

SAN FRANCISCO FLEET RESOURCE GUIDE

In order to minimize the impact caused by closing the San Francisco State Garage located at 550 Turk St, the Office of Fleet Administration has prepared this resource guide for use by our customers in the San Francisco area. The guide may also be utilized by agencies owning their own vehicles and State employees requiring transportation and/or parking in the San Francisco. The guide is arranged by service provided and is intended to supplement existing OFA policies and the current edition of the OFA Fleet Handbook. Additional information pertaining to general Fleet and transportation issues can be found on the OFA website at <http://www.ofa.dgs.ca.gov/default.htm>.

IMPORTANT DATES:

JULY 1, 2005- San Francisco Garage closed. Staff and operation relocated to Oakland Garage.

JULY 7, 2005- Mileage logs for OFA monthly leased vehicles must be submitted to the Oakland Garage.

OFA CONTACT NUMBERS FOR SAN FRANCISCO SERVICES:

Oakland Garage: (510) 286-0901
(Manager Daniel Viera)

Inspector of Automotive Equipment: (510) 286-1478
(Rodney Pitchford)

Garage Operations HQ: (916) 327-1884
(Asst. Chief Richard Battersby)

Senior Inspector of Automotive Equipment: (916) 651-6234
(Mike Scobee)

Oakland Garage	6:00 AM- 6:00 PM	(510) 286-0901
401 27 th Street	(effective 7-1-05)	fax (510) 286-1086
Oakland, CA 94612		

VEHICLE SERVICES, REPAIRS, AND MAINTENANCE

State owned vehicles require scheduled preventive maintenance/oil changes every 6 months or 6,000 miles (whichever comes first) as well as unscheduled repairs and maintenance as needed. To accommodate our customers who previously took their vehicles to the San Francisco Garage for vehicle service, repairs, or maintenance OFA has arranged for driver shuttle service to and from the following listing of approved OFA vehicle repair vendors in the immediate location of the former OFA facility. These vendors have agreed to return State drivers to their workplace when they drop off their vehicle for repairs/service. They will also return to the workplace at an agreed upon time to shuttle the State driver back to the vendor location to pick up the completed vehicle. Note: Please contact the vendor prior to traveling to their location to allow for coordination and scheduling of shuttle service.

AUTOMOTIVE TECHNICIANS

Certified Small Business

256 TURK ST
SAN FRANCISCO CA 94102
(415) 673-1037 ask for Larry

ERIE AUTO-TRUCK REPAIR INC

3014 EIGHTEENTH ST
SAN FRANCISCO CA 94110
(415) 431-4985 ask for Ray

MARKET GARAGE INC

Certified Small Business

541 ELLIS ST
SAN FRANCISCO CA 94109
(415) 673-8626 ask for Jeff

KAHN & KEVILLE GOODYEAR (*Tires Only/No pickup and delivery*)

500 TURK STREET
SAN FRANCISCO, CA 94102
(415) 673-0200

MASTER AUTOMOTIVE

Certified Small Business

262 7TH ST
SAN FRANCISCO CA 94103
(415) 861-6828 ask for Johnny

MASTER CAR CARE INC

Certified Small Business

740 OFARRELL ST
SAN FRANCISCO CA 94109
(415) 673-1999 ask for Tony

MINDHAM CO. INC

1515 S. VAN NESS AVE
SAN FRANCISCO CA 94110
(415) 550-2363 ask for Mark

S & C FORD

211 INDUSTRIAL WAY
SAN FRANCISCO CA 94124
(415) 553-4400 #239 ask for Mike

Additionally, assistance in arranging for State vehicle repair, service, and maintenance in the San Francisco area may be obtained by contacting the local OFA State Garage and or Inspector of Automotive Equipment. Feel free to contact OFA staff at any point in the vehicle repair process if questions or uncertainty arise.

Oakland State Garage (Manager Daniel Viera)
410 27th Street
Oakland, CA 94612

(510) 286-0901
fax (510) 286-1086

Inspector of Automotive Equipment:
(Rodney Pitchford)

(510) 286-1478

ROADSIDE ASSISTANCE/TOWING

In the event of a breakdown of a state vehicle on a public street or highway, or a public parking garage within the State of California, the Office of Fleet Administration offers emergency 24-hour roadside service through the National Automobile Club. Services include:

- Mechanical first aid.
- Battery service.
- Tire change.
- Gasoline, oil, and water delivery.
- Lockout (does not include key making or locksmith service).
- Towing.

In the event of such an emergency, state drivers shall:

- Call **1-800-600-6065**.
- Provide year, make, model, and color of vehicle and the fifteen (15) digit California Official State Fuel Credit Card account number to the National Automobile Club operator.

For further information regarding the 24-hour emergency roadside service, call (916) 327-0074.

Additionally, the following local tow service may also be utilized in the San Francisco area ***with prior approval*** of either the Oakland Garage Manager or the area Inspector of Automotive Equipment:

GOLDEN GATE TOW
Certified Small Business
 355 BARNEVELD ST
 SAN FRANCISCO CA 94124
 (415) 826-8866

Oakland State Garage
 (Manager Daniel Viera)
 401 27th Street
 Oakland, CA 94612

(510) 286-0901

fax (510) 286-1086

Inspector of Automotive Equipment:
 (Rodney Pitchford)

(510) 286-1478

VEHICLE ASSIGNMENTS (LONG TERM)

Long term assignments of State vehicles to State Agencies, Departments, Boards, and Commissions are readily available from the Oakland State Garage. Contact the Oakland Garage to ascertain the availability of the specific vehicle type desired. Permanent assignment of a State vehicle will require a valid blue DGS charge code with current Agency Billing Code, a valid California Driver License, and a completed OFA Form 54 signed by the designated authority within the requestor's agency. OFA Form 54's are available from the Oakland State Garage or online at the URL indicated below:

Oakland State Garage

(Manager Daniel Viera)
401 27th Street
Oakland, CA 94612

(510) 286-0901

fax (510) 286-1086

Online OFA Form 54 <http://www.documents.dgs.ca.gov/ofa/forms/ofa54.pdf>

OFA Vehicle Rental Rates (current through FY 04/05, 05/06 rates not approved yet)

2004-2005 Pool Vehicle Rate Schedules

Daily Rentals (Rate Code)	Daily Rate	Mileage
Sedans (HH)	\$18.00	\$0.23
Mid-size Sedans (FF)	\$26.00	\$0.22
Pickup Truck (RR)	\$35.00	\$0.22
Station Wagon (LL)	\$26.00	\$0.22
Passenger Vans (OO)	\$31.00	\$0.22
Specialty Vehicles	Rates vary by type	

Monthly Rentals (Rate Code)	Monthly Rate	Mileage
Sedans (HH)	\$230.00	\$0.23
Mid-size Sedans (FF)	\$260.00	\$0.22
Pickup Truck (RR)	\$330.00	\$0.22
Station Wagon (LL)	\$300.00	\$0.22
Passenger Vans (OO)	\$330.00	\$0.22
4-Wheel Drive (UU)	\$450.00	\$0.22
Police Package (AA)	\$355.00	\$0.22
Office Van (MM)	\$355.00	\$0.22
Specialty Vehicles	Rates vary by type	

VEHICLE ASSIGNMENTS (SHORT TERM)

Short term vehicle assignments (trip vehicles) are still available from the Oakland State Garage. The hours at the Oakland Garage have been extended on a trial basis beginning July 1, 2005 to 6:00 AM – 6:00 PM to accommodate former San Francisco Garage customers. However, should it be impractical or economically unfeasible to travel to the Oakland State Garage to obtain a short term rental vehicle, state officers and employees may contact any of the State contract rental vehicle vendors at: <http://www.ofa.dgs.ca.gov/Travel+Programs/CarRental.htm> . For your convenience, the State rental car contract vendor facilities closest to the 550 Turk Street facility in San Francisco are listed below. These vendors offer pickup and delivery service.

Alamo/National

Union Square
750 Bush Street
San Francisco, CA 94108
Tel: (415) 693-0191
Contact: Rob Fyfe, (800) 608-7514 x
160

Alamo/National

150 Valencia Street
San Francisco, CA 94103
Tel: (415) 701-7400
Contact: Rob Fyfe, (800) 608-7514 x
160

Avis

Union Square
675 Post Street
San Francisco, CA 94109
Tel: (9415) 929-2555
Contact: Pete dePachalis, (650) 616-
0100

Budget

Union Square
321 Mason Street
San Francisco, CA 94102
Tel: (415) 292-8981 x 3004
Contact: Pete dePachalis, (650) 616-
0100

Budget

1600 Van Ness Ave
San Francisco, CA 94109
Tel: (415) 775-6607
Contact: Pete dePachalis, (650) 616-
0100

Enterprise

819 Ellis Street
San Francisco, CA 94109
Tel: (415) 441-2100
Contact: Lisa Holmes, (916) 787-
4733

CITY CARSHARE (415) 995-8588

Additionally, this non-traditional short term vehicle provider is also available in the San Francisco area. City Car Share provides vehicle to customers on an hourly/mileage basis. DGS is unable to bring additional car rental providers onto the State contract at this time. If City CarShare is a viable cost effective option for your agency, it is possible for you to enter into your own agreement with them. As is with any State agreement, all of the necessary procurement procedures required by your agency must be adhered to. Prior to preparation of any agreement we would suggest that you discuss this with your contract/procurement officer.

VEHICLE ACCIDENTS/ACCIDENT REPAIRING

As in the case before the closure of the San Francisco State Garage, ***all accident repairs must have prior approval by the local Inspector of Automotive Equipment.*** All accidents will require a completed STD 270. For further assistance with accident reporting and/or repair procedures, please contact the following OFA staff:

Oakland State Garage (510) 286-0901
(Manager Daniel Viera)
401 27th Street fax (510) 286-1086
Oakland, CA 94612

Inspector of Automotive Equipment: (510) 286-1478
(Rodney Pitchford)

PARKING

The Office of Fleet Administration does not manage any parking facilities in the San Francisco area. For assistance in negotiating parking for State vehicles contact your agency Business Services Officer to determine what State managed parking options are available. A map of parking lots/garages in the area is enclosed to assist in identifying facilities in the area and there is also a parking vendor identified below that caters only to Government agencies and may also be of assistance in obtaining parking.

FEDERAL AUTO PARKS, INC. (415) 474-2203
Andrea Aldrich (415) 775-3082 fax
530 Turk Street
San Francisco, CA 94102

PUBLIC TRANSIT(BART)

The Oakland State Garage is convenient to the 19th Street BART Station and arrangements may be made for Garage staff to pick up and drop off customers who take BART to pick up a long term lease vehicle or a short term trip vehicle from the Garage. The hours at the Oakland Garage have been extended on a trial basis beginning July 1, 2005 to 6:00 AM – 6:00 PM to accommodate former San Francisco Garage customers.

Below is a map of the BART system. The Oakland Garage stop is 19th Street/Oakland.

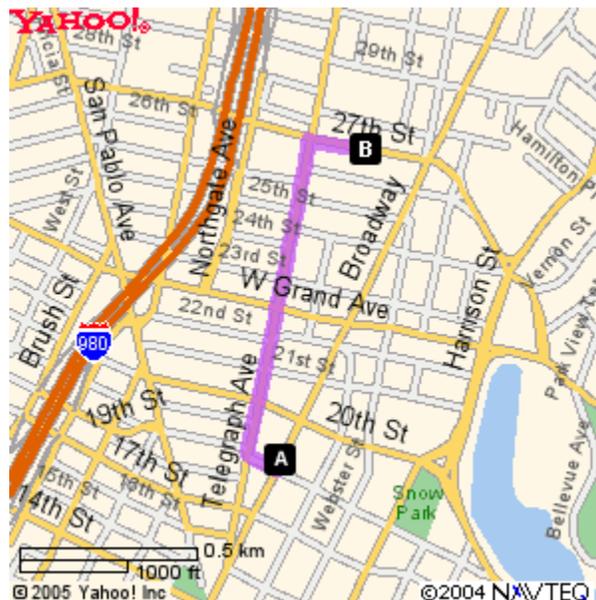


To schedule Garage staff pick up and/or drop off at the 19th Street BART station, please call the Garage in advance, (510) 286-0901, to ensure arrangements can be made for you. Garage hours of operation are 7:00 AM to 5:00 PM so please plan your trip accordingly. The next page contains specific instructions regarding exiting the 19th Street BART station and proceeding to the pick up point where Garage staff will meet you.

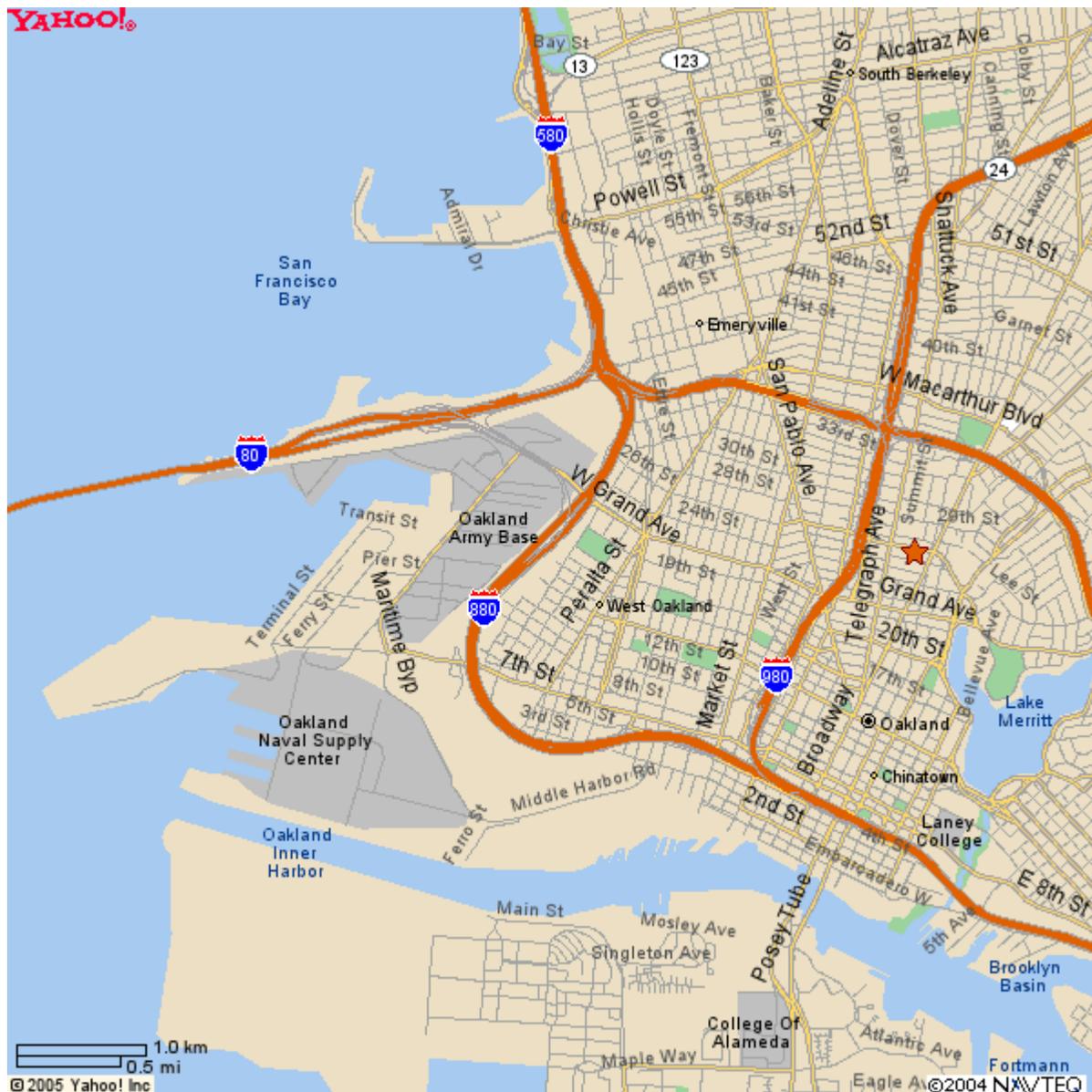
19TH STREET BART STATION

Below is a map illustrating the respective locations of the Oakland Garage and the 19th Street BART station. The Garage is located at 401 27th Street (location “B” on the map below) and the 19th Street BART station is located at 1900 Broadway (location “A” on the map below).

Upon arrival to the 19th Street Bart Station (location A below) please contact the Oakland Garage (location B below) staff at (510) 286-0901 to arrange for pickup. To get to the pickup point , after exiting the BART train follow the signs to the 20th Street exit and exit Broadway and 20th Street. Garage staff will pick you up at the intersection of Broadway and 20th Street, in front of the Sears building. It is a good idea to carry a cell phone with you should adjustments to schedule become necessary. The hours at the Oakland Garage have been extended on a trial basis beginning July 1, 2005 to 6:00 AM – 6:00 PM to accommodate former San Francisco Garage customers.



MAP TO OAKLAND GARAGE, 401 27TH STREET, OAKLAND, CA 94612



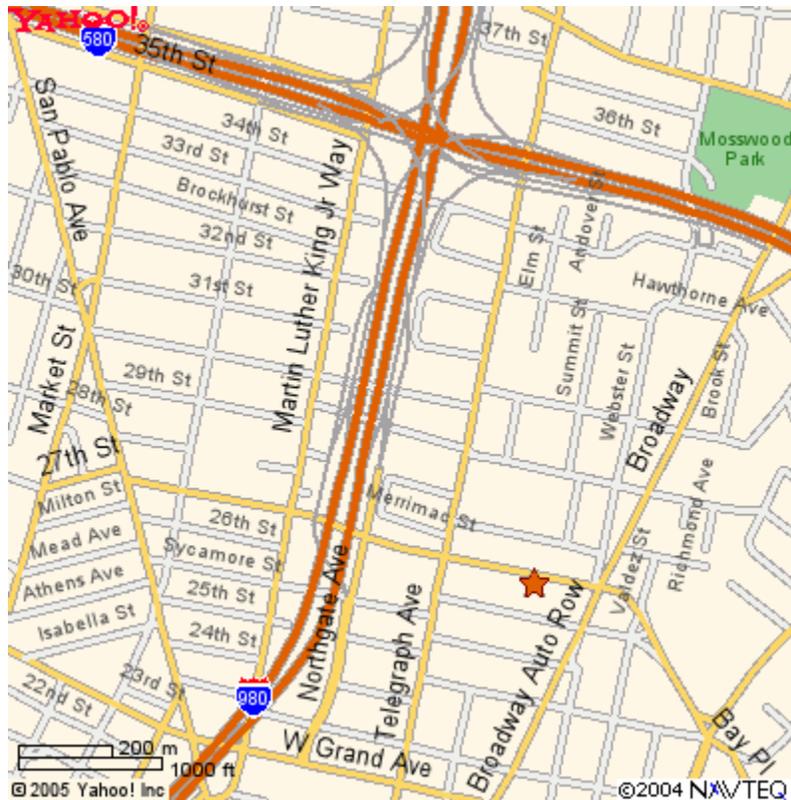
**OAKLAND STATE GARAGE
401 27TH STREET
OAKLAND, CA 94612**

HOURS OF OPERATION: 6:00 AM – 6:00 PM (effective July 1, 2005 on a trial basis)

PHONE: (510) 286-0901

FAX: (510) 286-1086

DRIVING DIRECTIONS TO OAKLAND STATE GARAGE



FROM SAN FRANCISCO (I-80 EAST):

Merge onto **I-580 E** toward **CA-24/DOWNTOWN OAKLAND/HAYWARD-STOCKTON**

Take the **I-980 W** exit toward **DOWNTOWN OAKLAND**

Take the **27th STREET** exit toward **WEST GRAND AVE**

Turn **LEFT** onto **27th STREET**

The **OAKLAND STATE GARAGE** is approx. 2 to 3 blocks down on the **RIGHT**

401 27TH STREET