



## CAPITAL NEGOTIATION CHECKLIST

When negotiating capital equipment for Huntsville Hospital, every attempt should be made to address the following points prior to forwarding to the “Capital Equipment Review Team”. These information obtained should be documented as part of the quote or included as an addendum to the quote.

- Hard copies of quotes – *minimum of 2 quotes unless accompanied by a narrative explaining why only this equipment will work, or equipment is found on the approved standard equipment listing.*
- Line items for all components
- Pricing for all equipment, materials
- Does this capital item replace an existing piece of equipment?
- Disposition of old equipment – *trade in, sell, scrap, etc.*
- Warranty and service information
- Installation costs - *site prep, requirements for utilities, backup power*
- Specifications (*cut sheets, flyers, brochures*) attached
- Service training costs
- Operating and Service manuals included (*2 each required for new equipment*)?
- Price breaks for quantities available?
- In-servicing included
- Technical implementation – *performance of correlation, precision, linearity studies, calibration, software, interfaces, upgrades*
- Billing terms
- FOB terms – *prefer “ destination ” or “ hospital ”*
- Shipping terms
- Can Huntsville Hospital’s shipping account numbers be used?
- Termination and out clause
- Return policy
- Annual taxes on equipment if leased
- Attachment of compliance documentation
- Attach “New Item Special Requisition Form” if new recurring supplies needed