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

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

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

**Step 3** -
Provide quote for equip maintenance

**Step 4** -
Solicit quote from Equip Maintenance Program

**Step 5** -
Provide quote for equip maintenance

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

**Step 6** -
Receive quotes from suppliers

**Step 9** -
Place order with selected supplier

**Step 8** -
- Provide document or email explaining why low bidder was not selected

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