

Title 4
ADMINISTRATION
Part V. Policy and Procedure Memoranda
Chapter 17. Contracts for Maintenance, Equipment,
and Services—PPM Number 51

§1701. Introduction

A. This Policy and Procedure Memorandum rescinds Policy and Procedure Memorandum Number 51 that was promulgated February 1983.

B. Except as otherwise provided in this Chapter, the Commissioner of Administration, hereinafter referred to as “the commissioner,” shall have the authority and responsibility to promulgate regulations, consistent with this Chapter, governing the procurement, management, and control of any and all supplies, services, and major repairs required to be procured by the state. The commissioner shall consider and decide matters of policy within the provisions of this Chapter, including those referred to him/her by the state chief procurement officer. The commissioner shall have the power to audit and review the implementations of the procurement regulations and requirements of this Chapter.

C. Therefore, pursuant to the above authority, in order to discharge my duty and responsibility as directed by the above quoted Section of the state statutes, it is hereby ordered that all state of Louisiana agencies shall abide by the following rules and regulations, except where specific authority has been delegated, in writing, by the Commissioner of Administration.

AUTHORITY NOTE: Promulgated in accordance with R.S. 39:1561.

HISTORICAL NOTE: Promulgated by the Office of the Governor, Division of Administration, Office of State Procurement, LR 43:1105 (June 2017).

§1703. Purpose and Scope

A. The policies and procedures contained herein shall apply to all agencies of the state government as required by the Louisiana Procurement Code, R.S. 39:1551 et seq., the current Executive Order of the Governor for small purchases, and the official rules and regulations of the Procurement Section, Division of Administration, as contained in the *State Procurement Manual*.

AUTHORITY NOTE: Promulgated in accordance with R.S. 39:1561.

HISTORICAL NOTE: Promulgated by the Office of the Governor, Division of Administration, Office of State Procurement, LR 43:1105 (June 2017).

§1705. Definitions of Contractual Services

A. Contractual services include all contracts, interagency agreements, or other documents for the maintenance and service of equipment, buildings, or any other facilities and the lease and rental of equipment of any state agency under the jurisdiction of the Division of Administration, as noted in §1703.

B. The following is a listing of contracts referred to in this memorandum. Any other type of contract needs prior approval from the state chief procurement officer.

C. It is emphasized that this directive applies to contractual service for maintenance and contractual agreements for leases and rentals of equipment. Listed below are some commodities that fall into this category:

1. janitorial services;
2. garbage disposal services;
3. water treatment services;
4. office machine maintenance;
5. thermostatic and temperature control;
6. laundry services;
7. pest control services;
8. office equipment;
9. communication equipment;
10. heavy equipment;
11. concession leases;
12. vending; and/or
13. any other category with prior approval of the state chief procurement officer.

AUTHORITY NOTE: Promulgated in accordance with R.S. 39:1561.

HISTORICAL NOTE: Promulgated by the Office of the Governor, Division of Administration, Office of State Procurement, LR 43:1105 (June 2017).

§1707. Procedures

A. In accordance with R.S. 39:1561(B), all agencies of the state government are hereby delegated the authority to purchase all contractual services up to their delegation of authority as issued by the state chief procurement officer, as defined above, in accordance with the current Governor's Executive Order for small purchases and procurement rules and regulations.

B. Agencies are authorized to annually prepay preventive maintenance contracts on equipment only when there exists at least a 10 percent savings over paying on a monthly basis, or a competitive bid is requested that provides for preventive maintenance on a monthly basis and on a prepaid annual basis. A savings of 10 percent or more is required to award on a prepaid annual basis.

C. A sample checklist is attached for use on each contract.

D. One complete copy of each file shall be forwarded to the Procurement Section of the Division of Administration upon completion. These files will consist of:

1. copy of purchase requisition;
2. complete agency purchase order;
3. BA-22 RL for leases or rental of equipment;
4. copy of all bids received;
5. proof of advertisement;
6. tabulation of bids received; and
7. copy of the list of vendors solicited.

E. Please note: no purchase order is to be released until approval has been granted by the state chief procurement officer.

F. Approved copies of the purchase order will be returned to the agency. One copy of the purchase order and the remainder of the file will remain on file in the Division of Administration. Agencies are authorized to handle at agency level, without forwarding to the Procurement Section of the Division of Administration, those files within their delegated purchasing authority.

G. Any questions concerning this matter should be directed to the Procurement Section of the Division of Administration.

AUTHORITY NOTE: Promulgated in accordance with R.S. 39:1561.

HISTORICAL NOTE: Promulgated by the Office of the Governor, Division of Administration, Office of State Procurement, LR 43:1105 (June 2017).

Paula Tregre
Director