

MAINTENANCE AGREEMENTS

Effective: January 12, 1981

01-11

Most Recent Revision: February 16, 1988

Objective: To coordinate the implementation of maintenance agreements and service contracts on County-owned equipment

Reference: Division of Purchasing & Central Services

Policy of the Board of Representatives:

1. Maintenance service agreements should be maintained by all departments on their office equipment in cases where the cost of maintenance does not exceed the cost of replacement within a reasonable time span. In general such service agreements cover the replacing of worn or defective parts, upgrading the machine with selected engineering changes and performing required preventive maintenance.
2. Maintenance agreements must be sent to the Division of Purchasing for review prior to being signed by the department head.
3. Copies of maintenance agreement invoices not requiring signature must be kept on file in the County Comptroller's Office. Departments must check invoices against serial numbers of actual department equipment before processing for payment.