	Personal Services Agreements Waivers: Appendix A5	Responsible Administrative Units: Human Resources Finance & Administration
	Issued: May 31, 2006 Revised:	Contacts: vgraves@mines.edu nmartine@mines.edu


A5 - Equipment Maintenance/Repair

Services in this category are used for all types of equipment maintenance and repair.

Type of Service

1. Heating and Air-Conditioning: These services are necessary when any of the following factors is present: construction season causes excess work not able to be handled by current staffing, CSM does not have staff qualified to perform certain specialized services, or CSM does not have the equipment necessary to perform certain services.
2. Equipment Maintenance and Repair: Services include maintenance and repair to equipment used for general campus needs as well as specific academic needs such as laboratory instrument repair. Also includes security alarm and fire monitoring system maintenance. CSM does not have staff qualified to perform these specialized services, or does not have the equipment necessary to perform these services.
3. Vehicle Maintenance: Services include maintenance of special use vehicles, such as grounds maintenance equipment. These services will only be contracted out when CSM staff does not have the expertise necessary to repair the vehicle, has seasonal increases in work load for which staff are not available to perform, an emergency need arises, or CSM does not have the equipment necessary to perform these services.
4. Support and Maintenance Agreements: Services include preventive maintenance as well as maintenance as needed to equipment used for scientific, security, and business applications. CSM does not have staff qualified to perform these specialized services, or does not have the equipment necessary to perform these services. Services are incidental to a contract for the purchase or lease of real or personal property.
5. Copier and Office Machine Maintenance: CSM does not have staff qualified to perform these specialized services, or does not have the equipment necessary to perform these services. Services are incidental to a contract for the purchase or lease of real or personal property.

The statutory citation approvable basis for this type of service can include one or more of the following:

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Section 24-50-504(2)(d) – The services are incidental to a contract for the purchase or lease of real or personal property.