



**State of Louisiana**  
DIVISION OF ADMINISTRATION  
**OFFICE OF STATE PURCHASING**

M. J. "MIKE" FOSTER, JR.  
GOVERNOR

MARK C. DRENNEN  
COMMISSIONER OF ADMINISTRATION

**MEMORANDUM OSP02-06**

To: All State Agencies and Political Subdivisions  
Attention Purchasing and Accounting Personnel

From: Denise Lea, Director  
Office of State Purchasing

Date: January 10, 2002

Re: T-Number 92303, Contract No. 404894  
Equipment Maintenance Management Program Contract

We have established a non-mandatory, convenience contract for corrective and preventative equipment maintenance. Covered equipment categories are:

- 1) General Office, Computers and Electronic equipment; and ,
- 2) Hospital, Laboratory and Testing equipment (excludes radiology equipment).

Contract coverage shall include all preventative maintenance, corrective repairs, parts, labor on covered equipment as recommended by the original equipment manufacturer, without any deductibles, or added cost to the state.

This program provides a single source contact for the entire service delivery process --- from dispatch of service provider to payment by successful contractor to the service provider. This program will provide an alternative way to control equipment repair and maintenance costs under one comprehensive protection plan.

Detailed vendor reporting will be available on your equipment's corrective and preventative maintenance activities.

For more detailed contract information, visit our website [www.state.la.us/osp](http://www.state.la.us/osp), click on "Contracts, Featured Contracts/**Equipment Maintenance Management Program**", or you may contact State Purchasing Officer Debbie Gautreau via email [dgautre@doa.state.la.us](mailto:dgautre@doa.state.la.us). Please distribute this memorandum to appropriate personnel.

c: Undersecretaries

