
Date: August 1, 2011

To: Administrative Deputies and Fleet Coordinators
All State Agencies

From: Brent J. Jamison, Chief
Office of Fleet and Asset Management

Subject: Change in Services at the Fresno State Garage

As I am sure many of you are aware, on June 15, 2011 the Department of General Services (DGS) announced that it would begin closing the Fresno, Los Angeles, Oakland and San Diego Garage facilities, as well as the Preventative Maintenance Unit in Sacramento, later this year.

In preparation for the upcoming closure of the Fresno State Garage, I would like to notify you that DGS' Office of Fleet and Asset Management (OFAM) will begin modifying and/or reducing some of the services that are currently offered at that facility. The changes described below shall become effective as of Thursday, September 1, 2011.

Services Being Eliminated:

- Daily rental services of DGS-owned vehicles will be discontinued at the Fresno State Garage on August 31, 2011. Daily vehicle rentals will be available until August 31st. However, all daily rentals must be returned to the Fresno State Garage by close of business that day.
- Beginning September 1, 2011, State employees within the Fresno region who require a daily rental vehicle for state business purposes will need to contact Enterprise Rent-A-Car, the approved vendor for the State's Commercial Car Rental contract. Enterprise's reservation number is 1-(800) 261-7331; employees may also reserve vehicles from Enterprise online at: <http://www.enterprise.com>.¹

¹ DGS OFAM has partnered with Enterprise Rent-A-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 with Enterprise.

Services Being Modified:

- Monthly vehicle rental services for the Fresno State Garage will transition to the Sacramento State Garage on September 1st. Any questions regarding repair or maintenance of a monthly vehicle located within this region should be directed to the Sacramento State Garage Manager, Dennis Reynolds, at (916) 651-6233, or Yuri Shahalov or Scott Connell at (916) 657-2675.

Services Continuing Unchanged:

- Parking at the Fresno State Garage will continue and will be managed from the Sacramento Parking Unit. All questions regarding parking should be directed to OFAM's Parking Coordinator, Victoria Luzzi, at (916) 928-7970, or OFAM's Parking Technician, Brian Tedlos, at (916) 928-2568.

Internal Controls for Daily Rentals:

I would also like to take this opportunity to remind each of you of the continuing need for each agency to monitor employee use of daily vehicle rental services so as to ensure appropriate usage. Specifically, it is imperative that appropriate internal controls are in place at each agency to ensure that:

- Rental charges incurred by employees are accurate and authorized; and,
- Vehicles are only rented to meet essential business needs; and,
- Daily rentals are utilized for their intended purpose as a temporary transportation solution (7 days or less) and are not continuously checked-in and out thereby becoming an unauthorized long-term (monthly) rental.²

Thank you in advance for your cooperation during our transition. Please be assured that we are making every effort to make this a seamless transition for our client agencies. As always, we strive to provide you with excellent customer service, and to meet your transportation needs in the most effective and efficient ways possible.

For additional information or updates on the State Garage closures, please visit our website at www.dgs.ca.gov/ofam/Home.aspx, or contact OFAM Assistant Chief Gary Fujii at (916) 928-2519.

Sincerely,



BRENT J. JAMISON, Chief
Office of Fleet and Asset Management

² Per OFAM's Fleet Handbook, any daily vehicle kept over one week is considered a long-term rental. Long-term rentals must go through DGS' Vehicle Acquisition Process (using form OFA 160) prior to acquisition of the vehicle (see Government Code Section 13332.09).