

## **Master Lease With Oliver-Allen Technology Leasing (US Bank) Instructions For Departments**

### **I. Overview**

The City's Master Lease with Oliver-Allen Technology Leasing was established primarily to help the Office of Technology to implement its PC Replacement and Server Replacement Programs. The agreement provides for operating leases, whereby the City pays a fee to get the use of equipment for a fixed period of time, but does not own the equipment. Departments may make use of the Master Lease for technology projects where it makes technical and financial sense to do so. However, all such uses must be approved by the Director of the Office of Technology in consultation with the Office of Financial Services. (Submit requests in writing to Karen Johnson, Director of the Office of Technology.)

If a request for operating lease financing is approved, the following policies and procedures apply.

### **II. Procedures - to Start the Lease**

1. Departments must submit a requisition to Contract and Analysis Services detailing the hardware to be leased, the desired lease period (such as 3 years), the budget code for the lease payments, contact person for lease payments, and the equipment delivery location. In accordance with Minnesota Statutes, the buyer will use a competitive solicitation process or an existing Master Contract to establish the price and vendor for the equipment.
2. CAS will contact the Oliver-Allen representative to establish the lease rate and period, and transmit the list of equipment to be leased. The Oliver-Allen representative will purchase the equipment and arrange for it to be delivered to the requested City location. Oliver-Allen will then send a "Schedule" (lease document) to CAS with the terms and pricing for the equipment.
3. The department requesting the equipment is responsible for the following:
  - a. receiving the equipment
  - b. working with OT staff to install the equipment and verify that it is functioning correctly
  - c. affixing a "property ID tag" to each piece of equipment (see Attachment A for instructions)
  - d. preparing a Delivery and Acceptance form (Excel spreadsheet--see Attachment B) (Note--the spreadsheet should be emailed to CAS, so that the Oliver-Allen staff can enter it into a database.)
  - e. signing and transmitting the Delivery and Acceptance form to CAS, indicating that the equipment has been installed and is working correctly
4. CAS will add the signed Delivery/Acceptance form to Schedule packet and route to the Director of Technology or other authorized OT staff to sign the Schedule. One copy of the final documents will be transmitted to the department to retain during the lease period.

### **III. Department Responsibilities During the Lease Term**

1. Monitor the leased equipment to make sure that it is maintained in good working order and that the Property ID Tags remain affixed to each piece. Arrange for warranty repairs as needed.
2. Receive and review the monthly invoices from Oliver-Allen and make payment within 30 days. (Note: Write contract # 02-13281-0 on the invoice to indicate authority for the payment.)
3. Report any problems related to the lease (not the equipment) to CAS promptly so CAS can assist the department in resolving them.

### **Department Responsibilities at the End of the Lease**

1. Approximately four months before the end of the lease, CAS will contact the department to begin making arrangements for the return of the equipment. As a first step, CAS must notify Oliver-Allen of the City's intention to return the equipment. A department representative may be asked to sign off on the notice.

The department should also determine whether it will need replacement equipment and indicate whether the replacement equipment will be purchased or leased. CAS will assist in coordinating the delivery of new equipment with removal of the leased equipment.

2. The department is responsible for inventorying all equipment and comparing the inventory against the list of equipment on the original Schedule. The department will be expected to cover the costs of any lost or damaged equipment.
3. The department is responsible for de-installing the equipment, wiping hard drives as needed, and running diagnostics to determine the equipment condition. The department is also responsible for seeing that the equipment is packed appropriately and delivered to the equipment return location. CAS may have vendors under contract who can perform these services, or can contract with one or more vendors as needed. The department is responsible for covering all costs of the equipment removal, packing, and shipping.
4. CAS will serve as the liaison with Oliver-Allen on the equipment return.

**Attachment A:  
Required Information for Property Tag**

Format for Number:

**Year of Lease Commencement    Department    Schedule #    Item Number**

**Sample Tag**

**Property of Oliver-Allen Leasing**

**05-OFS-SCH01-123**

**Attachment B: Format for Equipment Acceptance Form (Excel Spreadsheet)**

**Oliver-Allen Technology Lease Delivery/Acceptance Information**

**Department/Office:** Saint Paul Police Department

**Date:** \_\_\_\_\_

**Contact Person and Phone:** \_\_\_\_\_

**Requisition #** \_\_\_\_\_

Tag Number

Description

Model

Serial Number

Equipment Location

Assigned to

I certify that the Department has received the above items and that they are functioning correctly.

Accepted by \_\_\_\_\_

Date: \_\_\_\_\_

Print out and sign this form and send it to Contract and Analysis Services, 280 City Hall/Court House Building, 15 West Kellogg Blvd., Saint Paul, MN 55105. The electronic version of the completed form should be e-mailed to Elizabeth Swanson in the Office of Technology. [elizabeth.swanson@ci.stpaul.mn.us] **Department should retain a record copy of the completed form until the end of the lease.**