



How Do I Buy or Handle...

Repair Services/Maintenance Agreements

Description of Purchase Process:

Virginia Tech has a commitment to its research community that includes significant investment in equipment and technology. Properly maintaining that equipment is a critical part of the university's success.

Virginia Tech has many vendors that can repair scientific equipment. Please refer to [VT Contracts](#) and search using key words "repair services" to view a list of contracted vendors offering repair services.

Contract Purchase Orders and Purchase Orders Issued by Departments:

Issue a purchase order based on quoted estimate. If repairs exceed quoted estimate, vendor may not proceed until the current purchase order is cancelled and a new purchase order is issued for the updated amount.

Purchase Orders Issued by the Procurement Department:

If repairs exceed quoted estimate, vendor may not proceed until a change order is issued based on an updated quotation.

Maintenance contracts for scientific research equipment, where no firm other than the original manufacturer offers service, requires no sole source justification.

For more information contact:

- Procurement 540-231-6221
- Or hokiemart@vt.edu