

CITY OF CHESAPEAKE, VIRGINIA
ADMINISTRATIVE REGULATIONS
SUBJECT: CITY EQUIPMENT - SERVICE
MAINTENANCE COSTS

NUMBER: 33.4

EFFECTIVE DATE: Jan. 1, 1982

SUPERSEDES: N/A

I. PURPOSE:

To define and delineate the City's policy and procedure for acquiring and maintaining service contracts on City capital equipment.

II. POLICY:

The City obtains maintenance contracts from qualified vendors on its capital equipment which is sufficiently aged or worn to need frequent maintenance service.

III. RESPONSIBILITIES:

- A. The City Purchasing Agent shall coordinate the purchase of all service maintenance contracts.
- B. Each City department head shall manage his or her department's service maintenance contracts.

IV. DEFINITIONS:

- A. Capital Equipment refers to typewriters, communications equipment, copiers, microfilm apparatus, computers, and other equipment approved by the City Manager.
- B. Maintenance Contracts are agreements between qualified vendors and the City to service City equipment at agreed upon intervals or as need requires.
- C. Qualified Vendor refers to an individual or company which can reasonably demonstrate the capability and experience to effectively provide the appropriate service required.

V. PROCEDURE: SELECTION OF CONTRACT VENDORS

- A. The department head shall inform the Purchasing Agent of the need for an equipment maintenance contract.
- B. The Purchasing Agent shall solicit price quotes and contract proposals from qualified vendors.
- C. The Purchasing Agent shall provide the department head with the contract proposal of the vendor offering the lowest price and best service.
- D. The department head shall review and approve purchase of the contract and return it to the Purchasing Agent.

VI. CITY ATTORNEY APPROVAL:

- A. The Purchasing Agent shall submit the selected contract to the City Attorney for review and approval.
- B. The City Attorney shall review the contract and include in it a provision requiring the contract holder to notify the City, 60 days prior to the contract's expiration, of any self-renewing clause contained within.
- C. The City Attorney shall return the contract to the Purchasing Agent with either his approval or reasons for disapproval.
- D. If the City Attorney disapproves the contract, the Purchasing Agent shall either resolve the reasons for the disapproval or reinitiate the maintenance contract selection procedure.

VII. CONTRACT EXECUTION:

The department head shall execute the contract as approved by the City Attorney.

ORIGINAL SIGNED 3/15/82

John T. Maxwell, City Manager

Date