

## LETTER OF AUTHORITY

April 11, 2014

To Whom It May Concern:

This is to advise you that we, the Regents of the University of California, on behalf of its Santa Barbara campus (University), have retained the services of The Remi Group (TRG) of Charlotte, North Carolina as our advisory consultant, and to act as our administrator, for matters regarding equipment maintenance management, until further notice.

Under the terms of this letter, the University does hereby authorize TRG to handle maintenance service requests, dispatching service for corrective and preventative maintenance, issuing dispatch authorization orders, and vendor payment. We ask that you afford TRG your full cooperation and provide representatives of TRG with any and all information they may request on our behalf.

This authorization does not preclude the University's ability to act on its own behalf. Any and all contractual agreements, purchase orders, and other such intent to purchase arrangements that are not included in our program with TRG will require the signature of an authorized officer of the University.

TRG has taken on the responsibility of dispatching service calls, including but not limited to preventative maintenance and emergency repair. Because of this responsibility, your company will now be required to send all documentation related to any service event with a Dispatch Authorization Order (DAO) prefix of TO BE DETERMINED to the following billing address, as listed in the DAO. Please note, the bill to party remains The Regents of The University of California, who is responsible for payment for services performed for University.

Fax: (866) 388-9806

E-Mail: [claims@theremigroup.com](mailto:claims@theremigroup.com)

Or by mail: The Regents of the University of California  
C/O: Remi Service Center  
11325 North Community House Road  
Suite 300  
Charlotte, NC 28277

This documentation needs to include the invoice and a service report signed by an authorized University employee and should be submitted to TRG either by mail, fax or e-mail.

Please note that all service requests that are made thru TRG will be done via a written DAO, which will have a preset limit assigned requiring the vendor to contact the Remi Service Center prior to completion of the service event only if the service event is to exceed this limit. Failure to contact the Remi Service Center may result in the denial of requested payments exceeding the DAO Limit. This limit is not intended to be a cap on the repair event; however, compliance with this notification process is a prerequisite to payment of a higher amount. This letter of authority does not establish any privacy of contract between vendor and TRG.

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**TRG assumes no liability, financial or otherwise for any service performed in accordance with any DAO, any and all such liability is the responsibility of University.**

If you have any questions or require further billing information on the program, please feel free to contact Elizabeth Barnes at [ebarnes@TheRemiGroup.com](mailto:ebarnes@TheRemiGroup.com) or call 704-840-1038.

**Please have an authorized officer of your firm sign below and fax a copy of this letter to (866) 388-9806 or scan and e-mail to [claims@theremigroup.com](mailto:claims@theremigroup.com).** This will indicate that you have received, acknowledge and will cooperate with this change. In doing so, your company will be added to the vendor database of preferred service providers under the program eligible for service events at any of the University facilities.

Sincerely,

The Regents of the University of California



\_\_\_\_\_  
Jacob Godfrey; Associate Director  
University of California, Santa Barbara  
Business & Financial Services  
3203 SAASB  
Santa Barbara, CA 93105-1150

4/18/14  
\_\_\_\_\_  
Date

**VENDOR, ACKNOWLEDGED & AGREED:**

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

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