

# Service Contract Addition



Frederick

Please type or print information clearly

Please read the guidelines provided on page 2 of this form before completing the form. The following information is required. If any information is not provided, your request will be returned without action. The individual signing this request must have signature authority for the center number that will pay for the service contract. If the item is part of an equipment system, all accessories must be listed. When adding a copier, include the estimated number of copies per month. Attach any paperwork/quotes provided by a vendor.

## Contact

1. First Name		2. Last Name		3. Date	
4. Center No.		5. E-mail		6. Telephone	
				7. Fax	

## Approval

8. First Name		9. Last Name		10. Title	
11. Signature				12. Date	

## Equipment Information

13. Property Decal No.	14. Description	15. Manufacturer	16. Model	17. Serial No.	18. Location (Bldg./Rm.)	19. Requested Start Date	20. Vendor	21. Useful Economic Life

Purchasing Department, Bldg. 1050

Equipment Maintenance: 301-846-5040 or 301-846-5642; Fax: 301-846-6154

E-mail: [ncifredem@nih.gov](mailto:ncifredem@nih.gov)

# Service Contract Addition – Guidelines and Instructions



## PLEASE READ BEFORE COMPLETING THE SERVICE CONTRACT ADDITION (SCA) FORM

### Equipment Service Maintenance Agreement (SMA) Guidelines

An SMA must create a clear service and provide technical or financial advantages for the end user or the facility. Examples:

- Equipment that requires a consistent response time, as in production/manufacturing situations or patient-related research;
- Equipment that requires calibration and/or certification;
- Equipment in high-risk areas;
- Equipment that is heavily used;
- Equipment that requires a high volume of programmed maintenance or repair;
- Equipment that has an exclusive servicing vendor; or
- Equipment that is relatively new technology.

SMA's are not generally established for the following:

- a. Equipment that is routinely serviced and maintained by Facilities Maintenance and Engineering;
- b. Equipment in an area with multiple pieces of the same equipment, which can be used during extended down time without significant impact;
- c. Equipment with solid low-maintenance histories;
- d. Equipment that can be maintained in a timely and economical fashion by local vendors; or
- e. Equipment that is low-cost and more easily replaced than maintained.

### Instructions

1. Provide the first name of the point of contact for the equipment
2. Provide the last name of the point of contact for the equipment
3. Provide the date the form was completed
4. Provide the center number to which the service contract will be charged
5. Provide the e-mail address for the point of contact
6. Provide the telephone number for the point of contact
7. Provide the fax number for the point of contact
8. Provide the first name of the individual authorizing the service contract
9. Provide the last name of the individual authorizing the service contract
10. Provide the title of the individual authorizing the service contract
11. Signature of individual authorizing the service contract
12. Provide the date the form was authorized
13. Provide the property decal number of the item/equipment requiring a service contract
14. Provide a description of the item/equipment
15. Provide the manufacturer of the item/equipment
16. Provide the model number of the item/equipment
17. Provide the serial number of the item/equipment
18. Provide the location of the item/equipment, including the building and room numbers
19. Provide the requested start date for the service contract
20. Provide the name of the vendor providing the service contract
21. Provide the useful economic life of the item/equipment (provided by the vendor/manufacturer)