

## HOW TO BUY: *LABORATORY EQUIPMENT & SUPPLIES*

### COMMODITY DESCRIPTION

This commodity includes much of the common laboratory and/or scientific equipment 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.](#)

### PROCUREMENT OPTIONS & PROCEDURES

<i>If your total purchase is:</i>	<i>Then use:</i>
\$4,500 or less	<ul style="list-style-type: none"> <li>• Your Procurement Card, <i>or</i></li> <li>• A Department Purchase Order (DPO)</li> </ul>
Above \$4,500	<ul style="list-style-type: none"> <li>• A PO Requisition, <i>or</i></li> <li>• An SPO Requisition</li> </ul>
<i>In order to obtain:</i>	<i>Your purchasing agent needs:</i>
Goods \$4,501 - \$10,000	<ul style="list-style-type: none"> <li>• Adequate documentation to support the purchase (purchasing agent has discretion in determining whether or not competition is required)</li> </ul>
Services \$4,501 - \$25,000	<ul style="list-style-type: none"> <li>• Adequate documentation to support the purchase (purchasing agent has discretion in determining whether or not competition is required)</li> </ul>
Goods \$10,001 - \$150,000	<ul style="list-style-type: none"> <li>• Competition via Documented Quote process, <i>or</i></li> <li>• Sole Source Justification, <i>or</i></li> <li>• A State or University Price Agreement</li> </ul>
Services \$25,001 - \$150,000	<ul style="list-style-type: none"> <li>• Competition via Documented Quote process, <i>or</i></li> <li>• Sole Source Justification, <i>or</i></li> <li>• A State or University Price Agreement</li> </ul>
Goods or Services over \$150,000	<ul style="list-style-type: none"> <li>• Competition via Invitation for Bids or Requests for Proposals, <i>or</i></li> <li>• Sole Source Justification, <i>or</i></li> <li>• A State or University Price Agreement</li> </ul>

### PURCHASING AGENT CONTACTS FOR THESE COMMODITIES

*Lab Equipment*

**Stuart Littlefield**

Phone: 303/315-2854

Email: [Stuart.Littlefield@cu.edu](mailto:Stuart.Littlefield@cu.edu)

Fax: 303/315-2799

*Lab Chemicals & Supplies*

**Darlene Morrow, CPPB**

Phone: 303/315-2786

Email: [Darlene.Morrow@cu.edu](mailto:Darlene.Morrow@cu.edu)

Fax: 303/315-2799

**HOW TO BUY:**  
***LABORATORY EQUIPMENT & SUPPLIES***

**FINANCE & PROCUREMENT HELP DESK-ASSISTANCE CREATING DPOs,  
PO REQUISITIONS, SPO REQUISITIONS**

Phone: 303/315-2846

Email: [FinProHelp@cu.edu](mailto:FinProHelp@cu.edu)

Fax: 303/315-2795

**FINANCE SYSTEM CATEGORY CODES**

LAB: Lab glassware & supplies

LABEQ: Laboratory equipment & repair

LABRC: Lab reagents & chemicals

**VENDORS**

- **Fisher Scientific** (*Vendor ID # 89127, Address # 7*)  
9999 Veterans Memorial Dr.  
Houston, TX 77038  
Contact – Bonnie Clements Phone: 800/811-6589 Fax: 800/964-0205  
Email: [Bonnie.Clements@Fishersci.com](mailto:Bonnie.Clements@Fishersci.com)  
Fisher Scientific web site: <https://www1.fishersci.com/index.jsp>

**[State Price Agreement # 17500YYY23P](#) valid through 12/31/07**

For common lab equipment/supplies, some items discounted 30.1% off current list price. Shipping charges included unless special air shipment is requested.

**[State Price Agreement # 17500YYY21P](#) valid through 01/31/08**

For tissue culture/plasticware/chemicals, varying discounts. Shipping charges included unless special air shipment is requested.

***Fisher Scientific Outside Representatives:***

Boulder Campus Rep – Jim Piekarksi, phone 800/955-6666, ext 1998286

Colorado Springs Campus Rep – Rebecca Earl, phone 800/955-6666, ext 1992219

Denver Campus Rep – Rebecca Earl, phone 800/955-6666, ext 1992219

Health Sciences Center Rep – Sue Amergian, phone 800/955-6666, ext 1998281

**HOW TO BUY:**  
***LABORATORY EQUIPMENT & SUPPLIES***

- **VWR International ... aka VWR Scientific** (*Vendor ID # 841, Address # 1*)  
P.O. Box 7900  
San Francisco, CA 94120  
Phone: 800/932-5000 Fax: 800/477-4897  
Email: [BrisbaneCustomerService@vwr.com](mailto:BrisbaneCustomerService@vwr.com)  
VWR International web site: [www.vwr.com](http://www.vwr.com)

**State Price Agreement # 17500YYY24P valid through 12/31/07**

For common lab equipment/supplies, some items discounted 30.7% off current list price. Shipping charges included unless special air shipment is requested.

**State Price Agreement # 17500YYY22P valid through 01-31-08**

For tissue culture/plasticware/chemicals, varying discounts. Shipping charges included unless special air shipment is requested.

**Outside representatives for VWR International:**

Boulder Campus Rep – Brad Thomson, phone 800/873-8977, ext 3025

Colorado Springs Campus Rep – Ramon Lindsay, phone 800/873-8977, ext 3315

Denver & Health Sciences Center Campus Rep – Matt Johnson, phone 800/873-8977,  
ext 3014

***Contact your Outside Representative:***

- *to learn the Fisher or VWR Account Number for your campus;*
- *to obtain a quote on specific equipment;*
- *to verify a discount; or,*
- *to establish online ordering that includes the current State/University discounts. For online ordering through Fisher Scientific, go to <https://www1.fishersci.com>. For VWR International, go to [www.vwr.com](http://www.vwr.com) for information on how to register to order online.*

**Note:**

**If the equipment you are ordering is not covered by a State Price Agreement AND is coming from an international source, see the information regarding International Orders at [www.cusys.edu/psc/purchasing/procurementcard/international.html](http://www.cusys.edu/psc/purchasing/procurementcard/international.html).**