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. __________________________