




**MEMORANDUM**

TO: A. MARTIN; COMPTROLLER

FROM: VPAF 

DATE: SEPTEMBER 22, 2023

RE: PURCHASE OF USED VEHICLES

The question has been raised as to whether or not the University of Guam will allow the purchase of used cars paid for out of University funds. It has been decided that there may be instances in which the purchase of a used vehicle may meet the needs of a University project.

The following requirements must be applied to the purchase of any used vehicle:

- ✓ For purchases under \$25,000, there must be a Request for Quotations with at least three quotes obtained
- ✓ For purchases in the amount of \$25,000 or more, there must be a bid solicitation
- ✓ Specifications must be broadly written so as to define the specific need of the University while excluding a minimum number of vehicles
- ✓ If the specification is for a vehicle that is less than three years old, there must be a warranty
- ✓ RFQ must allow vendors at least 48 hours to provide quotations
- ✓ Purchases can only be made from a dealer with a valid Guam business license
- ✓ Must receive a disclosure of all repairs conducted on the vehicle
- ✓ All safety features must be fully functional; headlights, brake lights, signal lights, seat belts, etc.
- ✓ Must obtain a statement from the dealer that there are no liens or encumbrances on the vehicle
- ✓ The unit purchasing the vehicle is responsible to ensure any applicable grant terms and conditions are met
- ✓ All transactions must be arms-length transactions

Please be guided by the above.