

**Lease/Buy Language To Be Included On All Requests For Bid/Proposal For Equipment \$100,000 And Over**

The University wishes to consider both purchasing and leasing options for this equipment.

- (1) Estimated useful life of equipment \_\_\_\_\_ years
  
- (2) Please quote all costs to **purchase** the equipment:
  - a. Purchase price (FOB U of M, Freight included) \$ \_\_\_\_\_
  - b. Annual maintenance if not included in purchase price \$ \_\_\_\_\_
  - c. Maintenance costs. State the number of the months when due. For example Month 3, Month 15, etc. \_\_\_\_\_
  - d. Other (Any other anticipated costs to owner to be listed here.) \_\_\_\_\_  
\_\_\_\_\_
  
- (3) Please quote all cost factors to **lease** the equipment:
  - a. Length of lease in months \_\_\_\_\_
  - b. Monthly lease payment \$ \_\_\_\_\_
  - c. First payment due: Month zero  OR Month one
  - d. Annual maintenance if not included in lease payments \$ \_\_\_\_\_
  - e. State which month/s (by number) the maintenance is due (ex. 12th month, 23rd month)  
\_\_\_\_\_
  - f. Other (Any other anticipated costs to owner to be listed here.) \_\_\_\_\_  
\_\_\_\_\_
  - g. Residual Value \$ \_\_\_\_\_
  
- (4) If you are bidding/proposing as a **lessor only**, state your lease rate factor. \_\_\_\_\_