



MEMORANDUM

TO: Deans, Directors, Department Heads, Business Managers and Department Secretaries

FROM: Betty Gil
Director of Purchasing

DATE: March 11, 2009

SUBJECT: Equipment Maintenance Program

The State of Rhode Island, Division of Purchases has awarded a Master Price Agreement (MPA #422) to The Remi Group for a statewide contract for an equipment maintenance management program.

<http://www.purchasing.ri.gov/RIVIP/MPAs/422Part1.pdf>

This contract provides 25% guaranteed discounts on all maintenance contracts for hospital and lab equipment, office automation, computers and other electronic equipment, including telephone systems, security and communications equipment. Please see attached for “typical equipment covered under program”.

Upon receipt of college requisitions/maintenance agreements, the URI Purchasing Department will forward this information to The Remi Group to determine if the particular equipment is eligible for the program. If so, The Remi Group will produce an equipment schedule with coverage/pricing, and inclusion in the URI maintenance contract. Once the equipment is under contract, The Remi Group will perform an on-site equipment tagging process and will provide you with a toll-free number to request service on all covered equipment. The Remi Group does not perform any service work. Service will be performed by your preferred service vendor or The Remi Group can provide an alternative vendor if you prefer.

The URI Purchasing Department will be issuing two contract purchase orders per fiscal year; one for all photocopy machine maintenance and one for all other equipment maintenance. If your current maintenance agreement does not coincide with the fiscal year, it will be added to the po for the fiscal year in which your contract begins. Each piece of equipment included in the contract will be a separate line item on the purchase order and will reference information relating to the equipment, your college requisition number and the effective period. All departments covered will receive a copy of the purchase order(s).

To ensure that all equipment maintenance is covered under this contract a Limited Value Purchase Order (LVPO) can no longer be used for maintenance contracts. Therefore, please process all equipment maintenance on a college requisition and forward to Purchasing.

If you have any questions, please contact the Purchasing Department at x42171.



TYPICAL EQUIPMENT COVERED UNDER PROGRAM

General Office

Fax Machines
Dictation Equipment
Copiers
Multi-function Systems
Automated Filing Systems
Collating Machines
Endorsers
Microfiche & Microfilmers
Plotters
Printers
Shredders
Time Clocks
Typewriters

Security

Alarm Systems
Card Access Systems
Video Surveillance Systems
I.D. Systems
X-Ray Systems
Detection Systems

Communication

Telephone Systems
Telephone Switches
Voice Mail Systems
Paging Systems
Pagers
Audio/Visual Systems

Information Technology

Servers
Routers
PC's & Peripherals
Hubs/Switches
Routers
Tape Drives
CD/DVD Juke Boxes
Multiplexors

Financial

After Hour Depository
Microfilmers
Coin Sorters
Cash Dispenser
Check Encoders
Check Imprinters
Currency Counters
Coin Counters/Sorters

Mail Room

Mail Machines
Addressing Systems
Inserter Systems
Labeling Systems
Bar-coding Equipment
Binding Machines
Bursters/Cutters
Collators/Decollators
Conveyers
Sorters
Ink Jet Addressing
Ink Jet Drying

Lab & Medical Equipment

Analyzers
Sequencers
Chromatographs
Fluorometers
Chest Units
Cine Film Viewers, Projectors
CT Scanners Cystology Units
Dental Units
Digital Systems
Fluoroscopic Rooms
Film Processors
General Radiographic Rooms
Mammography Units
Mobile C-Arms
Motorized/Film Viewers
MRI Scanners
Portable X-Ray Machines
Special Procedure Rooms
Angiographic Systems
Tomographic Rooms
Physiological Monitoring
Funcional Labs/Respiratory Therapy
Cardiology/Stress Test/ICU/EKG
Radiation Oncology
Nuclear Medicine
Laboratory & Surgery

Law Enforcement

Laptops
In Car Video Systems
Fingerprint Systems
911 Systems
Breathalyzers
Defibrulators