



CAMPUS CORRESPONDENCE

From: Marie C. Frank, MPA, CPPB, Director
Purchasing & Property Management

Date: February 19, 2009

To: Vice Chancellors, Deans, Directors, and Department Heads

Re: **Equipment Maintenance Contracts for FY2009 / Memorandum No. PUR09-05**
~ Immediate Action Required ~

The Division of Administration has a statewide competitive contract for a comprehensive, one-stop-shop "Equipment Maintenance Management Program" with Specialty Underwriters.

Specialty Underwriters already has a presence on campus and is providing maintenance services to many departments, including the School of Veterinary Medicine, Pennington Biomedical Research Center, Department of Biological Sciences, and Department of Entomology.

The contract *guarantees a 25 or 32 percent reduction* to the annual price of your equipment maintenance contracts now issued to original equipment manufacturers (OEMs), independent service providers (ISPs), or other state contract vendors, with no sacrifice in quality or service. In addition, administrative savings are realized by combining all of your equipment maintenance needs on one purchase order per department with monthly payments made to a single vendor.

This program has other merits, such as a single source for dispatching all of your repair needs, fixed prices for fiscal years 2009 and 2010, on-demand management reports, etc. Complete information about this program, as well as a list of covered equipment categories, is accessible online at <http://www.doa.louisiana.gov/osp/contracts/eqtmaintmgmtprog/ospupdates.pdf>.

Due to the current budget situation for the University, departments should aggressively pursue the savings that can be gained from this state contract. The attached procedure defines the information required from your department to avoid any lapse in your maintenance coverage. Success of this procedure will require immediate action and team effort on the part of your staff and mine.

Please assign the responsibility for the coordination and collection of the required submittals associated with this procedure internally as you deem appropriate. Upon receipt of your requisition and equipment information, the Office of Purchasing will secure contract quotations from Specialty Underwriters and will advise you of pricing. If Specialty Underwriters can meet your maintenance specifications, we will proceed with an award under this state contract. If you choose not to use the service provided by Specialty Underwriters, written justification for your decision is required.

If you have any questions or concerns regarding this memorandum or state contract, please contact any Purchasing Office staff member.

Attachment

c: Dr. Jerry J. Baudin, FAS
Mr. Eric N. Monday, FAS

FY2009 Procedures for Equipment Maintenance Contracts
Purchasing Memorandum No. PUR09-05

For complete online information about the State of Louisiana "Equipment Maintenance Management Program," visit:

<http://www.doa.louisiana.gov/osp/contracts/eqtmaintmgmtprog/ospupdates.pdf>

This website includes FAQs, contract coverage, contract exclusions, covered equipment categories and discounts, contract administration procedures, contact persons, etc. Departments should familiarize themselves with this information.

Department Responsibility

Compile a list of all* needed equipment maintenance contracts to include:

- Equipment description
- Manufacturer, model, and serial number
- Location (Building, Floor, Room)
- Purchase Order Number of FY2009 maintenance contract
- Copy of any associated vendor maintenance agreement

For each piece of equipment, provide your complete maintenance specifications:

- Preventative and corrective maintenance requirements
- Hours of coverage required
- All Terms and conditions

Please do not piecemeal your submittals. Once complete, attach the above to a single requisition and submit to Purchasing. This information is to be furnished at your soonest opportunity to avoid any lapse in your maintenance coverage beginning July 1, 2009.

** Contract Exclusions:*

The following equipment is excluded from this preventative/corrective maintenance program, and is to be requisitioned separately if a maintenance contract is needed:

- Copiers under rental through LSU Copier Management, or under a "bundled" maintenance plan (i.e. inclusive of all consumables except paper)
- HVAC systems and room air conditioners
- Elevators
- Software maintenance agreements
- Equipment with an original purchase price less than \$500
- Leased equipment
- Equipment under Installment Purchase Agreements which include maintenance in the monthly payment

Purchasing Responsibility

- Secures quotations from Specialty Underwriters under State Contract No. 406092
- Compares pricing and coverage information
- Advises department of results
- Issues one purchase order per department, inclusive of all equipment

Purchase Order Alterations will be issued to add or delete equipment as needs arise during the fiscal year, thereby keeping all department maintenance information under a single order number.