



*State of Louisiana*

DIVISION OF ADMINISTRATION  
OFFICE OF THE COMMISSIONER

KATHLEEN BABINEAUX BLANCO  
GOVERNOR

JERRY LUKE LEBLANC  
COMMISSIONER OF ADMINISTRATION

MEMORANDUM

TO: All State Agencies, Colleges and Universities,  
Boards and Commissions

FROM: Jerry Luke LeBlanc   
Commissioner of Administration

DATE: April 13, 2005

SUBJECT: State of Louisiana Equipment Maintenance Management Program

In January 2005, the State of Louisiana awarded a statewide contract for equipment maintenance to Specialty Underwriters, LLC. All State departments, agencies, colleges and universities, and boards and commissions are eligible to utilize this contract which was designed to implement a cost reduction and management program for equipment maintenance contracts.

This contract provides guaranteed discounts of 25 to 32 percent on all maintenance contracts for equipment listed on the attachment. Additionally, by consolidating multiple contracts you will be able to reduce the number of purchase orders and vendor payments, which will lower your administrative burden.

Our due diligence working with other states who utilize this type of contract with Specialty Underwriters has confirmed that this program does save time and money without sacrificing quality of service.

As part of this cost savings initiative, Specialty Underwriters conducts a complete analysis of your department's maintenance expenditures and then presents a cost reduction proposal for your review and approval. I expect each department to undertake this analysis in order to at least evaluate the potential for savings. The procedures to accomplish this are attached for your convenience.

If a decision is subsequently made to not accept the recommendations proposed by Specialty Underwriters, I am requesting that you document your reasons and forward them to me.

Thank you.

## LOUISIANA EQUIPMENT MAINTENANCE PROGRAM Process and Procedures

In order to evaluate our current equipment maintenance contracts, each department needs to follow these procedures within the timelines provided:

<u>Action</u>	<u>Owner</u>	<u>Date Due</u>
Compile all equipment maintenance contracts issued through your department. They should include: <ul style="list-style-type: none"> <li>• Hours of coverage</li> <li>• Preventive maintenance requirements</li> <li>• Terms and conditions</li> <li>• Current repair provider</li> <li>• Maintenance cost (include a copy of most recent invoice)</li> </ul>	Department	5/13/05
List of current inventory of equipment by contract <ul style="list-style-type: none"> <li>• Provide equipment description</li> <li>• Manufacturer</li> <li>• Model</li> <li>• Serial number</li> <li>• Location</li> </ul>	Department	5/13/05
Once you have compiled this data, send a copy to: Mr. Greg Buhr Specialty Underwriters LLC 9667 S. 20 <sup>th</sup> Street Oak Creek, WI 53154 Please provide a contact with phone number for your department.	Department	5/13/05
Review of Contracts	SU	5/27/05
Proposal Generation	SU	5/27/05
Presentation of Proposal	SU/Department	6/10/05
Implementation	SU	7/1/05

# EQUIPMENT COVERED BY THE PROGRAM

## 32% Discount

*General Office, Computers and Electronic Equipment*

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### COMMUNICATION EQUIPMENT

Audio/Visual Systems  
Emergency Systems (911)  
Overhead Paging Systems / Intercom Systems  
Radio Equipment  
Switchboards  
Telephone & Voice Mail Systems

### DATA PROCESSING EQUIPMENT

Bridges  
Controllers  
Hubs  
Multiplexors  
PCs & Peripherals  
Printers  
Routers  
Scanners  
Servers  
Tape Drives

### FACILITIES EQUIPMENT

Clothes Washers & Dryers  
Electronic Signs  
Electrical & Electronic:  
- Food Preparation Equipment  
- Housekeeping Equipment  
- Pool Equipment

### GENERAL EQUIPMENT

Bar Code Readers  
Environmental Control Computers  
Film Processors and Viewers  
Industrial Scales  
Transcribers  
Video Equipment  
Voting Machines  
Water Meter Readers

### LABORATORY EQUIPMENT

Ambulance Medical Equipment  
Breathalyzers  
Centrifuges  
Chemistry Analyzers  
DNA Analyzers & Synthesizers  
Microscopes

### PRODUCTION/PROCESSING EQUIPMENT

### PHOTOGRAPHIC EQUIPMENT

### POSTAGE & MAILING EQUIPMENT

Inserters  
Labelers  
Machines (not system)  
Openers  
Scales  
Stackers

### OFFICE EQUIPMENT

Binders  
Burstors  
CAD/CAM Systems  
Calculators  
Card Readers  
Cash Registers  
Check Signers  
Coin Sorters  
Coin Sorters/Packagers  
Computers Sytems  
Copiers  
Currency Counter  
Dictation Equipment  
Electric Rotary Files  
Electrical & Electronic Print Equipment  
Electrical & Electronic Press Equipment  
Electronic Typewriters  
Embossers  
Facsimile Machines  
Folders  
ID Card Systems  
Laminators  
Microfilm Reader/Printers  
Microfilmers  
Retail Scanners  
Shredders  
Time Clocks  
Uninterrupted Power Supply / Transient  
Voltage Protection Systems

### SECURITY EQUIPMENT

Alarm Systems  
Card Access Systems  
CCTV Systems  
Electronic Gates/Doors  
Electronic Library Security Systems  
Fire Protection Systems  
Fire Alarms & Sensors  
Metal Detectors  
Outdoor Emergency Sirens  
Police Alarms  
Premise Alarms  
Vaults and Safes

# EQUIPMENT COVERED BY THE PROGRAM

## 25% Discount

*General Medical, Hospital, Laboratory and Testing Equipment*

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### CARDIOLOGY/STRESS TEST /

#### ICU, CCU, EKG

Arrhythmia Computers  
Cardiac Output Computers  
Healthcare/Cardiac Cath Systems  
Intra Aortic Balloon Pumps  
Monitoring Systems  
Patient Data Management  
Stress Test  
Telemetry Systems

### FUNCTION LABS/RESPIRATORY THERAPY

Blood Gas Analyzers  
Co-Oximeters  
Sleep Labs  
Tomometers  
Plethysmographs  
Pulmonary Function Systems

### CLINICAL/R&D LAB

Blood Gas  
Cell Washers

### RADIOLOGY EQUIPMENT

CT Scanners  
Magnetic Resonance Imagers (MRI)  
X-Ray Units

### NUCLEAR MEDICINE EQUIPMENT

Dose Calibrators  
Gamma Cameras  
Gamma Counters

### SURGICAL EQUIPMENT

Lasers  
Microscopes  
Phaco Emulsifiers  
Physiological Monitoring Systems

### LABORATORY EQUIPMENT

Blood Culture Units  
Blood Gas Analyzers  
Cell Savers  
Cell Washers  
Centrifuges  
Chemistry Analyzers  
Chromatography Equipment  
Co-Oximeters  
Coagulation Analyzers  
Computers  
Densitometers  
DNA Analyzers  
DNA Synthesizers  
Electrolyte Analyzers  
Electron Microscopes  
Electrophoresis Equipment  
Gamma Counters  
Hematology Analyzers  
Immunoassay Analyzers  
Laboratory Instruments  
Microbiology Analyzers  
Microscopes  
Microtomes/Cryostats  
Ria Systems  
Scales/Balances  
Spectrophotometers  
Tissue Analyzers