Price Book

| A | B | C | D-E-F | G-H-I-J | L-M-N-O | P | R | S | T | U-V-W |

Service Listing by Office

ADMINISTRATIVE HEARINGS, OFFICE OF

Administrative Hearings

FISCAL SERVICES, OFFICE OF

Accounting and Financial Services

FLEET ADMINISTRATION, OFFICE OF

Automobile Purchases
Automobile Rental
Automobile Sales
Automobile Maintenance Service
Farm Machinery - Repair and Service
General Services Charge Cards
Parking - Space Rental
State Fleet Asset Management
Tractors - Repair Service

HUMAN RESOURCES, OFFICE OF

Human Resources Services

LEGAL SERVICES, OFFICE OF

Bid Protest Services
Contracts and Other Documents
Hearing Officer Services
Legal Advice Hourly Services

PUBLISHING, OFFICE OF STATE

Addressing Services
Advertising in State Publications
Forms Management
Mail Services

Mail Services
Interagency Mail and Messenger Services
Shipping and Receiving Services

Printing and Publishing Services

Advertising in State Publications
Business Cards
Business Forms and Stationery
Desktop Publishing Services

Fulfillment Services
Graphic Design Services
Mail Merge Services
On-line Publishing Services
Print on Demand Services
Printing Procurement
Printing Publications
Printing and Publishing Education Workshops

PROCUREMENT DIVISION

Contract Advertising
Information & Records Management Services
Moving State and Household Goods
Property Reutilization Services
Purchasing
Purchasing - Recycled Products
Purchasing - Supplier Base Management
Purchasing - Transportation Management
Small Business Certification and Resources

Business Utilization Plan
Disabled Veteran Business Enterprise (DVBE) Certification
Enterprise Zone Act (EZA)
Local Agency Military Base Recovery Act
Prompt Payment
Small Business Certification
Small and Disabled Veteran Business Enterprise (S/DVBE) Programs
Target Area Contract Preference Act (TACPA)

REAL ESTATE SERVICES DIVISION

Asset Planning & Enhancement Branch

Asset Enhancement
Economic Analysis
Facilities Planning Services/Office Building Planning and Analysis
Portfolio Management

Building & Property Management Branch

Rent

Construction Services Branch

Construction Supervision
Direct Construction

Professional Services Branch

Design Services

Architecture and Engineering Project Management - Basic Services
Architectural Graphic Services
Architectural Design
Civil Engineering
Cost Engineering
Electrical Engineering
Landscape Architecture
Mechanical Engineering
Plan Review
Space Planning
Space Programming

Structural Engineering

Environmental Planning Services
Real Estate Services

Leasing Services
Real Property Services

Special Programs

Hazardous Waste Management Programs
Seismic Retrofit
Vault Services

Statewide Property Inventory (SPI)
Other Services

Project Management Branch

Capital Project Delivery
Claims Management
Contracting Services
Cost Estimating
Project Scheduling
Remodeling

RISK AND INSURANCE MANAGEMENT, OFFICE OF

Risk and Insurance Management

Energy Services Programs

Natural Gas Services
Defensive Driver Training
Hazardous Contract Review
Insurance Procurement
Motor Vehicle Liability
Risk Management and Insurance Consulting
State Safety Training

STATE ARCHITECT, DIVISION OF THE

Regulation Services

Access Compliance
Fire & Life Safety
Historical Building Safety Review
Structural Safety

SURPLUS PROPERTY AND REUTILIZATION

Surplus Propery
Transit Storage Program
Federal Surplus Property Program

TELECOMMUNICATIONS, DIVISION OF

Telecommunications Division

Radio Engineering

Updated : 7/31/2006

Radio Maintenance

Equipment Installation and Modification
Mobile Radio Equipment Installation/Removal (Flat Rate)
Radio Repair and Maintenance (Unit Rate)
Emergency Repair (Hourly Rate)

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Price Book

Price Book &
Directory of Services

2006/2007

The Price Book and Directory of Services include a convenient listing of the services and prices provided by the Department of General Services. This directory has been updated to reflect approved 2006/2007 rates pursuant to Budget Act Chapter 47, Statutes of 2006. Department of General Services service rates are submitted for Department of Finance review and oversight through the Governor's Budget development each year. The proposed 2007/2008 rates are included for department planning purposes. The Budget Year rates only become effective upon passage of the 2007/2008 Budget Act, and as such are subject to approval by the legislature.

Information relating to new services or changes to existing services will be updated on the Internet as they happen.

We remain dedicated to achieving customer satisfaction both in terms of quality of services and competitiveness of price.

The Web Based Price Book *updated 3/12/07*

PDF File (printable version) Due to the file size, you may experience a momentary delay before your pate selection is completely loaded. Your patience is appreciated.

Updated : 3/14/2007

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Services that Start With A

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ACCOUNTING & FINANCIAL SERVICES (TT CODE 8310)
ADDRESSING SERVICES
ADMINISTRATIVE HEARINGS (TT CODE 5110, 5120, 5130)
ADMINISTRATIVE SERVICES
ADVERTISING - CONTRACTS
ADVERTISING IN STATE PUBLICATIONS
ALTERATIONS SERVICE
ARCHITECTURAL GRAPHIC SERVICES
ARCHITECTURE, ENGINEERING & CONSTRUCTION SERVICES
ASSET PLANNING & ENHANCEMENT (TT CODE 2910)
AUCTION SERVICES
AUTOMOBILE PURCHASES (TT CODE 5680)
AUTOMOBILE RENTAL (TT CODE 5640)
AUTOMOBILE SALES
AUTOMOTIVE INSPECTION SERVICES
AUTOMOTIVE MAINTENANCE SERVICE (TT CODE 5670)

Updated : 8/24/2005

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Updated : 9/2/2003

Services that Start With B

| A | B | C | D-E-F | G-H-I-J | L-M-N-O | P | R | S | T | U-V-W |

BID PROTEST SERVICES (TT CODE 5830)

BUILDING & PROPERTY MANAGEMENT (TT CODE 3310-3350)

BUILDING MANAGEMENT

BUILDING PLANNING AND DESIGN

BUSINESS CARDS

BUSINESS FORMS AND STATIONERY

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Updated : 7/20/2004

Services that Start With C

| A | B | C | D-E-F | G-H-I-J | L-M-N-O | P | R | S | T | U-V-W |

CAPITAL PROJECT DELIVERY
CARPENTER
CARPET STANDARDS
CARPET, RUG AND UPHOLSTERY CLEANERS
CIVIL ENGINEERING
CLAIMS MANAGEMENT
COMMUNICATIONS: ENGINEERING CONSULTANTS
CONSTRUCTION SERVICES
CONTRACT ADVERTISING
CONTRACT BID PROTEST SERVICES
CONTRACTING SERVICES
CONTRACTS AND OTHER DOCUMENTS
COST ESTIMATING

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Services that Start With D-E-F

| A | B | C | D-E-F | G-H-I-J | L-M-N-O | P | R | S | T | U-V-W |

DEFENSIVE DRIVER TRAINING PROGRAM
DELIVERY SERVICE
DESKTOP PUBLISHING SERVICES
DESTRUCTION OF CONFIDENTIAL RECORDS
DIRECT CONSTRUCTION
DISASTER INVESTIGATION & EMERGENCY CONSTRUCTION
DRAFTING SERVICES
DUPLICATING SERVICE
EASEMENTS
ECONOMIC ANALYSIS
ELECTRICAL ENGINEERING
ELEVATORS AND ESCALATORS
ENERGY SERVICES PROGRAMS
ENGINEERS
ENVELOPES
ENVIRONMENTAL HEALTH AND SAFETY
ENVIRONMENTAL PLANNING SERVICES
FACILITIES PLANNING SERVICES/OFFICE BUILDING PLANNING & ANALYSIS
FARM MACHINERY - REPAIR AND SERVICE
FORMS MANAGEMENT
FREIGHT BILL AUDITS

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Services that Start With G-H-I-J

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GARDENERS

GENERAL SERVICES CHARGE CARDS (GS 971)

GRAPHIC DESIGN SERVICES

HANDICAP COMPLIANCE REVIEW

HEARING OFFICER SERVICES

HEATING AND AIR CONDITIONING

HUMAN RESOURCES SERVICES (TT CODE 8210)

INFORMATION & RECORDS MANAGEMENT SERVICES

INSURANCE

INTERAGENCY MAIL & MESSENGER SERVICES

INTERIOR DESIGN CONSULTING SERVICES

JANITORIAL SERVICES

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Services that Start With L-M-N-O

| A | B | C | D-E-F | G-H-I-J | L-M-N-O | P | R | S | T | U-V-W |

LABORATORY BUILDING PROGRAM
LAND ACQUISITION
LAND INDEX
LAND SALES
LANDSCAPE ARCHITECTURE
LEASING
LEGAL ADVICE HOURLY SERVICES (TT CODE 5820)
LEGAL SERVICES
LEGISLATIVE CODES
LOCKSMITH SERVICES
MAIL SERVICES
MESSENGER SERVICES
MOVING STATE AND HOUSEHOLD GOODS (TT CODE 6213)
NATURAL GAS SERVICES
OFFICE AND WAREHOUSE SPACE
OFFICE BUILDING PLANNING & ANALYSIS/FACILITIES PLANNING SERVICES
OFFICE BUILDINGS - ALTERATION SERVICES
OFFICE FURNITURE AND MACHINES
ON-LINE PUBLISHING SERVICES

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Services that Start With P

| A | B | C | D-E-F | G-H-I-J | L-M-N-O | P | R | S | T | U-V-W |

PAINTING
PARKING - DEVELOPMENT AND FEASIBILITY STUDIES
PARKING - SPACE RENTAL (TT CODE 5660)
PERSONNEL - CONTRACTED SERVICES
PLUMBING SERVICES
PRINT ON DEMAND SERVICES
PRINTING AND PUBLISHING SERVICES
PRINTING PROCUREMENT
PROCUREMENT AND PROCUREMENT PROCEDURES
PROFESSIONAL SERVICES BRANCH
PROJECT MANAGEMENT (TT CODE 2310)
PROJECT SCHEDULING
PROPERTY ACQUISITION
PROPERTY INVENTORY
PROPERTY REUTILIZATION SERVICES (TT CODE 6220, 6221)
PURCHASING
PURCHASING - RECYCLED PRODUCTS
PURCHASING - SUPPLIER BASE MANAGEMENT
PURCHASING - TRANSPORTATION MANAGEMENT

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Updated : 9/2/2003

Services that Start With R

| A | B | C | D-E-F | G-H-I-J | L-M-N-O | P | R | S | T | U-V-W |

RADIO ENGINEERING AND MAINTENANCE

REAL ESTATE SERVICES

RECORDS MANAGEMENT SERVICES

REGULATION SERVICES*

REMODELING

RENT

RISK AND INSURANCE MANAGEMENT

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Services that Start With S

| A | B | C | D-E-F | G-H-I-J | L-M-N-O | P | R | S | T | U-V-W |

SCHOOL CONSTRUCTION INSPECTION

SHIPPING AND RECEIVING

SITE ANALYSIS

SMALL BUSINESS CERTIFICATION AND RESOURCES (TT CODE 2830)

SOUND SYSTEMS AND EQUIPMENT

SPACE PLANNING

SPECIFICATIONS

STATE ADMINISTRATIVE MANUAL (SAM)

STATE FLEET ASSET MANAGEMENT PROGRAM

STATIONERY

STORAGE

STRUCTURAL ENGINEERING

SURPLUS FEDERAL PROPERTY (TT CODE 6220, 6221)

SURPLUS PROPERTY

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Services that Start With T

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TARGET AREA CONTRACT PREFERENCE ACT

TELECOMMUNICATIONS DIVISION

TRACTORS - REPAIR SERVICE

TRAINING, CONTRACTS

TRANSIT STORAGE (TT CODE 6212)

TREE MAINTENANCE

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Services that Start With U-V-W

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VAULT SERVICES

VIDEO PRODUCTION

WAREHOUSE - BUILDING PROGRAM

WAREHOUSE PLANNING

WAREHOUSE SERVICES (TT CODE 6212)

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ACCOUNTING & FINANCIAL SERVICES (TT CODE 8310)

| A | B | C | D-E-F | G-H-I-J | L-M-N-O | P | R | S | T | U-V-W |

	2006-2007	Proposed 2007-2008
Provides full service budgeting, accounting, and related fiscal services to other state departments, boards, and commissions. *For additional information, contact the Contracted Fiscal Services Section within the Office of Fiscal Services at (916) 376-5237(CALNET 480-5237).*	Information on costs available upon request.	Information on costs available upon request.

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ADDRESSING SERVICES

| A | B | C | D-E-F | G-H-I-J | L-M-N-O | P | R | S | T | U-V-W |

	2006-2007	Proposed 2007-2008
Complete addressing services includes creating, maintaining and updating mailing lists for all government agencies as well as providing CASS certification for address verification, standardization, and bar-coding for postal requirements and discounts. *For additional information, contact the Office of State Publishing at (916) 445-5364 or visit our website at www.dgs.ca.gov/osp.*	Estimates and consultation available upon request.	Estimates and consultation available upon request.

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ADMINISTRATIVE HEARINGS (TT CODE 5110, 5120, 5130)

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The Office of Administrative Hearings (OAH) provides quasi-judicial and other dispute resolution services for state and local agencies, special districts, and other government entities. OAH provides the judicial process that decides appeals by individuals and businesses when a state agency withholds or terminates entitlement to a professional license pursuant to the Administrative Procedures Act (APA). Proceedings not covered under the APA are also heard. In addition, OAH provides mediation and/or arbitration services to parties who have a dispute that is the subject of an adjudicative proceeding. OAH provides court reporter services via contract, and those costs are passed on to the agency requesting the hearing.

	2006-2007	Proposed 2007-2008
Administrative Law Judge	$181.00 per hour	$187.00 per hour
Staff Counsel	$117.00 per hour	$144.00 per hour
Hearing Reporter	Contract Rate	Contract Rate
Transcript Rate	Contract Rate	Contract Rate
Filing Fee	$66.00 per case	$66.00 per case
Keyhea Filing Fee	$133.00 per case	$133.00 per case

For additional information, contact the Office of Administrative Hearings at (916) 445-4926 (CALNET 485-4926).

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ADMINISTRATIVE SERVICES

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see: Human Resources Services

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ADVERTISING - CONTRACTS

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see: Contract Advertising
Legal Advice Hourly Services

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ADVERTISING IN STATE PUBLICATIONS

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see: Printing and Publishing Services

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ALTERATIONS SERVICE

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ARCHITECTURAL GRAPHIC SERVICES

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see: Professional Services

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ARCHITECTURE, ENGINEERING & CONSTRUCTION SERVICES

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see: Professional Services
Regulation Services

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ASSET PLANNING & ENHANCEMENT (TT CODE 2910)

| A | B | C | D-E-F | G-H-I-J | L-M-N-O | P | R | S | T | U-V-W |

	2006-2007	Proposed 2007-2008
Asset Enhancement The Asset Planning and Enhancement Branch (AP&E) is available to help identify and assist in the enhancement of the value of state owned property prior to disposition.	Estimates available upon request.	Estimates available upon request.
Economic Analysis The AP&E provides Economic Analysis for proposed capital projects. Includes cost estimates, debt service calculations, operations and maintenance costs, break-even points, cash flow requirements, financing alternatives and recommendations for developing capital projects.	Estimates available upon request.	Estimates available upon request.
Facilities Planning Services/Office Building Planning and Analysis The AP&E provides professional planning services for the preparation of facility plans and related studies. Services include developing plans for future office space and facility needs, employee forecasting, site selection studies, cost/benefit analysis to guide comparisons of facility lease/ purchase, and related cost estimating for new or renovated facilities. The Branch also provides assistance in the preparation of the analysis needed to support BCP's or legislative proposals for office and other support facilities.	Estimates available upon request.	Estimates available upon request.
Portfolio Management The AP&E coordinates Regional Planning as it relates to property utilization, studies of underutilized properties, identification of tenants for new state owned or leased facilities, and the inter-relationship among acquisition, leasing, and construction of facilities.		
A rental surcharge of .41% in 2006-2007 will apply to leased consolidatable and DGS state-owned space for facilities and transportation planning services in lieu of the hourly rate.		
For additional information, contact the Asset Planning & Enhancement Branch in the Real Estate Services Division at (916) 376-1829 (CALNET 480-1829).		

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AUCTION SERVICES

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see: Automobile Sales

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AUTOMOBILE PURCHASES (TT CODE 5680)

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Contact Office of Fleet Administration, Equipment Coordinator, Inspection Services at (916) 653-7017 (CALNET 453-7017).

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AUTOMOBILE RENTAL (TT CODE 5640)

| A | B | C | D-E-F | G-H-I-J | L-M-N-O | P | R | S | T | U-V-W |

	2006-2007	Proposed 2007-2008
Short-Term (tripper) and Long-Term (monthly) rentals of passenger-type pool vehicles are available (see SAM Sec. 4182). Contact the nearest Office of Fleet Administration State Garage for rentals.		
For additional information, contact the Office of Fleet Administration, (916) 327-2086 (CALNET 467-2086) or visit the OFA web page at www.ofa.dgs.ca.gov.		
Short-Term (Tripper)		
Sedan, Compact and Subcompact	$20.00 per day + $0.24 per mile	$20.00 per day + $0.30 per mile
Sedan, Intermediate	$26.00 per day + $0.24 per mile	$26.00 per day + $0.30 per mile
Pickup Trucks	$35.00 per day + $0.24 per mile	$35.00 per day + $0.30 per mile
Station Wagons	$26.00 per day + $0.24 per mile	$26.00 per day + $0.30 per mile
Passenger Vans, and Carryalls	$31.00 per day + $0.24 per mile	$31.00 per day + $0.30 per mile
Specialty Vehicles	Rates vary by type.	Rates vary by type.
Long-Term (Monthly)		
Sedan, Compact and Subcompact	$224.00 per month + $0.24 per mile	$228.00 per month + $0.30 per mile
Sedan, Intermediate	$265.00 per month + $0.24 per mile	$270.00 per month + $0.30 per mile
Pickup Trucks	$335.00 per month + $0.24 per mile	$342.00 per month + $0.30 per mile
Station Wagons	$305.00 per month + $0.24 per mile	$311.00 per month + $0.30 per mile
Passenger Vans, and Carryalls	$335.00 per month + $0.24 per mile	$342.00 per month + $0.30 per mile
4-Wheel Drive	$455.00 per month + $0.24 per mile	$464.00 per month + $0.30 per mile
Office Vans Vehicles	$360.00 per month + $0.24 per mile	$360.00 per month + $0.30 per mile
Police Vehicles	$360.00 per month + $0.24 per mile	$367.00 per month + $0.30 per mile
Specialty Vehicles	Rates vary by type.	Rates vary by type.

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AUTOMOBILE SALES

| A | B | C | D-E-F | G-H-I-J | L-M-N-O | P | R | S | T | U-V-W |

	2006-2007	Proposed 2007-2008
Auction Fee: *This fee is for conducting a public auction of surplus fleet assets on behalf of State agencies. For additional information, contact the Office of Fleet Administration's State Fleet Asset Manager at (916) 327-2083 (CALNET 467-2083) or visit the OFA web page at www.ofa.dgs.ca.gov.*	$255.00 per vehicle	$261.00 per vehicle

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Automotive Inspection Services

See: State Fleet Asset Management Program

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AUTOMOTIVE MAINTENANCE SERVICE (TT CODE 5670)

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	2006-2007	Proposed 2007-2008
A variety of preventive maintenance services are provided, including repair and installation of replacement parts, which are available at the nearest Office of Fleet Administration State Garage.		
Labor Mechanic	$74.00 per hour	$101.00 per hour

For additional information, contact the Office of Fleet Administration's headquarters office at (916) 327-2086 (CALNET 467-2086).

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BID PROTEST SERVICES (TT CODE 5830)

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	2006-2007	Proposed 2007-2008
Resolution of protests on consulting service and services contracts using services of the Hearing Officer. *For additional information, contact the Office of Legal Services at (916)376-5090 (CALNET 480-5090).*		$176.00 per hour

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BUILDING & PROPERTY MANAGEMENT (TT CODE 3310-3350)

| A | B | C | D-E-F | G-H-I-J | L-M-N-O | P | R | S | T | U-V-W |

	2006-2007	Proposed 2007-2008
FULL SERVICE: Property management, heating, ventilating, air conditioning, general maintenance, electrical, painting, carpentry, plumbing, locksmithing and operation services including; janitorial services, grounds maintenance, environmental health and safety, industrial hygiene investigations, pest abatement, security, fire and life safety, utilities, elevator services and window cleaning.	A portion of the standard rental rate covers the cost for this level of service.	A portion of the standard rental rate covers the cost for this level of service.
For (1) special services to tenants, such as alterations, which are above or beyond normal maintenance, and for (2) service to buildings where costs are not recovered through rent, the following rate schedule will apply:	Estimates available upon request.	Estimates available upon request.
Hourly Rates:		
Associate Governmental Program Analyst	$65.00 per hour	$69.65 per hour
Associate Industrial Hygienist	$76.30 per hour	$79.85 per hour
Building Maintenance Worker	$44.60 per hour	$46.55 per hour
Building Manager I	$70.50 per hour	$75.05 per hour
Building Manager II	$76.10 per hour	$80.90 per hour
Building Manager III	$81.45 per hour	$83.35 per hour
Building Manager IV	$89.15 per hour	$91.95 per hour
Carpenter I	$51.15 per hour	$53.25 per hour
Carpenter I I	$50.05 per hour	$56.10 per hour
Carpenter Supervisor	$56.15 per hour	$58.80 per hour
Chief Engineer I	$69.25 per hour	$73.00 per hour
Chief Engineer II	$71.55 per hour	$75.40 per hour
Clerical Support	$39.60 per hour	$40.05 per hour
Custodian	$31.55 per hour	$35.45 per hour
Custodian Supervisor II	$39.00 per hour	$39.95 per hour
Custodian Supervisor III	$41.70 per hour	$43.40 per hour
Electrician I	$53.55 per hour	$55.90 per hour
Electrician II	$53.50 per hour	$57.50 per hour
Electrician Supervisor	$58.85 per hour	$61.60 per hour
Electronic Technician	$48.45 per hour	$50.20 per hour
Groundskeeper	$38.45 per hour	$40.25 per hour
Laborer	$37.35 per hour	$39.10 per hour
Lead Custodian	$38.20 per hour	$34.90 per hour
Lead Groundskeeper	$41.60 per hour	$44.45 per hour
Locksmith I	$51.15 per hour	$53.60 per hour
Maintenance Mechanic	$53.75 per hour	$55.65 per hour

Painter I	$51.25 per hour	$54.10 per hour
Painter II	$53.60 per hour	$56.10 per hour
Painter Supervisor	$56.70 per hour	$59.90 per hour
Plumber I	$53.60 per hour	$56.35 per hour
Restoration Work Specialist	$54.90 per hour	$57.50 per hour
Service Assistant - Maintenance	$33.95 per hour	$35.70 per hour
Senior Landscape Architect	$105.65 per hour	$121.35 per hour
Staff Information Systems Analyst	$74.80 per hour	$82.25 per hour
Staff Services Analyst - General	$57.05 per hour	$52.55 per hour
Stationary Engineer	$62.95 per hour	$66.05 per hour
Stationary Engineer Apprentice	$46.05 per hour	$53.00 per hour
Supervising Groundskeeper I	$46.75 per hour	$51.10 per hour
Supervising Groundskeeper II	$53.60 per hour	$56.10 per hour
Supervisor of Building Trades	$61.55 per hour	$63.45 per hour
Tree Maintenance Lead Worker	$47.95 per hour	$52.40 per hour
Tree Maintenance Worker	$45.65 per hour	$46.85 per hour
Warehouse Worker	$39.90 per hour	$41.75 per hour

For additional information regarding building maintenance, contact the Building and Property Management Branch within the Real Estate Services Division at (916) 375-4960(CALNET 480-4960).

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	2006-2007	Proposed 2007-2008
The Procurement Division (PD) publishes state contracting opportunities daily on the Internet California State Contracts Register (CSCR). State law requires agencies to advertise their construction and service contracting opportunities of $5,000 or more and commodity contracts over $50,000 in the CSCR. Advertising exemptions may be requested based upon legal exemption criteria. CSCR services are available to local government and special districts.		
CALIFORNIA STATE CONTRACTS REGISTER (TT CODE 6510)		
Agency Advertising/Exemption Fee	$41.00 each	$42.50 each
For additional information, contact the Procurement Division at (916) 375-4583 (CALNET 480-4583).		

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	2006-2007	Proposed 2007-2008
Services include:		
A. Contract review (TT CODE 5810)		
Includes:		
1. Assistance and advice for preparing effective bid packages.	$158.00 each	$176.00 each
2. Evaluation of contracts for legal sufficiency.	$158.00 each	$176.00 each
3. Advice for insuring compliance with state policy, and securing approval of the Department of General Services.	$158.00 each	$176.00 each
4. Advice on contracting issues.		
B. Extraordinary Contract Review (TT CODE 5810) Contract review which involves complex legal or factual issues may be subject to additional hourly charges. A determination will be made at the OLS Assistant Chief Counsel level whether charges are applied. It will be presumed any contract requiring two hours or more of staff time will be assessed such a charge.	Various	Various

Contact the Office of Legal Services at (916) 376-5090 (CALNET 480-5090).

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	2006-2007	Proposed 2007-2008
Natural Gas Services Reliable natural gas service is available for all large public sector facilities with risk management services that help to stabilize the cost of this volatile commodity. This is the state's largest public sector gas-purchasing program. We obtain competitive bids from private sector gas suppliers for our customers. Where possible, we make advanced purchases of natural gas at favorable prices to help avoid some of the effects of sudden price increases. All necessary purchasing and transportation services are provided, as well as market information and CPUC representation services. Program costs to public sector members are less than 1% of total gas costs, currently $.0057 per therm delivered. *For additional information, contact National Gas Services at (916) 375-5990 or e-mail to marshall.clark@dgs.ca.gov*	$.0057/Therm	$.0065/Therm

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Local inspectors of automotive equipment are available for consultation. For information, contact the Office of Fleet Administration at (916) 653-7017 (CALNET 453-7017).

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	2006-2007	Proposed 2007-2008
The Forms Management Center (FMC) offers the following products and services to state agencies: - State standard forms (STD) available in paper, electronic, and automated formats. - Training classes: 1) Forms Management, 2) Forms Analysis and Design, 3) Introduction to electronic forms. - Forms design services to state agencies. *For additional information, visit the FMC website at www.dgs.ca.gov/osp or contact at the Office of State Publishing (916) 324-9697 (CALNET 454-9697).*	Estimates and consultation available upon request.	Estimates and consultation available upon request.

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GENERAL SERVICES CHARGE CARDS (GS 971)

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	2006-2007	Proposed 2007-2008
A General Services Charge Card (GS 971) is obtained by submitting a Form OFA 58a, Request for a General Services Charge Card, to the Office of Fleet Administration, 802 "Q" Street, Sacramento, CA 95814-6422. *For additional information and to obtain an OFA 58a, contact the Office of Fleet Administration at (916) 327-2086(CALNET 467-2086) or log on to our website at www.ofa.dgs.ca.gov.*	Generally, no charge will be made.	Generally, no charge will be made.

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HEARING OFFICER SERVICES

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	2006-2007	Proposed 2007-2008
Resolution of protests pursuant to PCC 10343 and 10376 on consulting service and services contracts using services of the Hearing Officer. Special arrangements can be made for hearing officer to hear and decide other types of protests and other contract related matters. *For additional information, contact the Office of Legal Services at (916) 376-5090 (CALNET 480-5090).*	$46.00 per hour	

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	2006-2007	Proposed 2007-2008
Provides a full range of human resources services to various boards and commissions on a reimbursable basis. The services include: position classification, recruitment, examining, salary administration, payroll documentation, grievance handling, labor relations consulting, and performance consultation. These services are especially helpful to newly established boards and commissions. *For additional information, contact the Office of Human Resources at (916) 376-5412 (CALNET 480-5412).*	Information on costs available upon request	Information on costs available upon request

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	2006-2007	Proposed 2007-2008
1. Records management services.	$0.15 per.cu. ft./year	$0.17 per.cu. ft./year
2. Review agencies' records management programs and provide training in records programs.		
3. Records management consultants will be available through Master Service Agreements (MSA). MSA provides for evaluation of records management programs by pre-qualified contractors. State agencies, cities, counties, special districts, and public education institutions may use this contract.		
For additional information, contact the Office of State Publishing at (916) 375-4404 (CALNET 480-4404).		
Records Center Services (TT CODE 6240) Operate records centers for the economical storage of records which must be retained, but which need not be kept in high cost office areas.		
Provide vault facilities for the permanent storage of the state's vital or essential records in case of a disaster (microfilm copies only).		
1. **Storage of Records in Records Centers**		
The basic annual service charge, per cubic foot per year, covers storage and all services at the Records Center.	$4.27 per cu. ft. per year	$4.29 per cu. ft. per year
2. **Surcharge for Long-Term Records**		
In addition to the billing rates, a surcharge will be placed on all records stored in records centers 20 years and beyond. The charge is based on the rationale that records centers are not designed to offer permanent storage. This responsibility rests with the State Archives, Office of the Secretary of State. Agencies having long term records should plan to (a) reduce retention periods, (b) microfilm files, or (c) transfer records to the State Archives.	$0.89 per cu. ft. per year	$0.89 per cu. ft. per year
3. **Offsite Storage of Essential Records**		
This annual service charge covers delivery, storage, and retrieval of essential records, which are maintained in a controlled environment.	$23.38 per cu. ft. per year	$23.38 per cu. ft. per year
Destruction Center Services (TT CODE 6241)		
1. **Destruction of Confidential Records**		
This service charge covers the cost of shredding confidential paper documents by state personnel.	$0.17 per pound	$0.17 per pound
2. **Destruction of Confidential Plastics**		
Destruction of microfilm, microfiche, cassette tapes, computer tapes and other like materials.	$0.33 per pound	$0.33 per pound
For additional information, contact the Office of State Publishing at (916) 375-6760 (CALNET 480-6760).		

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LEGAL ADVICE HOURLY SERVICES (TT CODE 5820)

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	2006-2007	Proposed 2007-2008
Legal services to the Department of General Services, the Department of Finance, and various boards and commissions, which includes giving legal advice on new and ongoing programs; the advocacy of the department's position in a wide variety of situations; the issuing of opinions, and the drafting and reviewing of legal documents. Also, bid protest matters or specifically contracted arrangements with the state agencies. For other services, see Bid Protest Services and Contracts and Other Documents *For additional information, contact the Office of Legal Services at (916) 376-5090 (CALNET 480-5090).*	$158.00 per hour	$176.00 per hour

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MAIL SERVICES

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	2006-2007	Proposed 2007-2008
Mail Services		
Provides complete mailing services, including custom labeling, pressure sensitive or paper labels, CASS certification and bar-coding of documents. Mail Merge is also available. Service includes handling of all incoming and outgoing U.S. Mail, collating, inserting and variable data, UPS and related mail services that include: 1. First Class, presorted 2. Standard Mail 3. Special handling 4. Consolidation 5. UPS *For additional information, contact the Office of State Publishing at (916) 445-5386 or 800-963-7860 or visit our website at www.dgs.ca.gov/osp.*	Estimates and consultation available upon request	Estimates and consultation available upon request
Interagency Mail and Messenger Services		
Service includes pickup and delivery of mail for state offices only within the greater Sacramento area. *For additional information, contact the Office of State Publishing at (916) 327-5203 (CALNET 467-5203) or visit our website at www.dgs.ca.gov/osp.*	Estimates and consultation available upon request	Estimates and consultation available upon request
Shipping and Receiving Services		
Service consists of receiving, inspecting and preparing required documents for incoming freight as well as making all necessary arrangements for out-going freight shipments. Multiple drop shipments to various locations. *For additional information, contact the Office of State Publishing at (916) 322-1010 (CALNET 492-1010).*	Estimates and consultation available upon request	Estimates and consultation available upon request

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MESSENGER SERVICES

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MOVING STATE AND HOUSEHOLD GOODS (TT CODE 6213)

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	2006-2007	Proposed 2007-2008
For assistance and information concerning the transportation of state-owned goods, or employee and office moves, call the Procurement Division at (916) 376-1888 (CALNET 480-1888).	Estimates available upon request	Estimates available upon request

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PARKING - SPACE RENTAL (TT CODE 5660)

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The Office of Fleet Administration administers state vehicle and employee parking in major urban areas.

For additional information, contact the Office of Fleet Administration's Employee Parking Unit at (916) 327-2102 (CALNET 467-2102) or log on to our website at www.ofa.dgs.ca.gov.

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PRINTING AND PUBLISHING SERVICES

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	2006-2007	Proposed 2007-2008
The Office of State Publishing (OSP) provides a wide range of innovative printing services, which include but are not limited to the following services:		
Advertising in State Publications When printing at OSP, State agencies may include advertising in their publications. OSP provides the publishing representative and administrative management services that will solicit the advertising companies, generate, record and reimburse advertising revenue to your agency. *To find out how OSP can save you money and reduce your print expenses please contact the Office of State Publishing at (916) 323-5098 or 866-824-0603 or visit our website at www.dgs.ca.gov/osp .*		
Business Cards Full color, single color and custom cards available through electronic and traditional ordering. See samples of the full color business cards on the internet at www.dgs.ca.gov/osp. Contact the Office of State Publishing at (916) 322-2629 (CALNET 492-2629).		
4 color, 1 sided cards	$45.00 per box (400)	$45.00 per box (400)
1 color, 1 sided cards	$45.00 per box (400)	$45.00 per box (400)
Custom cards	Varies	Varies
Business Forms and Stationery		
Continuous feed, snap-outs, roll to roll and electronic forms. Letterheads, memorandums and envelopes. *For additional information contact the Office of State Publishing at (916) 445-5386 or 800-963-7860 or visit our website at www.dgs.ca.gov/osp.*	Estimates and consultation available upon request.	Estimates and consultation available upon request.
Desktop Publishing Services		
Typesetting, proofreading, scanning, color correction, file transfers, color proofing, and electronic imposition. *For additional information contact the Office of State Publishing at (916) 445-5386 or 800-963-7860 or visit our website at www.dgs.ca.gov/osp.*	Estimates and consultation available upon request.	Estimates and consultation available upon request.
Fulfillment Services		
Maintains, reviews, develops, publishes and disseminates administrative publications including the State Administrative Manual (SAM); revisions to SAM and Management Memos.		
SAM Binders	$28.00 each	$30.00 each
Annual SAM Revision Subscription, including Management Memo	$120.00 per year	$130.00 per year
Complete SAM	$241.00 per copy	$250.00 per copy
California Regulatory Notice Register (Subscription)	*See comment below.	*See comment below.

California Regulatory Notice Register (Single Issues - Regular)	*See comment below.	*See comment below.
California Regulatory Notice Register (Rulemaking Calendar Issue)	*See comment below.	*See comment below.
California Regulatory Notice Register (Annual Index)	*See comment below.	*See comment below.
Legal Source Book Only	$85.00 each	$85.00 each
Legal Source Book Revisions (1-Year)	$85.00 each	$85.00 each
Binder Only	$10.00 each	$10.00 each

For additional information regarding SAM and Legal Source Book subscriptions contact the Office of State Publishing at (916) 445-5353 (CALNET 485-5353).

**A private vendor assumed responsibility for publishing the Notice Register effective January 1, 2006. For information about the Notice Register pricing and subscriptions, please see the Office of Administrative Law website at www.oal.ca.gov or contact Melvin Fong at (916) 324-7952*

Graphic Design Services

Blending principles of visual communication and creative conceptualization with research, we develop the best graphic communication strategy to meet each customer's unique marketing needs.	Estimates and consultation available upon request.	Estimates and consultation available upon request.

For additional information or to set up a consultation contact the Office of State Publishing at (916) 445-5386 or 800-963-7860 or visit our website at www.dgs.ca.gov/osp.

Mail Merge Services

Documents can be produced that combine standard text with lists of unique information, including form letters, mailing labels, and addressed envelopes.	Estimates and consultation available upon request.	Estimates and consultation available upon request.

For additional information, contact the Office of State Publishing at (916) 445-5386 or 800-963-7860 or visit the OSP website at www.dgs.ca.gov/osp.

On-line Publishing Services

Full service multi-media publishing on the Internet, CD ROM and disk. Contact the Office of State Publishing at (916) 445-5386 or 800-963-7860	Estimates and consultation available upon request.	Estimates and consultation available upon request.

Print on Demand Services

Digital processing on demand printing, and in-line roll to roll preprinted just in time imprinting finishing services. Contact the Office of State Publishing at (916) 445-5386 or 800-963-7860 or visit our website at www.dgs.ca.gov/osp.	Estimates and consultation available upon request.	Estimates and consultation available upon request.

Printing Procurement

Procurement assistance with large and complex commercial orders produced outside the state printing plant that are competitively bid and project managed through this unit. Contact the Office of State Publishing at (916) 445-5386 or 800-963-7860 or visit our website at www.dgs.ca.gov/osp.	Estimates and consultation available upon request.	Estimates and consultation available upon request.

Printing Publications

Brochures, newsletters, bulletins, catalogs, instructional manuals, booklets, magazines and others. Contact the Office of State Publishing at (916) 445-5386 or 800-963-7860 or visit our website at www.dgs.ca.gov/osp.	Estimates and consultation available upon request.	Estimates and consultation available upon request.
Printing & Publishing Education Workshops		
Customer workshops are offered to help assure efficient preparation and processing of publishing projects. Classes include Mail Piece Design, Preparing Your Files for Desktop Publishing, Paper Basics, Advertising in State Publications, Forms Management, Forms Analysis and Design, and Introduction to Electronic Forms. *For additional information, contact the Office of State Publishing at (916) 323-5098 (CALNET 473-5098) or visit the OSP website at www.dgs.ca.gov/osp.*	Estimates available upon request.	Estimates available upon request.

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PRINTING PROCUREMENT

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PROFESSIONAL SERVICES BRANCH

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	2006-2007	Proposed 2007-2008
Construction Services (TT Code 3099) **Construction Supervision** Provision of on-site inspection, contract administration, and/or construction management services through the direct assignment of a Construction Supervisor or Inspector to each project during construction period.	$126.00 per hour	$119.00 per hour
Direct Construction Direct accomplishment of construction work as follows: Emergency work necessary to prevent damage to state property or to correct unsafe conditions endangering life or property; construction work necessary to complete project on timely basis; work for which no bids are received or excessive bids prevent awarding contract; construction work necessary to complete defaulted contract; construction work unsuitable for bidding due to undefined scope or working conditions, or interference with vital state operations, or otherwise in the best interest of the state.	Prevailing wage plus administrative cost.	Prevailing wage plus administrative cost.
Design Services (TT CODE 2820): **Architecture and Engineering Project Management - Basic Services** Develops program budget plans, schematic plans, preliminary plans, working drawings, technical specifications, and cost estimates, and construction phase architectural and engineering services for Capital Outlay and Special Repair Construction Projects. Pre-design architectural programming, facility evaluations, construction, feasibility and infra-structure studies are also available.	Estimates available upon request.	Estimates available upon request.
Architectural Design Architectural design concepts illustrated by plans, elevations, sections, and other graphic representations and technical specifications describing the type of construction, occupancy, building materials, and special features required to meet the facility program requirements of the client.	$126.00 per hour	$147.00 per hour
Civil Engineering Site development work including site clearing and grading; retaining walls, roadways, parking, and yard paving; storm water collection, drainage and disposal systems; water supply, treatment, and conveyance facilities; waste water collection, treatment, and disposal facilities; topographic surveys; underground storage tanks and pollution control measures; plans and specifications for budget level, design development, and construction documents; construction phase support services; field investigations, surveys, special studies and reports.	$126.00 per hour	$147.00 per hour
Cost Engineering Prepares construction cost estimates for various phases of project development. Value engineering analysis. Life cycle cost analysis. Verification and review of estimates prepared by other agencies and private consultants.	$126.00 per hour	$147.00 per hour
Electrical Engineering Electrical designs for primary and secondary electrical distribution systems, standby and emergency power systems, power quality for computers, interior and exterior lighting and illumination, telecommunications and data systems, fire/life safety systems, security surveillance systems; plans and technical specifications for budget level, design development, and construction documents; construction phase support services; field investigations, surveys, special studies and reports.	$126.00 per hour	$147.00 per hour
Graphic Architecture Services Architectural/engineering physical and 3 dimensional computer assistant design and drafting (CADD) models and renderings; architectural and site signage; architectural photography; exhibit design, and publication design.	$126.00 per hour	$147.00 per hour

Landscape Architecture Landscape design services for site landscaping, hardscaping and irrigation systems to enhance aesthetic and functional aspects and minimize maintenance requirements of site development; budget level, design development, construction documents and construction phase support services; site surveys, program and cost information, design consultation and plan checking services; field investigations, surveys, special studies and reports.	$126.00 per hour	$147.00 per hour
Mechanical Engineering Mechanical designs, calculations and drawings for heating, ventilation, air conditioning, refrigeration, plumbing, chiller and steam generating plants and mechanical distribution systems; energy management control systems, computer calculations and data analysis; plans and specifications for budget level, design development, and construction documents; construction phase support services; field investigations, surveys, special studies and reports.	$126.00 per hour	$147.00 per hour
Space Planning-State Owned Space (TT CODE 3410) Provides architectural and interior design services for tenant improvements, alterations, new and reconfigured conventional and modular systems furniture (MSF), special repairs, disability access upgrades and building modifications within state-owned buildings, including layout, design, construction documents, cost estimating, engineering coordination, bidding, scheduling, project coordination and management.	$108.00 per hour	$114.00 per hour
Space Programming-State Leased Space (TT CODE 2810) Provides programming, space planning, interior design, and project management services for state leased facilities. These include the layout, design, plans, specifications, and building review of tenant improvements for new premises, expansion and/or alterations of existing space, and build-to-suit projects; new and reconfigured conventional and modular systems furniture (MSF); cost and time estimates for the acquisition, relocation and construction of leased premises.	$108.00 per hour	$114.00 per hour
Space Programming (TT CODE 2810) Determines program and service space and facility performance needs, establishes physical and functional relationships and develops cost and time estimates for construction for new or altered facilities and lease renewals. Also provides consultation on facility planning options such as hoteling, tele-working, and other alternative office design strategies.	$108.00 per hour	$114.00 per hour
Structural Engineering Prepare structural designs, calculations and drawings for new construction and alterations/additions to existing state buildings; structural studies and reports on existing buildings where structural problems may arise or where upgrading is anticipated; construction phase support services; field investigation, surveys, special studies, and reports.	$126.00 per hour	$147.00 per hour
Environmental Planning Services (TT CODE 2799) Provides assistance to all departments, boards, and commissions in conducting environmental planning, special studies (preliminary site assessments, site suitability, etc.), and the preparation of environmental documents required by the California Environmental Quality Act and National Environmental Policy Act. Provides both experienced staff in the preparation of environmental documents and the availability of professional consultant services for larger and/or complex projects. Environmental planning consultants are maintained under retainer contracts for a broad range of specialized environmental assessments and studies, for preparation of small CEQA/NEPA documents, and for securing environmental permits; project-specific environmental services contractors can be secured at the client's request for environmental assessment of larger undertakings (new construction, environmental remediation, adoption of regulations, etc.). Also offers project management assistance in obtaining permits for various state and federal environmental protection laws, such as the California Endangered Species Act.	$108.00 per hour	$114.00 per hour
Special Programs: **Hazardous Waste Management Programs** Asbestos abatement, underground storage tank, mold, lead related issues, and PCB-contaminated equipment; action plans and specifications; remedial investigation, construction work; monitoring and certification. Maintains a data base of all state-owned facilities with asbestos.	$126.00 per hour	$147.00 per hour
Seismic Retrofit Provide structural evaluations of buildings including recommendations for retrofit solutions, manage the retrofit process from design through construction, maintain a database on the structural status of all state owned buildings.	$126.00 per hour	$147.00 per hour

Vault Services Provides storage of building design and construction plans. Services include records management, storage, duplication and maintenance.	Cost available upon request.	Cost available upon request.
Leasing Services (TT CODE 3430): 1. Site survey and search, solicitation, evaluation of available properties, preparation of bid packages, conduct competitive bidding, lease negotiation and preparation for office, warehouse, laboratory space, lease-purchase, and ongoing lease management.*	1.64% of monthly rent	1.82% of monthly rent
** If there are substantial changes in program scope which require extensive replanning and/or leasing effort, the project in hand will be canceled and billed at the hourly rate for actual time spent.*		
2. Build to suit facilities: Hourly leasing services as outlined in 1. above, obtaining assignable options, and zoning coordination.	$123.00 per hour	$117.00 per hour
3. Hourly leasing services, which include client document review, land lease, parking, telecommunication sites and special studies.	$123.00 per hour	$117.00 per hour
4. Modular Buildings and Mobile Units leasing services: Hourly leasing services as outlined in 1. above will apply if the state lease provides an equity position or option to purchase at anytime during the lease term.	$123.00 per hour	$117.00 per hour
Real Property Services (TT CODE 2910): Complete services available for due diligence site selection, appraisal, appraisal review, acquisition, condemnation, relocation assistance, property management, and sale and leasing of some surplus properties.	$123.00 per hour	$117.00 per hour
Statewide Property Inventory (SPI) (TT CODE 2430): An inventory of all state proprietary land holdings and leases are maintained and available for reference. The highway operating right of way and airspace for the Department of Transportation is exempt from being included in the SPI. Agencies are accessed an annual per record surcharge on proprietary land holding records for maintenance of the inventory system.	$1.75 per record Ad hoc and standard reports available upon request w/o charge. Fee may be required if request involves a large amount of research.	$1.71 per record Ad hoc and standard reports available upon request w/o charge. Fee may be required if request involves a large amount of research.
Other Services: Architectural programming, feasibility studies for new facilities, special studies and evaluations of existing facilities for infra-structure, State Fire Marshal and ADA compliance; site suitability reports, soil investigations, project analysis, contract management and administration, and document retrieval.		
For additional information, contact the Professional Services Branch in the Real Estate Services Div. at (916) 375-4700 (CALNET 480-4700).		
****Included in cost estimates is the Procurement Division's, Office of Small Business and Disabled Veteran Business Enterprise Services surcharge of .26% in 2006-2007 on the dollar value of construction and private architectural and engineering contract awards.***		

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PROJECT MANAGEMENT (TT CODE 2310)

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	2006-2007	Proposed 2007-2008
Provides project management services for various types of construction projects. It provides consulting services for scheduling and estimating the cost of construction of capital outlay projects and manages the preparation of budget packages for capital outlay projects. It also provides management services for plan preparation (architectural services) and construction management. Details of these services are listed below:	Estimates available upon request.	Estimates available upon request.
Capital Project Delivery: PMB provides consultation on the various methods of Capital Project Delivery. Includes such items as the capital outlay process, design-build process, bond financing, joint powers authorities projects, and federal-state funded projects.	Estimates available upon request.	Estimates available upon request.
Claims Management: PMB provides consultation on the methods to avoid costly claims on construction contracts. PMB is also available to consult on the resolution of claims.	Estimates available upon request.	Estimates available upon request.
Contracting Services: PMB provides services related to the process for contracting for professional services, service agreements, memorandum of understandings, interagency agreements, and construction contracts.	Estimates available upon request.	Estimates available upon request.
Cost Estimating: PMB provides cost estimating services for facilities plans, environmental planning assessments, design and construction of new construction and renovations for buildings and infrastructure projects, cash flow projections, review of consultant or contractor-prepared cost estimates. All levels of cost estimates are available, including conceptual estimate, schematic design estimate, design development, construction document estimate, change order estimate and claims analysis.	Estimates available upon request.	Estimates available upon request.
Project Scheduling: The PMB provides computerized scheduling services for planning, design and construction of capital projects. Schedules include bar chart schedules, critical path method (CPM) schedules, resource allocation schedules and cash flow reports.	Estimates available upon request.	Estimates available upon request.
Remodeling: The PMB provides consultation on the planning, financing, phasing, scheduling, design and construction of major remodeling projects.	Estimates available upon request.	Estimates available upon request.

For additional information, contact the Project Management Branch in the Real Estate Services Division at (916) 376-1700 (CALNET 480-1700).

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PROPERTY ACQUISITION

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PROPERTY REUTILIZATION SERVICES (TT CODE 6220, 6221)

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Ensures maximum utilization of surplus state personal property and equipment. Services include buying, selling, trading, renting, and emergency loan of equipment. Public sales are held for the disposal of state property.

For additional information, contact the Office of Surplus Property and Reutilization (OSPR) Sacramento (916) 928-5823 (CALNET 480-5823).

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PURCHASING

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	2006-2007	Proposed 2007-2008
Purchase Order Issuance (TT CODE 6040) Includes purchase estimate processing, bid preparation and evaluation, product testing, product standards and specifications development, quality control review and product inspection, and materials expediting, including vendor performance follow up. For information contact Procurement Division at (916) 375-4465 (CALNET 480-4465).	1.98% of value of order, maximum of $7,500.*	1.98% of value of order, maximum of $7,500.*
Small Purchase Credit Card (CAL-Card) (TT CODE 6116) Credit card vehicle for customers to make numerous routine, small purchases while avoiding costs for hard copy processing and late payment fees. For information contact Procurement Division at (916) 375-4578 (CALNET 480-4578).	No fee to customer	No fee to customer
Emergency Authorization to Exceed Monetary Sub-Purchase Order Limit (Form 42) (TT CODE 6040) Reviewing and processing of associated documents. For information contact Procurement Division at (916) 375-4381 (CALNET 480-4381).	1.98% of value of order, maximum of $10,000.*	1.98% of value of order, maximum of $10,000.*
Contracts (TT CODE 6040) Issuance of contracts for use by state and local agencies in obtaining materials directly from the contract vendor. Includes bid preparation and evaluation, product testing, product standards and specifications development, quality control review and product inspection, and materials expediting including vendor performance follow up. Based on participation of state agencies in the various contracts. For information contact Procurement Division at (916) 375-5918 (CALNET 480-5918).	1.98% of value of order, maximum of $7,500.*	1.98% of value of order, maximum of $7,500.*
Information Technology (IT) and Telecommunications Purchase Orders and Contracts for Equipment, Software or Services (TT CODE 6040) Encompasses the planning and acquisition of IT and telecommunications goods and services. IT and telecommunications procurement includes preparation and evaluation of solicitations, contract negotiations, benchmark/ equipment demonstrations, and consultation at all levels of the procurement process. Transactions unusually complex in nature will be billed at an hourly rate.(see IT hourly rate). For information contact Procurement Division at (916) 375-4486 (CALNET 480-4486).	1.98% of value of order, maximum of $35,000.*	1.98% of value of order, maximum of $35,000.*
Purchasing Authority (Delegated Procurements) (TT CODE 6040) Charge for management and audit of delegated procurements made directly by state agencies. Delegated procurements include purchases of IT and telecommunications equipment and software. For information contact Procurement Division at (916) 375-4437 (CALNET 480-4437).	1.98% of value of order. *	1.98% of value of order. *
Master Purchase/Rental/Service Agreement (TT CODE 6040) Issuance of master agreements for use by state and local agencies in acquiring equipment or services. Includes Master Rental Agreements of IT Terminals, Master Purchase Agreements, and Master Service Agreements for IT and telecommunications goods and services. For information contact Procurement Division at (916) 375-4394 (CALNET 480-4394).	1.98% of value of order. *	1.98% of value of order. *
California Multiple Award Schedule (CMAS) (TT CODE 6040) Agreements with manufacturers and suppliers to provide products and services off GSA schedules. For additional information, contact the Procurement Division at (916) 375-4394 (CALNET 480-4394). *This fee is waived when the CMAS supplier is a small business.*	1.98% of value of order, maximum of $7,500* for non-IT and maximum of $35,000* for IT.	1.98% of value of order, maximum of $7,500* for non-IT and maximum of $35,000* for IT.
IT and Telecommunications Contract Review and All Non-Competitive Bid (NCB) Reviews(TT CODE 6040) Review and approval of Standard Form 2's, NCB's, and Interagency Agreements initiated by state agencies. For information contact Procurement Division at (916) 375-4486 (CALNET 480-4486).	$80.00 per hour.	$85.00 per hour.

Financing Procurement (TT CODE 6040) Low interest, lease/purchase financing option for major acquisitions. For additional information on loan contact the GS $Mart within the Procurement Division at (916) 375-4617 (CALNET 480-4617).	This service is provided by the fee assessed on the contract.	This service is provided by the fee assessed on the contract.
IT Hourly Rate (TT CODE 6040) IT transactions which are unusually complex in nature will be billed at an hourly rate. For additional information, contact the Procurement Division at (916) 375-4486 (CALNET 480-4486).	$80.00 per hour	$85.00 per hour**

**There will be an additional surcharge for Small Business and Disabled Veterans Business Enterprise services. Information may be viewed at Small Business Certification and Resources (TT 2830). Due to revised recover estimates DGS proposes to reduce the rate from 2.20% to 1.98%.*
***Due to revised recover rates for 2007/2008*

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PURCHASING - RECYCLED PRODUCTS

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The Procurement Division provides information regarding specifications and sources of supply for purchases of products made all or in part from recycled materials. For additional information, contact the Procurement Division at (916) 375-4481(CALNET 480-4481).

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PURCHASING - SUPPLIER BASE MANAGEMENT

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	2006-2007	Proposed 2007-2008
Supplier performance evaluation and report cards. For product information, contact the Procurement Division at (916) 375-4558 (CALNET 480-4558).	This service is provided by the fee assessed on the contract.	This service is provided by the fee assessed on the contract.

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PURCHASING - TRANSPORTATION MANAGEMENT

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	2006-2007	Proposed 2007-2008
General freight bill and personal property moving bill audit, master moving contract services. For additional information, contact the Procurement Division at (916) 376-1888 (CALNET 480-1888).	1.98% of value of bill audited.	1.98% of value of bill audited.

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RADIO ENGINEERING AND MAINTENANCE

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REAL ESTATE SERVICES

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RECORDS MANAGEMENT SERVICES

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REGULATION SERVICES*

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	2006-2007	Proposed 2007-2008
Access Compliance:		
• Review construction plans and specifications for all state funded buildings and facilities. Review is required prior to entering into a construction contract and is necessary to assure compliance with state accessibility requirements for persons with disabilities.	.02% of first $500,000 of construction value plus 0.01% of next $1.5 million plus 0.01% of amount over $2.0 million. (Minimum Fee $200.00)	.02% of first $500,000 of construction value plus 0.01% of next $1.5 million plus 0.01% of amount over $2.0 million. (Minimum Fee $200.00)
• Review construction plans and specifications for public schools, community colleges, and universities that are funded by any California city, county, or special district. Review is necessary to assure compliance with state accessibility requirements for persons with disabilities.	.02% of first $500,000 of construction value plus 0.01% of next $1.5 million plus 0.01% of amount over $2.0 million. (Minimum Fee $200.00)	.02% of first $500,000 of construction value plus 0.01% of next $1.5 million plus 0.01% of amount over $2.0 million. (Minimum Fee $200.00)
• Provide plan review and code analysis consulting services as required by local agencies and design professionals.	Estimates available upon request.	Estimates available upon request.
• Publish training manuals and provide accessibility seminars.	Estimates available upon request.	Estimates available upon request.
Fire & Life Safety:		
Review plans and specifications for the construction of public schools and universities and state owned/occupied essential services buildings for compliance with the California State Fire Marshal's building standards (authority: California Health and Safety Code). Compliance analysis includes the application of national standards for fire related appliances, systems, and equipment. Review also includes analysis for non-building fire protection measures related to site access, on-site fire emergency roads, fire hydrants, and water fire flow systems. Authority extends to all accessory buildings and structures owned or occupied by the school district.	Fees for these services are included in the Structural Safety rate structure	Fees for these services are included in the Structural Safety rate structure
Historical Building Safety Review: (TT CODE 2800)		
Review plans and specifications for all state historical buildings to assure compliance with State Historical Building Code.	Estimates available upon request.	Estimates available upon request.
For additional information contract the Division of the State Architect at (916) 445-8100 (CALNET) 485-8100)		
Structural Safety:		
• Review plans and specifications and inspect school building construction to assure structural safety as defined in the "Field Act".	0.7% of the first $1.0 million in construction value or $7,000 PLUS .5% of the construction value exceeding $1.0 million. (Minimum Fee $250.00)	0.7% of the first $1.0 million in construction value or $7,000 PLUS .5% of the construction value exceeding $1.0 million. (Minimum Fee $250.00)

• Review plans and specifications and inspect essential services building construction to assure structural safety as defined in the "Essential Services Building Act". This fee includes a charge for Access Compliance review services.	1.5% of the first $1.0 million in construction value or $15,000 plus 1.25% of construction value exceeding $1.0 million. (Minimum Fee $250.00)	1.5% of the first $1.0 million in construction value or $15,000 plus 1.25% of construction value exceeding $1.0 million. (Minimum Fee $250.00)
• Examine and report on the structural safety of such buildings, including previously constructed California public school buildings.	Estimates available upon request.	Estimates available upon request.

**Included in cost estimates is the Procurement Division's, Office of Small Business and Disabled Veteran Business Enterprise Services surcharge of .16% in 2002-2003 and.17% 2003-2004 on the dollar value of construction and private architectural and engineering contract awards.*

For additional information contract the Division of the State Architect at (916) 445-8100 (CALNET 485-8100).

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REMODELING

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	2006-2007	Proposed 2007-2008
Rent for all multiple-tenant General Services' Buildings:		
• Office Space	$1.67/month per sq. ft.	$1.80/month per sq. ft.
• Storage Area	$0.42/month per sq. ft.	$0.45/month per sq. ft.
The following buildings have individual rates:		
• Attorney General - 1300 I Street, Sacramento		
-Office Space	$1.89/month per sq. ft.	$1.93/month per sq. ft.
-Storage Space	$0.63/month per sq. ft.	$0.64/month per sq. ft.
• Riverside Tower - 3737 Main Street, Riverside		
-Office Space	$2.74/month per sq. ft.	$2.88/month per sq. ft.
-Storage Space	$0.91/month per sq. ft.	$0.96/month per sq. ft.
• San Francisco Civic Center		
-Office Space	$4.44/month per sq. ft.	$4.39/month per sq. ft.
-Storage Space	$1.48/month per sq. ft.	$1.46/month per sq. ft.
• Elihu Harris - 1515 Clay Street, Oakland		
-Office Space	$2.91/month per sq. ft.	$3.02/month per sq. ft.
-Storage Space	$0.97/month per sq. ft.	$1.01/month per sq. ft.
• Junipero Serra - 320 West 4th Street, Los Angeles		
-Office Space	$2.28/month per sq. ft.	$2.41/month per sq. ft.
-Storage Space	$0.76/month per sq. ft.	$0.80/month per sq. ft.

- San Diego Mission Valley - 7575 Metropolitan Drive, San Diego

-Office Space	$2.25/month per sq. ft.	$2.20/month per sq. ft.
-Storage Space	$0.75/month per sq. ft.	$0.73/month per sq. ft.

- East End - Sacramento

-Office Space	$3.38/month per sq. ft.	$3.44/month per sq. ft.
-Storage Space	$1.13/month per sq. ft.	$1.15/month per sq. ft.

- Cal Trans District II, 4050 Taylor Street, San Diego

-Office Space	$3.18/month per sq. ft.	$4.03/month per sq. ft.
-Storage Space	$1.06/month per sq. ft.	$1.34/month per sq. ft.

- Food and Agriculture, 1220 N Street, Sacramento

-Office Space	$2.60/month per sq. ft.	$2.67/month per sq. ft.
-Storage Space	$0.87/month per sq. ft.	$0.89/month per sq. ft.

- Franchise Tax Board Complex, 9645 Butterfield Way, Sacramento

-Office Space	$2.03/month per sq. ft.	$1.91/month per sq. ft.
-Storage Space	$0.68/month per sq. ft.	$0.64/month per sq. ft.

- Secretary of State, 1500 11th Street, Sacramento

-Office Space		$5.77/month per sq. ft.
-Storage Space		$1.92/month per sq. ft.

For additional information, contact the Building and Property Management Branch within the Real Estate Services Division at (916) 375-4960 (CALNET 480-4960).

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RISK AND INSURANCE MANAGEMENT

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	2006-2006	Proposed 2007-2008
Defensive Driver Training (TT CODE 5720) The Defensive Driver Training Program is designed to encourage drivers to think in terms of managing risks while driving in order to avoid or reduce the severity of accidents. **(Rates apply to non-state agencies only.)**		
Courses offered include:		
1. Defensive Driver Classroom Training	$22.14 per student	$26.16 per student
2. Van Driver Classroom Training	Available upon request.	Available upon request.
3. Behind-the-Wheel Training	Available upon request.	Available upon request.
4. One-on-One Behind-the-Wheel Training	Available upon request.	Available upon request.
For additional information, contact the Office of Risk and Insurance Management, at (916) 376-5313 (CALNET 480-5313).		
Hazardous Contract Review (TT CODE 5710) In addition to reviewing hazardous contracts to ensure that insurance certificates meet contract language, the Office of Risk and Insurance Management can assist agencies by recommending appropriate insurance language for contracts prior to the contract being let. *For additional information, contact the Office of Risk and Insurance Management, at (916) 376-5271 (CALNET 480-5271).*	$44.41 per contract	$46.10 per contract
Insurance Procurement (TT CODE 5710) Commercial insurance is purchased to protect state property or to protect from tort liability required by specific statute or contractual agreement. Included in purchasing is policy administration for term of the policy; administration of claims presented under the policy; and loss and accident prevention advice which will improve the risk. *For additional information, contact the Office of Risk and Insurance Management, at (916) 376-5271 (CALNET 480-5271).*	4.83% of premium	5.95% of premium
Motor Vehicle Liability (TT CODE 5799) Insured agencies will be charged a variable rate based on past actual accident and loss experience. *For additional information, contact the Office of Risk and Insurance Management, at (916) 376-5285 (CALNET 480-5285).*	Varies	Varies
Risk Management and Insurance Consulting (TT CODE 5710) Risk management and insurance consulting projects may be contracted through interagency agreements for extraordinary policy administration or for special services on risk, insurance and employee benefit problems. *For additional information, contact the Office of Risk and Insurance Management, at (916) 376-5271 (CALNET 480-5271).*	$92.18 per hour	$88.77 per hour

State Safety Training (TT CODE 5730) The State Safety Training Program is a three week training course for departmental safety officers. It is a comprehensive program designed to assist the departmental safety officers in developing a firm technical background in safety. *For additional information, contact the Office of Risk and Insurance Management, at (916) 376-5313 (CALNET 480-5313).*	$1,000.00 per student	$1,000.00 per student

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SCHOOL CONSTRUCTION INSPECTION

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SHIPPING AND RECEIVING

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SITE ANALYSIS

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SMALL BUSINESS CERTIFICATION AND RESOURCES (TT CODE 2830)

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	2006-2007	Proposed 2007-2008
The Procurement Division provides stimulus and business information services to further participation in state contracting. A surcharge is placed on construction contracts and private architectural and engineering contracts awarded by the Real Estate Services Division (RESD). Fees for goods and services purchased are assessed this charge in addition to the Procurement Division rates. This fee is waved when the CMAS supplier is a Small Business.	0.26% of dollar value.	0.29% of dollar value.

For additional information, contact Procurement Division at the number listed after each service.

The following are services provided:

Business Utilization Plan
Certifies businesses to commit to sub-contracting three percent of their annual California business purchases and sub-contracts to the DVBE program. *For additional information, call (916)375-4940 (CALNET 480-4940).*

Small Business Certification
Certifies businesses eligible for the five percent small business preference. *For additional information, call (916)375-4940 (CALNET 480-4940) or visit our website at www.pd.dgs.ca.gov/smbus.*

Disabled Veteran Business Enterprise (DVBE) Certification
Certifies businesses eligible for the DVBE three percent contract participation goal. *For additional information, call (916)375-4940 (CALNET 480-4940) or visit our website at www.pd.dgs.ca.gov/smbus.*

Small Business Enterprise (S/DVBE) Participation Programs
Serves as a resource agency for information, training and consultation regarding state SB/DVBE contracting programs. *For additional information, call (916) 375-4940 (CALNET 480-4940).*

Target Area Contract Preference Act (TACPA)
Serves as the TACPA certifying and resource agency. The TACPA stimulates state contracting opportunities in designated distressed areas. *For additional information, call (916)375-4581 (CALNET 480-4581).*

Enterprise Zone Act (EZA)
Serves as the EZA certifying and resource agency. The EZA stimulates state contracting opportunities in designated enterprise zones. *For additional information, call (916)375-4581 (CALNET 480-4581).*

Local Agency Military Base Recovery Area Act (LAMBRA)
Serves as the LAMBRA certifying and resource agency. The LAMBRA stimulates state contracting opportunities in designated recovery areas. *For additional information, call (916)375-4581 (CALNET 480-4581).*

Prompt Payment
Offers a prompt payment rubber stamp to certify Small Businesses and non-profit organizations, which alerts state agency accounting offices to pay invoices on a priority basis. *For additional information, call (916)375-4351.*

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SOUND SYSTEMS AND EQUIPMENT

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SPACE PLANNING

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SPECIFICATIONS

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STATE ADMINISTRATIVE MANUAL (SAM)

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STATE FLEET ASSET MANAGEMENT PROGRAM

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	2006-2007	Proposed 2007-2008
The State Fleet Asset Management Program provides a variety of services aimed at controlling expenses and protecting the State's multi-billion dollar investment in its fleet assets, including: 1) Oversight of fleet acquisitions; 2) establishment of utilization criteria; 3) collection of statewide fleet information and trend analysis; 4) periodic assessment of fleet size and composition; 5) control of on-going fleet costs; 6) equipment and site inspections; 7) disposal of surplus fleet assets; 8) and, fleet related contract administration.		
Fleet Asset Management Fee: *This fee is based on the total number of motor vehicles and general purpose mobile equipment owned and leased by those State agencies governed by State mandates and rules (see Management Memo 05-08 at www.ofa.dgs.ca.gov for a listing of specific fleet mandates and rules). This fee supports the data collection, analysis and inspections deemed necessary by the Office of Fleet Administration to properly oversee the State fleet.*	$86.00 per vehicle annually.	$81.00 per vehicle annually.
Special Inspection Fee: *This is an hourly fee based on the length of time needed to perform specialized inspections when requested by State agencies.*	$86.00 per hour for special inspections.	$81.00 per hour for special inspections.
Delegation Fee: *This is a fee equal in value to the fleet asset management fee for those State agencies that have been approved by DGS to conduct limited fleet management oversight responsibilities.*	Delegation fee rate to be determined.	Delegation fee rate to be determined.
For additional information, contact the Office of Fleet Administration's State Fleet Asset Manager at (916) 327-2083 (CALNET 467-2083) or visit the OFA web page at www.ofa.dgs.ca.gov.		

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STATIONERY

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STORAGE

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STRUCTURAL ENGINEERING

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SURPLUS FEDERAL PROPERTY (TT CODE 6220, 6221)

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Federal Surplus Property

The Federal Surplus Property Program Office allocates Federal surplus personal property to the State of California's qualified recipients. The program office determines an organization's eligibility to receive federal surplus personal property based on stringent federal government guidelines, and ensures that allocated property is being used as the recipient represented it would be used within the time period restrictions established by the federal government.

For more information contact the Santa Ana office at (714) 558-4086, or visit our website at http://www.isd.dgs.ca.gov/Surplus/default.htm.

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SURPLUS PROPERTY

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Surplus Property

The Office of Surplus Property and Reutilization (OSPR) is responsible for the proper disposition of all State-owned surplus personal property and for the allocation of Federal surplus personal property to the State of California's qualified recipients.

For more information, contact OSPR at (916) 928-5823, or visit our website at http://www.isd.dgs.ca.gov/Surplus/default.htm.

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TARGET AREA CONTRACT PREFERENCE ACT

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TELECOMMUNICATIONS DIVISION

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	2006-2007	Proposed 2007-2008
Public Safety Communication Services		
Radio Engineering Services (TT CODE 5550) Radio engineering services associated with a new and existing Public Safety and Public Service communication system includes system planning and design, site and coverage surveys, FCC licensing and frequency coordination, technical specification preparation, equipment evaluation and testing, installation, and modification engineering. Travel time associated with engineering work is charged at the hourly rate.	$146.00 per hour	$159.00 per hour
For additional information, contact the Telecommunications Division at (916) 657-9405 (CALNET 437-9405).		
Radio Maintenance (TT CODE 5550)		
Equipment Installation and Modification: Installation, modification, and relocation of radio and related equipment during normal business hours. Travel time is charged at the hourly rate. Parts are additional.	$122.00 per hour	$119.00 per hour
Mobile Radio Equipment Installation/Removal (Flat Rate): Installation/removal of mobile radios, undercover installations, Code 3 installations and related equipment. Travel time is charged at the hourly rate.	Estimates available upon request.	Estimates available upon request.
Annual Radio Repair and Maintenance Service Program (Fixed Rate): The program covers all breakdown repair and preventive maintenance for equipment covered by this program for a fixed annual rate. The fixed rate is based on historical costs for repair and preventative maintenance.	Estimates available upon request.	Estimates available upon request.
Emergency Repair/Installation (Hourly Rate): Technician call-back for emergency repairs or installation activities after normal working hours, weekends and holidays. Travel time is additional. (Minimum four hours charged per Department of Personnel Administration Rule 599.708).	$122.00 per hour	$119.00 per hour
For additional information, contact the Telecommunications Division at (916) 657-9405 (CALNET 437-9405).		

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TRACTORS - REPAIR SERVICE

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Local Inspectors of Automotive Equipment are available for consultation. Contact the Office of Fleet Administration (916) 327-2082 (CALNET 467-2082).

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TRAINING, CONTRACTS

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TRANSIT STORAGE (TT CODE 6212)

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	2006-2007	Proposed 2007-2008
Transit Storage		
The Transit Storage Program offers client agencies quality supplemental storage at very competitive rates. Located in Sacramento, the Transit Storage Program can provide either pallet racking or high security storage. We can receive your materials directly from the supplier. There are no hidden charges or access fees, just low rates based on cubic feet.	$0.16 per cu. ft. unsecured and secured ($5.00 Minimum).	$0.23 per cu. ft. unsecured and secured ($5.00 Minimum).

For more information, contact the Office of State Property Reutilization (OSPR) at (916) 928-5823, or visit our website at http://www.isd.dgs.ca.gov/Surplus/transit.htm

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TREE MAINTENANCE

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see: Building & Property Management

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VAULT SERVICES

| A | B | C | D-E-F | G-H-I-J | L-M-N-O | P | R | S | T | U-V-W |

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see: Professional Services

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Updated : 3/14/2007

VIDEO PRODUCTION

| A | B | C | D-E-F | G-H-I-J | L-M-N-O | P | R | S | T | U-V-W |

	2006-2007	Proposed 2007-2008
Video Multimedia Center		
The Video Multimedia Center provides broadcast quality digital media production. the services include: scriptwriting, on-location and studio productions, single and multi-camera productions, training productions, meeting documentation, editing, motion-graphics creation, digital encoding of content for web presentations, digital photography, video duplication, DVD creation and duplication. For additional information, contact the Office of State Publishing at (916) 654-7743.	$125.00 per hour.	$141.00 per hour.

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WAREHOUSE - BUILDING PROGRAM

| A | B | C | D-E-F | G-H-I-J | L-M-N-O | P | R | S | T | U-V-W |

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see: Asset Planning & Enhancement
Project Management

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WAREHOUSE PLANNING

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see: Professional Services

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WAREHOUSE SERVICES (TT CODE 6212)

| A | B | C | D-E-F | G-H-I-J | L-M-N-O | P | R | S | T | U-V-W |

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see: Transit Storage

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