



MEMORANDUM

Date: October 14, 2010

To: All State Agencies and
Fleet Coordinators

From: Department of General Services
Office of Fleet and Asset Management

Subject: Closure of San Diego State Garage in Miramar

This memorandum is to notify you that on October 26, 2010, the San Diego State Garage located at 5878 Autoport Mall in Miramar will be closing. Effective November 1, 2010 OFAM will maintain a small staff at the San Diego State Office Building to manage the monthly vehicles and a small fleet of daily rental vehicles. The new location is 1350 Front Street, Suite 6022, San Diego, 92101.

Please note that staff will not be available from October 27 – 29th. Please make note of the date and location change and please share this information with your staff.

In the past, the San Diego Garage has been able to provide loaner vehicles when vehicles were dropped off for repairs or service. While this practice minimizes the “downtime” for the drivers, it is not a cost effective way to manage a fleet. OFAM has right-sized our fleet and no longer has excess vehicles to loan out for repairs or service. We are partnering with our rental car vendor, Enterprise Rental Car, to provide vehicles to our drivers when they need to take their vehicle in for service or repair. Each driver or fleet coordinator will need to contact their departmental travel coordinator to obtain their American Express Business Travel Account number in order to reserve a vehicle at Enterprise. Below is the link to the Enterprise website to locate the nearest Enterprise rental office.

http://www.enterprise.com/car_rental/deeplinkmap.do?bid=1174&xparm=sandiego-car-rental

Please be assured that we are making every effort to make this a seamless transition for you, our client agencies. We will strive to continue to provide you with the best customer service possible and meet your transportation needs.

For additional information or updates on the relocation, you may visit us on-line at www.dgs.ca.gov/ofam/Home.aspx or you may contact the garage staff at (858) 642-5741 or Garage Operations Manager, Katrina Valentine, at (916) 928-9894.

A handwritten signature in black ink, appearing to read 'Gary Fujii', is written over the printed name.

GARY FUJII
Assistant Chief
Office of Fleet and Asset Management