary, and obtain the required, authorized vendor and university signatures. A Purchase Order can only be issued after the agreement is fully executed.

## Purchasing Agent

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

### Links

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

[2] <https://www.cu.edu/psc/how-buy-laboratory-equipment-supplies-glassware> [3]

<https://www.cu.edu/psc/cu-marketplace-how-small-dollar-contract-request-form> [4]

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