Equipment Maintenance Program Workflow Process ($5,000 and over)

UC BearBuy

Department

Step 1 -
- Submit requisition for equip maintenance
- Attach any supporting documentation

Step 7 -
- Review quotes with department
- Discuss options and select supplier

Lowest bidder selected? — No → **Step 8 -** Provide document or email explaining why low bidder was not selected

Yes

Buyer

Quote from original equip manufacturer attached? — Yes → **Step 4 -** Solicit quote from Equip Maintenance Program

No

Step 2 -
Solicit quote from original manufacturer or other potential supplier, if not provided by department

Equipment coverable under agreement? — No → **Step 6 -** Receive quotes from suppliers

Yes

Step 6 -
Receive quotes from suppliers

Step 9 -
Place order with selected supplier

Step 10 -
- Document and quantify cost containment
- Attach document from dept if low bidder was not selected

Equip Maint Program

Step 5 -
Provide quote for equip maintenance

Orig Manufacturer or Other Supplier

Step 3 -
Provide quote for equip maintenance