

Section 2.3

Used Equipment

As a general rule, an agency should procure new equipment, but sometimes it is necessary or advantageous to purchase used or demonstrator equipment and supplies. The most common reasons are:

- the inability to secure new equipment;
- the lack of adequate funds for new equipment; or
- used equipment that will satisfy the agency's need available at a substantial savings.

Procurement of used and demonstrator equipment is to be processed as follows:

The agency must following the procurement method applicable to the estimated amount for the procurement following the processes outlined in Section 2.4, Selecting a Procurement Method.

Within Delegated Authority:

Include in the procurement file a statement that the equipment has been examined. Provide a description of the condition and value and the reasons for inability to secure new equipment and/or that the used equipment would provide a substantial savings.

Non-Delegated Authority:

If the value of the procurement exceeds the agency's delegated authority, forward an Open Market Requisition with related attachments to include a statement from the agency that the equipment has been examined, describe the condition and value, and the reasons for inability to secure new equipment and/or that the used equipment would provide a substantial savings.

Forward the Open Market Requisition with all applicable attachments to the TPASS division by e-mail to open.market@cpa.texas.gov

TPASS will process a solicitation, evaluate and award on behalf of the agency.

The Open Market Requisition form can be found in the [Procurement Forms Library](#).