3.6 MAINTENANCE CONTRACTS

By directive from the Director of State Purchasing, the following policies and procedures pertaining to contractual agreements for maintenance of equipment became effective March 20, 1983, and have been implemented by LSUMC in Shreveport.

A. All maintenance contracts must be obtained through the competitive bid process or through the use of State Contracts awarded by State Purchasing.

B. Signing of vendor pre-printed contract forms by state agencies is strictly prohibited.

C. Contracts must be on a fiscal year basis (July 1 through June 30). Any contracts for less than a year should be prorated to expire at the end of the fiscal year in which it was awarded.

D. Preventive maintenance contracts on equipment may be prepaid only when a brand name statewide contract exists that provides for at least a ten percent savings over paying on a monthly basis. Prepayment is also allowable if a competitive bid is requested that provides for preventive maintenance on a monthly basis and on a prepaid basis. A savings of ten percent or more is required to award on a prepaid basis.

E. All departments have the option of placing all or part of their equipment on the Medical Center’s Multivendor Management Asset Contract. If a department desires equipment be placed on this contract, a Contract Vendor Service Contract Authorization Form (available in the General Service Store) must be completed by the department providing the following information:
   a. equipment description
   b. model and serial numbers
   c. purchased date and amount
   d. current maintenance contract
   e. amount and terms of existing contract

   The form is then forwarded to Biomedical Engineering for quotation. After receiving all approvals as stated on the form, it is sent to Purchasing for addition to the contract.

   The same procedure must be followed for equipment deletions.

   Additions of Equipment to the Multivendor Management Asset Contract is an option provided to all departments requiring a maintenance contract for all equipment.