

New York State Equipment Maintenance Program

Instructions for Equipment Change Requests

TO ADD EQUIPMENT:

- Agency staff obtains the following information regarding each equipment item to be quoted:
 - Vendor
 - Manufacturer
 - Model
 - Serial Number
 - Description
 - Purchase price or replacement value (if applicable)
 - Warranty Period (if applicable)
 - Volume Usage (if applicable)
 - Equipment Location
- Agency staff completes the Equipment Change Request Form and sends it to The Remi Group (TRG) On-site Coordinator.
- If the equipment is already under a service contract, agency staff should also provide a copy of it to the TRG On-site Coordinator.
- The TRG On-site Coordinator forwards completed Equipment Change Request Form to the TRG underwriting unit.
- TRG underwriting unit reviews request for complete information and provides a quote within 15-20 business days.
- The TRG On-site Coordinator contacts agency staff to review the quote and discuss an effective date of coverage. The effective date can be the current date or any future date.
- If agency staff decides to add the quoted equipment, written confirmation is required.
- Agency sends Vendor Letter – Equipment Modification to inform vendor of the addition.
- TRG adds the item to coverage as of the specified effective date and adjusts account accordingly.
- Agency staff arranges with the TRG On-site Coordinator’s assistance, as appropriate, concurrent discontinuance of any previous service maintenance contracts and associated costs.
- TRG provides equipment (and quote) schedule reports through Remi Online on a 24-hour basis.

TO DELETE EQUIPMENT:

- Agency staff completes the Equipment Change Request Form detailing the item to be deleted and the deletion date. The deletion date can be the current date or any future date.
- Agency staff sends the Equipment Change Request Form to the TRG On-site Coordinator.
- The TRG On-site Coordinator forwards the completed Equipment Change Request Form to the TRG underwriting unit.
- TRG deletes the item from coverage as of the specified effective date and adjusts premium accordingly.
- Agency sends Vendor Letter – Equipment Modification to inform vendor of the deletion.
- TRG provides equipment (and quote) schedule reports through Remi Online on a 24-hour basis.