

**State of California  
Department of General Services  
2014-15 Price Book**

**(October 13, 2014)**

**STATE OF CALIFORNIA  
DEPARTMENT OF GENERAL SERVICES  
2014-15 PRICE BOOK**

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## Administrative Hearings (TT CODE 5110, 5120, 5130)

The Office of Administrative Hearings (OAH) conducts administrative hearings and provides alternative dispute resolution services for a wide variety of state and local agencies.

OAH provides highly-trained, unbiased and professional administrative law judges, arbitrators, and mediators who preside over a wide variety of disputes and claims such as disputes involving professional and occupational licenses (doctors, dentists, real estate agents, vehicle salespersons, day care providers, registered nurses, etc.) developmental disability services, special education services, teacher disciplinary actions, teacher reduction in force (layoff), retirement, local ordinance violations, bid protests, audit appeals, etc.

For state agencies whose proceedings are subject to the Administrative Procedure Act (APA) (Gov. Code, §11370, et seq.), an interagency agreement is not required. Once an agency is established with OAH, OAH will direct-bill the state agencies using the agencies' bill code.

For state agencies and local agencies not subject to the APA, an interagency or local agency agreement is required before a case may be filed with OAH.

For additional information, please contact the Office of Administrative Hearings at (916) 263-0550 or visit our website at [www.dgs.ca.gov/oah/About/OAHOffices.aspx](http://www.dgs.ca.gov/oah/About/OAHOffices.aspx).

	<u>2014-15:</u>	<u>Proposed 2015-16:</u>
<b>Administrative Law Judge</b> - General Jurisdiction	\$191.00 per hour	\$201.00 per hour
<b>Staff Counsel</b> - General Jurisdiction	\$181.00 per hour	\$191.00 per hour
<b>Hearing Reporter</b>	Contract Rate	Contract Rate
<b>Transcript Rate</b>	Contract Rate	Contract Rate
<b>Filing Fee</b> - General Jurisdiction	\$80.00 per case	\$80.00 per case
<b>Electronic Recording Fees</b>	\$30 per hearing, per calendar day.	\$30 per hearing, per calendar day.

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## FISCAL SERVICES

### Accounting and Financial Services (TT Code 8310)

Provides full service budgeting, accounting, and related fiscal services to other state departments, boards, and commissions.

**2014-15:**

Information on costs available upon request.

**Proposed 2015-16:**

Information on costs available upon request.

*For additional information, contact the Contracted Fiscal Services at (916) 376-5143 or visit our website at <http://www.dgs.ca.gov/ofs/Programs/CFS.aspx>.*

## **FLEET AND ASSET MANAGEMENT**

### **Vehicle Acquisitions (TT CODE 5680)**

Management Memo (MM) 05-08 Requirements for the New Acquisition or Replacement of Motor Vehicles and [General use Mobile Equipment](#) (PDF)

[OFA 160 Vehicle Acquisition Request form](#) (interactive PDF)

[OFA 155 Equipment Modification Request form](#) (interactive

PDF) [Vehicle Acquisition FAQs](#) per MM 05-08

*For more information on vehicle acquisitions, contact State Fleet Asset Management at (916) 928-5831, Fax: (916) 928-9896 or view the OFAM website at [www.dgs.ca.gov/ofam](http://www.dgs.ca.gov/ofam).*

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## Automobile Rental (TT CODE 5640)

When use of a vehicle is essential for conducting state business, state employees can obtain a vehicle from the Sacramento State Garage.

### To rent a vehicle on a short term basis you will need to provide the following:

- Complete a vehicle dispatch form.
- Present a valid driver's license.
- Present your department billing code.
- Sedan reservations may also be made via the internet (24 hours prior to travel to guarantee vehicle) at: [www.dgs.ca.gov/ofam/Programs/FleetOps/VehicleLease.aspx](http://www.dgs.ca.gov/ofam/Programs/FleetOps/VehicleLease.aspx)

### To rent a vehicle on a long term basis you will need to provide the following:

- Submit a Request on the OFA 160, to OFAM, 1700 National Drive, Sacramento, CA 95834.
- Upon approval of the request and availability of the vehicle, the employee shall go to the state garage and present a valid driver's license and department billing code.
- Present a valid A-card if an undercover plated vehicle is requested (CVC 5002).

For additional information, contact the Office of Fleet and Asset Management, (855) 611-6326 or view the OFAM website at [www.dgs.ca.gov/ofam](http://www.dgs.ca.gov/ofam).

<b>Daily Rates</b>	<b>2014-15:</b>	<b>Proposed 2015-16:</b>
<b>Sedan Compact</b>	\$24.00 per day+	\$24.00 per day+
<b>Sedan Midsize/Intermediate</b>	\$26.00 per day+	\$26.00 per day+
<b>Sedan Full-Size</b>	\$27.00 per day+	\$27.00 per day+
<b>Sedan Electric Vehicles</b>	\$46.00 per day+	\$46.00 per day+
<b>Pickup Truck 2-WD</b>	\$27.00 per day+	\$27.00 per day+
<b>Pickup Truck 4-WD</b>	\$31.00 per day+	\$31.00 per day+
<b>Sports Utility Vehicle (SUV)</b>	\$35.00 per day+	\$35.00 per day+
<b>Vans (Passenger, Office/Cargo, Disabled, Cab/Chassis)</b>	\$31.00 per day+	\$31.00 per day+
<b>Police Package</b>	\$29.00 per day+	\$29.00 per day+
<b>CNG Vehicles</b>	\$31.00 per day+	\$31.00 per day+
<b>Hybrid Compact</b>	\$33.00 per day+	\$33.00 per day+
<b>Hybrid Midsize</b>	\$33.00 per day+	\$33.00 per day+
<b>PHEV Low Range (Plug-In Hybrid Electric Vehicle)</b>	\$48.00 per day+	\$48.00 per day+
<b>PHEV Long Range (Plug-In Hybrid Electric Vehicle)</b>	\$50.00 per day+	\$50.00 per day+

\*All daily vehicles will be charged \$.31 per mile for utilization, fuel and maintenance in addition to the daily rate.

<b>Monthly Rates</b>	<b><u>2014-15:</u></b>	<b><u>Proposed 2015-16:</u></b>
<b>Sedan, Compact</b>		
Rate A- 0 - 1,250 miles	\$370.00	\$370.00
Rate B- 1,251 - 2,000 miles	\$465.00	\$465.00
Rate C- 2,001 - 3,000 miles	\$549.00	\$549.00
Rate D- over 3,000 miles	\$687.00	\$687.00
<b>Sedan, Midsize/Intermediate</b>		
Rate A- 0 - 1,250 miles	\$420.00	\$420.00
Rate B- 1,251 - 2,000 miles	\$515.00	\$515.00
Rate C- 2,001 - 3,000 miles	\$599.00	\$599.00
Rate D- over 3,000 miles	\$737.00	\$737.00
<b>Sedan, Full-size</b>		
Rate A- 0 - 1,250 miles	\$420.00	\$420.00
Rate B- 1,251 - 2,000 miles	\$515.00	\$515.00
Rate C- 2,001 - 3,000 miles	\$599.00	\$599.00
Rate D- over 3,000 miles	\$737.00	\$737.00
<b>Sedan, Electric Vehicles</b>		
Rate A- 0 - 1,250 miles	\$620.00	\$620.00
Rate B- 1,251 - 2,000 miles	\$715.00	\$715.00
Rate C- 2,001 - 3,000 miles	\$799.00	\$799.00
Rate D- over 3,000 miles	\$937.00	\$937.00
<b>Pickup Truck 2-WD</b>		
Rate A- 0 - 1,250 miles	\$420.00	\$420.00
Rate B- 1,251 - 2,000 miles	\$515.00	\$515.00
Rate C- 2,001 - 3,000 miles	\$599.00	\$599.00
Rate D- over 3,000 miles	\$737.00	\$737.00
<b>Pickup Truck 4-WD</b>		
Rate A- 0 - 1,250 miles	\$420.00	\$420.00
Rate B- 1,251 - 2,000 miles	\$515.00	\$515.00
Rate C- 2,001 - 3,000 miles	\$599.00	\$599.00
Rate D- over 3,000 miles	\$737.00	\$737.00
<b>Sports Utility Vehicle (SUV)</b>		
Rate A- 0 - 1,250 miles	\$470.00	\$470.00
Rate B- 1,251 - 2,000 miles	\$565.00	\$565.00
Rate C- 2,001 - 3,000 miles	\$649.00	\$649.00
Rate D- over 3,000 miles	\$787.00	\$787.00
<b>Police Vehicles</b>		
Rate A- 0 - 1,250 miles	\$390.00	\$390.00
Rate B- 1,251 - 2,000 miles	\$485.00	\$485.00
Rate C- 2,001 - 3,000 miles	\$569.00	\$569.00
Rate D- over 3,000 miles	\$707.00	\$707.00

	<u>2014-15:</u>	<u>Proposed 2015-16:</u>
<b>Vans</b>		
Rate A- 0 - 1,250 miles	\$360.00	\$360.00
Rate B- 1,251 - 2,000 miles	\$455.00	\$455.00
Rate C- 2,001 - 3,000 miles	\$539.00	\$539.00
Rate D- over 3,000 miles	\$677.00	\$677.00
<b>CNG Vehicles</b>		
Rate A- 0 - 1,250 miles	\$360.00	\$360.00
Rate B- 1,251 - 2,000 miles	\$445.00	\$455.00
Rate C- 2,001 - 3,000 miles	\$529.00	\$539.00
Rate D- over 3,000 miles	\$667.00	\$677.00
<b>Hybrid , Compact</b>		
Rate A- 0 - 1,250 miles	\$490.00	\$490.00
Rate B- 1,251 - 2,000 miles	\$585.00	\$585.00
Rate C- 2,001 - 3,000 miles	\$669.00	\$669.00
Rate D- over 3,000 miles	\$807.00	\$807.00
<b>Hybrid , Midsize</b>		
Rate A- 0 - 1,250 miles	\$490.00	\$490.00
Rate B- 1,251 - 2,000 miles	\$585.00	\$585.00
Rate C- 2,001 - 3,000 miles	\$669.00	\$669.00
Rate D- over 3,000 miles	\$807.00	\$807.00
<b>PHEV (Plug-In Hybrid Electric Vehicle) Low Range</b>		
Rate A- 0 - 1,250 miles	\$610.00	\$610.00
Rate B- 1,251 - 2,000 miles	\$705.00	\$705.00
Rate C- 2,001 - 3,000 miles	\$789.00	\$789.00
Rate D- over 3,000 miles	\$927.00	\$927.00
<b>PHEV (Plug-In Hybrid Electric Vehicle) Long Range</b>		
Rate A- 0 - 1,250 miles	\$650.00	\$650.00
Rate B- 1,251 - 2,000 miles	\$745.00	\$745.00
Rate C- 2,001 - 3,000 miles	\$829.00	\$829.00
Rate D- over 3,000 miles	\$967.00	\$967.00

## State Fleet Asset Management Program (TT CODE 5670)

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 inspection
7. Disposal of surplus fleet assets
8. Fleet related contract administration

	<u>2014-15:</u>	<u>Proposed 2015-16:</u>
<b><i>Fleet Asset Management Fee:</i></b> <i>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 05-09 at <a href="http://www.dgs.ca.gov/ofam">www.dgs.ca.gov/ofam</a> 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 and Asset Management to properly oversee the state fleet.</i>	\$110.00 per asset annually.	\$111.00 per asset annually.

For additional information, contact the Office of Fleet and Asset Management's State Fleet Asset Manager at (916) 928-5831 or view the OFAM website at [www.dgs.ca.gov/ofam](http://www.dgs.ca.gov/ofam).

## Surplus Property (TT CODE 5611)

### State Surplus Property

The State Surplus Property and Reutilization (SP&R) Program is responsible for the proper disposal of all state-owned surplus personal property, vehicles, and other mobile equipment. Public auctions are held every six weeks for the disposal of state surplus property.

	<u>2014-15:</u>	<u>Proposed 2015-16:</u>
<b>Vehicle Disposition Fee:</b>	\$261.00 per vehicle.	\$261.00 per vehicle.
<b>Vehicle Decommissioning Fee:</b>	\$85.50 per vehicle.	\$85.50 per vehicle.

For more information, contact the State Surplus Property Program at (916) 928-5800, or visit our website at [www.dgs.ca.gov/ofam/Programs/StSurplus.aspx](http://www.dgs.ca.gov/ofam/Programs/StSurplus.aspx) or [www.dgs.ca.gov/ofam](http://www.dgs.ca.gov/ofam).

### 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.

<u>2014-15:</u>	<u>Proposed 2015-16:</u>
9.00% of acquisition cost	9.00% of acquisition cost

### Travel Management

Travel Management Service Fee – The Statewide Travel and Meeting Management Program procures and manages the Statewide Airline Contracts (currently Alaska, Jet Blue, Southwest, United, and Virgin Airlines), the Statewide Rental Car Contract (currently Enterprise Rental Car), the Statewide Travel Payment Vendor (currently AMEX) and the State Travel Agency Vendor (currently Travel Store) for use by all state and local government agencies.

Fuel and Maintenance Service Fee – The Statewide Travel Program along with the Office of Fleet and Asset Management procures and manages the Statewide Fuel Card vendor (currently Voyager) for use by all state and local government agencies to purchase fuel, preventative maintenance services and authorized repairs for state and local government vehicles.

<u>2014-15:</u>	<u>Proposed 2015-16:</u>
1.00% of total travel related spend	1.00% of total travel related spend
1.00% of total fuel, maintenance and repair spend	1.00% of total fuel related spend and repair spend

For more information, contact the Statewide Travel and Meeting Management Program at (916) 376-3998, or (855) 611-6326, or visit our website at [www.dgs.ca.gov/travel/home.aspx](http://www.dgs.ca.gov/travel/home.aspx) or [www.dgs.ca.gov/ofam](http://www.dgs.ca.gov/ofam).

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## Transit Storage (TT CODE 5612)

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.

### 2014-15:

\$0.31 per cu. ft. unsecured and secured (\$5.00 Minimum).

### Proposed 2015-16:

\$0.31 per cu. ft. unsecured and secured (\$5.00 Minimum).

For more information, contact the Transit and Surplus Property Programs at (916) 928-5839 or view the OFAM website at [www.dgs.ca.gov/ofam/Programs/StSurplus/TranStor.aspx](http://www.dgs.ca.gov/ofam/Programs/StSurplus/TranStor.aspx) or [www.dgs.ca.gov/ofam](http://www.dgs.ca.gov/ofam).

## Human Resources Services (TT Code 8210)

Provides a full range of human resource 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.

### 2014-15:

Information on costs available upon request.

### Proposed 2015-16:

Information on costs available upon request.

*For additional information, contact the Office of Human Resources at (916) 376-5413 or visit our website [www.dgs.ca.gov/ohr/Home.aspx](http://www.dgs.ca.gov/ohr/Home.aspx)*

## LEGAL SERVICES

### **Bid Protest Services (TT CODE 5830)**

**2014-15:**

**Proposed 2015-16:**

Resolution of protests on services contracts.

\$170.00 per hour

\$170.00 per hour

*For additional services, see [Hearing Officer](#), [Legal Advice Hourly Services](#), and [Contracts Review and Approval](#).*

*For additional information, contact the Office of Legal Services at (916)376-5090 or visit our website [www.dgs.ca.gov/ols/home.aspx](http://www.dgs.ca.gov/ols/home.aspx).*

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## Contracts Review and Approval

Contract review for legal sufficiency.

**2014-15:**  
\$295.00 per contract

**Proposed 2015-16:**  
\$295.00 per contract

*For additional services, see [Bid Protest Services](#), [Legal Advice Hourly Services](#), and [Hearing Officer Documents](#).*

*For additional information, contact the Office of Legal Services at (916)376-5090 or visit our website [www.dgs.ca.gov/ols/home.aspx](http://www.dgs.ca.gov/ols/home.aspx).*

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## Hearing Officer Services

	<u>2014-15:</u>	<u>Proposed 2015-16:</u>
Resolution of protests pursuant to PCC 10345 on consulting service and services contracts using services of the Hearing Officer.	\$170.00 per hour.	\$170.00 per hour

*For additional services, see [Bid Protest Services](#), [Legal Advice Hourly Services](#), and [Contracts Review and Approval Documents](#).*

*For additional information, contact the Office of Legal Services at (916)376-5090 or visit our website [www.dgs.ca.gov/ols/home.aspx](http://www.dgs.ca.gov/ols/home.aspx).*

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## Legal Advice Hourly Services

	<u>2014-15:</u>	<u>Proposed 2015-16:</u>
Provide legal services to state departments and entities, including but not limited to, providing legal advice to new and ongoing programs, issuing legal opinions on a variety of matters, providing consultation regarding public records requests, and adjudication of bid protests.	\$170.00 per hour	\$170.00 per hour

For additional services, see [Bid Protest Services](#), [Hearing Officer Services](#), and [Contracts Review and Approval Documents](#).

For additional information, contact the Office of Legal Services at (916)376-5090 or visit our website [www.dgs.ca.gov/ols/home.aspx](http://www.dgs.ca.gov/ols/home.aspx).

## OFFICE OF STATE PUBLISHING

### Addressing Services

	<u>2014-15:</u>	<u>Proposed 2015-16:</u>
Provides Central Applicant Self Services (CASS) and National Change of Address (NCOA) certification for address verification, standardization, and bar-coding for postal requirements, and discounts.	Estimates and consultation available upon request.	Estimates and consultation available upon request.

\* *An additional surcharge will be included on all invoices. The reason for, and amount of, this surcharge can be viewed at [Small Business Certification and Resources \(TT 2830\)](#).*

*For additional information, contact the Office of State Publishing at (916)322-1031 or (800)963-8760. You can also visit our website at [www.dgs.ca.gov/osp](http://www.dgs.ca.gov/osp).*

## State Standard (STD.) Forms Fulfillment Services Program

The STD. Forms Fulfillment Services Program offers the following products and services to state agencies:

### **"Hardcopy" Surcharge Rate - Paper copies:**

Hard copy STD. forms are billed based on an annual surcharge rate per the number of positions for each state agency. This rate covers the Office of State Publishing's costs for management, printing, materials, storage, shipping and handling of all hard copy STD forms

### **2014-15:**

Based on number of positions per department

### **Proposed 2015-16:**

Based on number of positions per department.

State standard forms (STD) available in paper, electronic, and automated formats. Forms design services to state agencies.

*For additional information, visit the State Standard (STD) Forms Fulfillment Services Program website at [www.dgs.ca.gov/osp/Programs/FormsManagementCenter.aspx](http://www.dgs.ca.gov/osp/Programs/FormsManagementCenter.aspx) or contact the Office of State Publishing (916) 322-1031 or (800)963-7860 or [www.dgs.ca.gov/osp](http://www.dgs.ca.gov/osp).*

The Forms Management Center is now part of the DGS Office of Strategic Planning, Policy and Research.

*For more information, please visit their website at:*

[www.dgs.ca.gov/dgs/ProgramsServices/Forms/FMC/FormsCoordinators.aspx](http://www.dgs.ca.gov/dgs/ProgramsServices/Forms/FMC/FormsCoordinators.aspx)

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## Information and Records Management Services

California Records and Information Management (CalRIM) has moved to the Secretary of State's office.

For additional information, visit their website at: <http://www.sos.ca.gov/archives/calrim/>.

### Records Center Services (TT CODE 6451)

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).

	<u>2014-15:</u>	<u>Proposed 2015-16:</u>
<b>1. Storage of Records in Records Centers</b> The basic annual service charge, per cubic foot per year, covers storage and all services at the Records Center.	\$4.29 per cu. ft. per year	\$4.29 per cu. ft. per year
<b>2. Surcharge for Long-Term Records</b> 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.	\$1.00 per cu. ft. per year	\$1.00 per cu. ft. per year
<b>3. Offsite Storage of Essential Records</b> 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 6453)

<b>1. Destruction of Confidential Records</b> This service charge covers the cost of shredding confidential paper documents by state personnel.	\$0.16 per pound	\$0.16 per pound
<b>2. Destruction of Confidential Plastics</b> 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)322-1031 or (800) 963-7860 or visit our website at [www.dgs.ca.gov/osp](http://www.dgs.ca.gov/osp).

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## Mail Services

### Mail Services

Provides complete mailing services, including custom labeling, pressure sensitive labels, CASS and NCOA 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, parcel services, and related mail services that include:

1. First Class, presorted
2. Standard Mail
3. Special handling
4. Consolidation
5. Parcel Services
6. Priority Mail

### 2014-15:

Estimates and consultation available upon request.

### Proposed 2015-16:

Estimates and consultation available upon request.

### Interagency Mail and Messenger Services

Service includes pickup and delivery of mail, as well as the delivery and hauling of boxes (for state offices only within the greater Sacramento area).

### 2014-15:

Estimates and consultation available upon request.

### Proposed 2015-16:

Estimates and consultation available upon request.

*For additional information, contact the Office of State Publishing at (916)322-1031 or (800) 963-7860 or visit our website at [www.dgs.ca.gov/osp](http://www.dgs.ca.gov/osp).*

## Printing and Publishing Services

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) 322-1031 or (800)-963-7860 or visit our website at [www.dgs.ca.gov/osp](http://www.dgs.ca.gov/osp).

### Business Cards

Full color, single color, and custom cards are available through electronic and traditional ordering. See samples of the full color business cards on the internet at [www.dgs.ca.gov/osp/Programs/CustomService/BusinessCardOrderInformation.aspx](http://www.dgs.ca.gov/osp/Programs/CustomService/BusinessCardOrderInformation.aspx)

	<u>2014-15:</u>	<u>Proposed 2015-16:</u>
<b>4 color, 1 sided cards</b>	\$45.00 per box (400)	\$45.00 per box (400)
<b>1 color, 1 sided cards</b>	\$45.00 per box (400)	\$45.00 per box (400)
<b>Custom cards</b>	Varies	Varies
<b>Desktop Publishing Services</b> Typesetting, proofreading, formatting, scanning, color correction, color proofing, electronic imposition, file transfers (FTP), PDF Inking, cd/dvd, duplication, and plating.	\$181.00 Hourly base rate.	\$186.00 Hourly base rate

Estimates and consultation available upon request. For additional information contact the Office of State Publishing at (916) 322-1031 or (800)-963-7860 or visit our website at [www.dgs.ca.gov/osp](http://www.dgs.ca.gov/osp).

### Fulfillment Services

Maintains, reviews, develops, publishes, and disseminates client agency materials.

	<u>2014-15:</u>	<u>Proposed 2015-16:</u>
<b>Various Fulfillment Services –</b> Publications for sale and subscriptions are located on the OSP website at <a href="http://www.dgs.ca.gov/osp">www.dgs.ca.gov/osp</a> .	Estimates and consultation available upon request.	Estimates and consultation available upon request.

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**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.

**2014-15:**

\$157.00 Hourly base rate.

**Proposed 2015-16:**

\$162.00 Hourly base rate.

*Estimates and consultation available upon request. For additional information or to set up a consultation contact the Office of State Publishing at (916) 322-1031 or (800)-963-7860 or visit our website at [www.dgs.ca.gov/osp](http://www.dgs.ca.gov/osp).*

**Digital Print Publishing Services**

Digital processing on demand printing, mail merge services, and in-line roll to roll preprinted just in time imprinting finishing services. Contact the Office of State Publishing at (916) 322 -1031 or (800)-963-7860 or visit our website at [www.dgs.ca.gov/osp](http://www.dgs.ca.gov/osp).

**2014-15:**

Estimates and consultation available upon request.

**Proposed 2015-16:**

Estimates and consultation available upon request.

**Printing Procurement**

Procurement assistance with large and complex commercial orders (under \$50,000) produced outside of the Office of State Publishing printing plant that are competitively bid and managed.

Note: This service has been transferred to the Office of Business and Acquisition Services (OBAS). Estimates and consultation available upon request by contacting (916) 375-4736 or (800) 963-7860, or visit our website at [www.dgs.ca.gov/osp](http://www.dgs.ca.gov/osp).

\$78.00 Hourly base rate.

\$78.00 Hourly base rate.

**Printing Publications**

Brochures, newsletters, bulletins, catalogs, instructional manuals, booklets, magazines, and others. Contact the Office of State Publishing at (916) 322-1031 or (800)-963-7860 or visit our website at [www.dgs.ca.gov/osp](http://www.dgs.ca.gov/osp).

Estimates and consultation available upon request.

Estimates and consultation available upon request.

*For additional information, contact the Office of State Publishing at (916) 322-1031 or visit the OSP website at [www.dgs.ca.gov/osp](http://www.dgs.ca.gov/osp).*

## Video Production

### Video Multimedia Center

The Video Multimedia Center provides broadcast quality digital media production. The services include: on-location and studio productions, single and multi-camera productions, training productions, meeting documentation, scriptwriting editing, motion-graphics creation, digital encoding media to web files for internet posting, digital photography, and video duplication, DVD creation, and duplication. For additional information, contact the Office of State Publishing at (916) 322-1031 or visit our website at [www.dgs.ca.gov/osp](http://www.dgs.ca.gov/osp).

### 2014-15:

Due to the unique nature of each project, please call for an estimate.

### Proposed 2015-16:

\* Services currently offered by VMC will no longer be available in fiscal year 2015/16.

# Procurement

## Contract Advertising

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.

	<u>2014-15:</u>	<u>Proposed 2015-16:</u>
<b>CALIFORNIA STATE CONTRACTS REGISTER (TT CODE 6150)</b>		
Agency Advertising/Exemption Fee	\$45.00 each	\$45.00 each

*For additional information, contact the Procurement Division at (916) 375-2000 or visit our website [www.dgs.ca.gov/pd/home.aspx](http://www.dgs.ca.gov/pd/home.aspx).*

## Moving State and Household Goods

For assistance and information concerning the transportation of state-owned goods, or employee and office moves, call the Procurement Division at (916) 376-1888.

**2014-15:**  
Estimates available upon request.

**Proposed 2015-16:**  
Estimates available upon request.

See: [Purchasing - Transportation Management](#)

# Purchasing

## **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.

Refer to State Contracting Manual for submission guidelines and due dates. For information contact Procurement Division at (916) 375-4471.

### **2014-15:**

1.15% of value of order.\*

### **Proposed 2015-16:**

1.15% of value of order.\*

## **Emergency Authorization to Exceed Dollar Thresholds (Form 42) (TT CODE 6040)**

Reviewing and processing of associated documents. For information contact Procurement Division at (916) 375-4471.

1.15% of value of order, maximum of \$10,000.\*

1.15% 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) 375-4474.

1.15% of value of order.\*

1.15% of value of order.\*

## **Purchasing Authority (Delegated Procurements) (TT CODE 6040)**

Charge for management and compliance of delegated procurements made directly by state agencies. Charge does not apply to Interagency agreements executed under a state agency's purchasing authority. For information contact the Purchasing Authority Unit at [pams@dgs.ca.gov](mailto:pams@dgs.ca.gov).

1.15% of value of order, maximum of \$35,000 for IT.\*

1.15% of value of order, maximum of \$35,000 for IT.\*

## **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) 375-4365.

1.15% of value of order, maximum of \$35,000 for IT.\*

1.15% of value of order, maximum of \$35,000 for IT.\*

\* *An additional surcharge will be included on all invoices. The reason for, and amount of this surcharge can be viewed at [Small Business Certification and Resources \(TT 2830\)](#).*

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	<u>2014-15:</u>	<u>Proposed 2015-16:</u>
<p><b>California Multiple Award Schedule (CMAS) (TT CODE 6040)</b>            Agreements with manufacturers and suppliers to provide products and services off federal General Services Administration (GSA) schedules. For additional information, contact the Procurement Division at (916) 375-4365.  <i>This fee is waived when the CMAS supplier is a small business.</i></p>	1.15% of value of order, maximum of \$35,000 for IT.*	1.15% of value of order, maximum of \$35,000 for IT.*
<p><b>Hourly Rate Services (IT CODE 6042)</b>            Request for processing IT and Non-IT goods and services for NCB's, Limited to Brand (LTB) and Interagency Agreements. Services include research, review response, approval or denial, and the procurement solicitation process through award.  <i>For more information, contact the Procurement Division at (916) 375-4471.</i></p>	\$85.00 per hour	\$85.00 per hour
<p><b>Financing Procurement (TT CODE 6040)</b>            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</p>	This service is provided by the fee assessed on the contract.	This service is provided by the fee assessed on the contract.

\* *An additional surcharge will be included on all invoices. The reason for, and amount of this surcharge can be viewed at [Small Business Certification and Resources \(TT 2830\)](#).*

## **Purchasing - Recycled Products**

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, refer to the Procurement Division Environmentally Preferable Purchasing (EPP) [Buying Green Guide](#).

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## Purchasing – Transportation Management

General freight bill and personal property moving bill audit, master moving contract services. For additional information, contact the Procurement Division at (916) 376-1888.

**2014-15:**  
1.74% of value  
of bill audited.

**Proposed 2015-16:**  
1.74% of value  
of bill audited.

## Small Business and DVBE Services (TT Code 6040)

The Procurement Division (PD) provides stimulus and business information services to further small business participation in state contracting. A surcharge is placed on construction contracts and private architectural and engineering contracts awarded by the Real Estate Services Division (RESA). A surcharge is also placed on contracts of goods and services executed by PD, and on contracts executed by a department under its PD purchasing authority. This fee covers the services described below. The fee is waived when the CMAS supplier is a small business.

	<u>2014-15:</u>	<u>Proposed 2015-16:</u>
<p><b>Purchase Order Issuance (TT CODE 6040)</b> 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. Refer to State Contracting Manual for submission guidelines and due dates. For information contact Procurement Division at (916) 375-4471.</p>	0.27% of value of order.	0.27% of value of order.
<p><b>Emergency Authorization to Exceed Dollar Thresholds (Form 42) (TT CODE 6040)</b> Reviewing and processing of associated documents. For information contact Procurement Division at (916) 375-4471.</p>	0.27% of value of order, maximum of \$10,000.	0.27% of value of order, maximum of \$10,000.
<p><b>Contracts (TT CODE 6040)</b> 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) 375-4474.</p>	0.27% of value of order.	0.27% of value of order.
<p><b>Purchasing Authority (Delegated Procurements) (TT CODE 6040)</b> Charge for management and compliance of delegated procurements made directly by state agencies. Charge does not apply to Interagency agreements executed under a state agency's purchasing authority. For information contact the Purchasing Authority Unit at <a href="mailto:pams@dgs.ca.gov">pams@dgs.ca.gov</a>.</p>	0.27% of value of order, maximum of \$35,000 for IT.	0.27% of value of order, maximum of \$35,000 for IT.

**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) 375-4365.

**2014-15:**

0.27% of value of order, maximum of \$35,000 for IT.

**Proposed 2015-16:**

0.27% of value of order, maximum of \$35,000 for IT.

**California Multiple Award Schedule (CMAS) (TT CODE6040)**

Agreements with manufacturers and suppliers to provide products and services off GSA schedules. For information contact Procurement Division at (916) 375-4365.

0.27% of value of order, maximum of \$35,000 for IT.

0.27% of value of order, maximum of \$35,000 for IT.

*This fee is waived when the CMAS supplier is a small business.*

*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.*

**Small Business Certification**

Certifies businesses eligible for the five percent small business preference. *For additional information, call (916) 375-4940 or visit our website at <http://www.dgs.ca.gov/pd/Programs/OSDS.aspx>.*

**Small Business Enterprise (S/DVBE) Participation Programs**

Serves as a resource agency for information, and consultation regarding state SB/DVBE contracting programs. *For additional information, call (916) 375-4940.*

**Disabled Veteran Business Enterprise (DVBE) Certification**

Certifies businesses eligible for the DVBE three percent contract participation goal. *For additional information, call (916) 375-4940 or visit our website at <http://www.dgs.ca.gov/pd/Programs/OSDS.aspx>.*

**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) 375-4609.*

**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) 375-4609.*

**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) 375-4609.*

**Prompt Payment**

*Offers a prompt payment rubber stamp to identify Small Businesses and non-profit organizations, which alerts state agency accounting offices to pay invoices on a priority basis. For additional information, call (916) 375-4940.*

\*An additional surcharge will be included on all invoices. The reason for, and amount of, this surcharge can be viewed at [Small Business Certification and Resources \(TT 2830\)](#).

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## REAL ESTATE SERVICES DIVISION

### Asset Management Branch (TT CODE 2910)

	<u>2014-15:</u>	<u>Proposed 2015-16:</u>
<b>Asset Enhancement</b> The Asset Management Branch (AMB) 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.
<b>Portfolio Management</b> The AMB conducts regional facilities planning and maintains a regional profile of the state's real estate portfolio, including the status of state-owned and leased facilities, Real Estate Services Division projects, agency office space occupancy information and utilization, and short and long-term office space requirements. Staff provides administrative support and coordination related to joint powers authorities, business improvement districts, local assessment districts, and other unique facility needs beyond on-site property management. Staff also reviews and assesses relevant local government planning and development proposals that could impact state government properties.  A rental surcharge of .40% in 2014-15 and .40% in 2015-16 will apply to leases, lease consolidates, and DGS state-owned space for regional facilities planning services in lieu of the hourly rate.		
<b>Statewide Property Inventory (TT CODE 2830):</b> An inventory of all state proprietary land holdings and leases are maintained and available for reference. Agencies are assessed an annual per record surcharge on proprietary land holding records for maintenance of the inventory system	\$1.97 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.	\$1.99 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.

Support services for all leasing activities and the inventory of state leases and property holdings. Agencies are assessed a percentage of .10% that is based on the rental amount to state leases with private entities.

For additional information, contact the Asset Management Branch in the Real Estate Services Division at (916)376-1799 or visit our website [www.dgs.ca.gov/resd/Programs/AssetManagement.aspx](http://www.dgs.ca.gov/resd/Programs/AssetManagement.aspx).

## Building and Property Management Branch (TT Code 3310)

FULL SERVICE: Property management, heating ventilating, air conditioning, general maintenance, electrical, painting, carpentry, plumbing, locksmith services, and operation services including; custodial services, grounds maintenance, environmental health and safety, industrial hygiene investigations, pest abatement, security, fire and life safety, utilities, elevator services, and window cleaning.

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:

### 2014-15:

A portion of the standard rental rate covers the cost for this level of service.

Estimates available upon request.

### Proposed 2015-16

A portion of the standard rental rate covers the cost for this level of service.

Estimates available upon request.

### **Hourly Rates:**

	<u>2014-15:</u>	<u>Proposed 2015-16:</u>
Associate Industrial Hygienist	\$97.95 per hour	\$103.25 per hour
Assistant Industrial Hygienist	\$87.10 per hour	\$91.85 per hour
Associate Electrical Engineer	\$136.15 per hour	\$144.75 per hour
Building Maintenance Worker	\$58.15 per hour	\$61.30 per hour
Building Manager I	\$85.70 per hour	\$90.35 per hour
Building Manager II	\$93.90 per hour	\$99.00 per hour
Building Manager III	\$100.90 per hour	\$106.40 per hour
Carpenter I	\$67.40 per hour	\$71.10 per hour
Carpenter Supervisor	\$70.45 per hour	\$74.25 per hour
Chief Engineer I	\$86.90 per hour	\$91.60 per hour
Chief Engineer II	\$89.90 per hour	\$94.80 per hour
Clerical Support	\$50.15 per hour	\$52.90 per hour
Custodian	\$38.20 per hour	\$40.25 per hour
Custodian Supervisor II	\$48.85 per hour	\$51.50 per hour
Custodian Supervisor III	\$52.35 per hour	\$55.20 per hour
Electrician I	\$70.10 per hour	\$73.90 per hour
Electrician II	\$80.10 per hour	\$84.45 per hour
Electronic Technician	\$66.35 per hour	\$69.95 per hour

<b>Hourly Rates:</b>	<b><u>2014-15:</u></b>	<b><u>Proposed 2015-16:</u></b>
Groundskeeper	\$50.55 per hour	\$53.30 per hour
Lead Custodian	\$41.50 per hour	\$43.75 per hour
Lead Groundskeeper	\$55.45 per hour	\$58.45 per hour
Locksmith I	\$67.40 per hour	\$71.10 per hour
Maintenance Mechanic	\$70.00 per hour	\$73.80 per hour
Mechanical Engineer	\$116.00 per hour	\$123.30 per hour
Painter I	\$67.50 per hour	\$71.20 per hour
Painter II	\$70.60 per hour	\$74.40 per hour
Plumber I	\$69.00 per hour	\$72.75 per hour
Service Assistant - Maintenance	\$43.95 per hour	\$46.30 per hour
Associate Landscape Architect	\$134.10 per hour	\$141.35 per hour
Stationary Engineer	\$79.10 per hour	\$83.35 per hour
Stationary Engineer Apprentice	\$60.65 per hour	\$63.95 per hour
Supervising Groundskeeper I	\$64.90 per hour	\$68.45 per hour
Supervising Groundskeeper II	\$67.25 per hour	\$70.90 per hour
Supervisor of Building Trades	\$77.00 per hour	\$81.20 per hour
Tree Maintenance Lead Worker	\$65.95 per hour	\$69.50 per hour
Tree Maintenance Worker	\$60.15 per hour	\$63.40 per hour
Warehouse Worker	\$52.55 per hour	\$55.40 per hour

*For additional information regarding building maintenance, contact the Building and Property Management Branch within the Real Estate Services Division at (916) 322-8779 or visit our website [www.dgs.ca.gov/resd/Programs/BuildingPropertyMgmt.aspx](http://www.dgs.ca.gov/resd/Programs/BuildingPropertyMgmt.aspx).*

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## Rent (TT Code 3310)

### Rent for all multiple-tenant General Services' Buildings:

	<b>2014-15:</b>	<b><u>Proposed 2015-16:</u></b>
Office Space	\$1.73 / month per sq. ft.	\$1.79 / month per sq. ft.
Storage Area	\$0.40 / month per sq. ft.	\$0.42 / month per sq. ft.

### The following buildings have individual rates:

	<b><u>2014-15:</u></b>	<b><u>Proposed 2015-16:</u></b>
<b>Attorney General - 1300 I Street, Sacramento</b>		
Office Space	\$2.05 / month per sq. ft.	\$2.03 / month per sq. ft.
Storage Space	\$0.64 / month per sq. ft.	\$0.64 / month per sq. ft.
<b>Riverside Tower - 3737 Main Street, Riverside</b>		
Office Space	\$4.77 / month per sq. ft.	\$4.85 / month per sq. ft.
Storage Space	\$1.54 / month per sq. ft.	\$1.58 / month per sq. ft.
<b>San Francisco Civic Center, San Francisco</b>		
Office Space	\$4.49 / month per sq. ft.	\$4.49 / month per sq. ft.
Storage Space	\$1.45 / month per sq. ft.	\$1.46 / month per sq. ft.
<b>Elihu Harris - 1515 Clay Street, Oakland</b>		
Office Space	\$3.52 / month per sq. ft.	\$3.52 / month per sq. ft.
Storage Space	\$1.13 / month per sq. ft.	\$1.13 / month per sq. ft.
<b>Junipero Serra - 320 West 4th Street, Los Angeles</b>		
Office Space	\$2.58 / month per sq. ft.	\$2.58 / month per sq. ft.
Storage Space	\$0.81 / month per sq. ft.	\$0.83 / month per sq. ft.
<b>Office Building #10 - 721 Capitol Mall, Sacramento</b>		
Office Space	\$2.86 / month per sq. ft.	\$2.88 / month per sq. ft.
Storage Space	\$0.91 / month per sq. ft.	\$0.93 / month per sq. ft.
<b>San Diego Mission Valley-7575 Metropolitan Drive, San Diego</b>		
Office Space	\$2.65 / month per sq. ft.	\$2.86 / month per sq. ft.
Storage Space	\$0.84 / month per sq. ft.	\$0.86 / month per sq. ft.

	<u>2014-15:</u>	<u>Proposed 2015-16:</u>
<b>East End – Sacramento</b>		
Office Space	\$3.53 / month per sq. ft.	\$3.52 / month per sq. ft.
Storage Space	\$1.13 / month per sq. ft.	\$1.13 / month per sq. ft.
<b>Cal Trans District #11, 4050 Taylor Street, San Diego</b>		
Office Space	\$4.11 / month per sq. ft.	\$4.16 / month per sq. ft.
Storage Space	\$1.32 / month per sq. ft.	\$1.35 / month per sq. ft.
<b>Central Plant – 625 Q Street, Sacramento</b>		
Usage Rate	\$0.59 / month per sq. ft.	\$0.59 / month per sq. ft.
<b>Office Building #09 – 744 P St, Sacramento</b>		
Office Space	\$3.92 / month per sq. ft.	\$3.90 / month per sq. ft.
Storage Space	\$1.26 / month per sq. ft.	\$1.27 / month per sq. ft.
<b>Food and Agriculture, 1220 N Street, Sacramento</b>		
Office Space	\$2.75 / month per sq. ft.	\$2.74 / month per sq. ft.
Storage Space	\$0.87 / month per sq. ft.	\$0.88 / month per sq. ft.
<b>Franchise Tax Board Complex, 9645 Butterfield Wav. Sacramento</b>		
Office Space	\$1.89 / month per sq. ft.	\$1.87 / month per sq. ft.
Storage Space	\$0.58 / month per sq. ft.	\$0.59 / month per sq. ft.
<b>Secretary of State, 1500 11th Street, Sacramento</b>		
Office Space	\$1.73 / month per sq. ft.	\$1.79 / month per sq. ft.
Storage Space	\$0.40 / month per sq. ft.	\$0.42 / month per sq. ft.
<b>Office Building #08, 714 P Street, Sacramento</b>		
Office Space	\$3.88 / month per sq. ft.	\$3.89 / month per sq. ft.
Storage Space	\$1.25 / month per sq. ft.	\$1.26 / month per sq. ft.
<b>Board of Equalization, 450 N Street, Sacramento</b>		
Office Space	\$3.18 / month per sq. ft.	\$3.18 / month per sq. ft.
Storage Space	\$1.04 / month per sq. ft.	\$1.05 / month per sq. ft.

	<u>2014-15:</u>	<u>Proposed 2015-16:</u>
<b>Cal Trans District #3, 703 B Street, Marvsville</b>		
Office Space	\$5.32 / month per sq. ft.	\$5.33 / month per sq. ft.
Storage Space	\$1.73 / month per sq. ft.	\$1.74 / month per sq. ft.
<b>Library and Courts, 914 Capitol Mall</b>		
Office Space	\$8.54 / month per sq. ft.	\$8.53 / month per sq. ft.
Storage Space	\$2.80 / month per sq. ft.	\$2.81 / month per sq. ft.
<b>Ronald Reagan State Building</b>		
Office Space	\$1.89 / month per sq. ft.	\$1.95 / month per sq. ft.
Storage Space	\$0.40 / month per sq. ft.	\$0.42 / month per sq. ft.
<b>CPUPC, 605 Van Ness Ave, San Francisco</b>		
Office Space	\$3.15 / month per sq. ft.	\$4.15 / month per sq. ft.
Storage Space	\$1.00 / month per sq. ft.	\$1.35 / month per sq. ft.

*For additional information, contact the Building and Property Management Branch within the Real Estate Services Division at (916) 322-8779.*

See: [Building and Property Management](#)

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## Construction Services Branch (TT Code 3100)

### Construction Services (TT Code 3109):

#### 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.

### 2014-15:

\$150.00 per  
hour

### Proposed 2015-16:

\$150.00 per  
hour

#### Direct Construction

Direct accomplishment of high quality, rapid response construction work in state-owned buildings, with minimum client disruption, as follows:

*Emergency Work* - necessary to correct or mitigate fire, life safety or security issues officially declared as an "emergency" caused by a variety of reasons.

*Urgent Work* - necessary to correct or mitigate fire, life safety or security issues which are urgent (not official emergencies) caused by a variety of reasons.

*Standard Work* - necessary to complete construction solutions to a wide variety of construction challenges including: historic restoration and renovation, alteration, repair, tenant improvement, Americans with Disability Act (ADA) compliance.

*For additional information, contact the Construction Services Branch in the Real Estate Services Division at (916)375-4838 or visit our website at [www.dgs.ca.gov/resd/programs/constructioninspection.aspx](http://www.dgs.ca.gov/resd/programs/constructioninspection.aspx).*

# Project Management & Development Branch

Included in cost estimates is the Procurement Division's, Office of Small Business and Disabled Veteran Business Enterprise Services surcharge of .27% in 2014-15 and 2015-16 on the dollar value of construction and private architectural and engineering contract awards.

<b>Design Services (TT CODE 2820):</b>	<b><u>2014-15:</u></b>	<b><u>Proposed 2015-16:</u></b>
<p><b>Architecture and Engineering – Basic Services</b>            Develops program budget plans, schematic plans, preliminary plans, working drawings, technical specifications, cost estimates, and construction phase architectural and engineering services for Capital Outlay and Special Repair Construction Projects. Access compliance including surveying, recommendations for conformance and managing the design and construction process; special repair program including managing the design and construction process at multiple sites throughout the state. Pre-design architectural programming, facility evaluations, construction, feasibility and infra-structure studies are also available.</p>	\$182.00 per hour	\$182.00 per hour
<p><b>Architectural Design</b>            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. Prepares budget packages, preliminary plans, working drawings and construction administration.</p>	\$182.00 per hour	\$182.00 per hour
<p><b>Civil Engineering</b>            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; above ground and 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.</p>	\$182.00 per hour	\$182.00 per hour
<p><b>Cost Engineering</b>            Prepares cost estimates for various phases of project development, including budget packages, preliminary plans, working drawings and construction. Value engineering analysis. Life cycle cost analysis. Verification and review of estimates prepared by other agencies and private consultants.</p>	\$182.00 per hour	\$182.00 per hour

**Design Services (TT CODE 2820) – Cont'd**

**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. 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, forensic evaluation of building/equipment defects and/or failures.

**2014-15:**

\$182.00 per hour

**Proposed 2015-16:**

\$182.00 per hour

**Graphic Architecture Services**

Architectural/engineering physical and 3-dimensional computer assisted design and drafting (CADD) models and renderings; architectural and site signage; architectural photography; exhibit design, and publication design.

\$182.00 per hour

\$182.00 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.

\$182.00 per hour

\$182.00 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, forensic evaluation of building/equipment defects and/or failures.

\$182.00 per hour

\$182.00 per hour

**Design Services (TT CODE 2820) – Cont'd**

**2014-15:**

**Proposed 2015-16:**

**Structural Engineering**

Prepare structural designs, calculations and drawings for new construction and alterations/additions to existing state buildings; structural and seismic 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.

\$182.00 per hour

\$182.00 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.

**Environmental Services (TT CODE 2840):**

Serves all departments, boards, and commissions with environmental studies and contracts, regulatory agency consultation, and permitting compliance. ESS experienced staff can prepare environmental documents required by the CEQA and NEPA, provide special studies (hazardous materials, due diligence, cultural and natural resources, site suitability, etc.), and manage professional consultant services. CEQA/NEPA and environmental consultants are maintained under retainer contracts for a broad range of specialized assessments and studies, for securing environmental permits, and implementing monitoring requirements. Project-specific environmental services contractors can be secured at the client's request for all project types including CEQA/NEPA, hazardous materials site investigations, remedial design and oversight, adoption of regulations, facility operation permit compliance (monitoring well reporting, UST Designated Operator, Air Quality permits, etc.). ESS offers permit application and compliance assistance (SWPPPs, 404/401s, 1601/1603, storage tank abandonment, site closures, etc.) from Regional Water Quality Control Boards, US Army Corps of Engineers, California Department of Fish and Game, and other state and local regulatory agencies; staff also has expertise in environmental due diligence required for land acquisition including management of preliminary site assessments and reports required by the State Public Works Board.

\$130.00 per hour

\$130.00 per hour

**Energy Management Program**

Energy retrofit projects, renewable energy, and electric vehicle charging.

\$182.00 per hour

\$182.00 per hour

**Project Management (TT Code 2815):**

Project management services for various types of construction projects, 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 including management services for plan preparation and construction management.

Details of these services are listed below:

	<u>2014-15:</u>	<u>Proposed 2015-16:</u>
<b>Capital Project Delivery:</b> 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	\$182.00 per hour	\$182.00 per hour
<b>Claims Management:</b>	\$182.00 per hour	\$182.00 per hour
<b>Contracting Services:</b> Provides services related to the process for contracting	\$182.00 per hour	\$182.00 per hour
<b>Cost Estimating:</b> available, including conceptual estimate, schematic design estimate, design development, construction document estimate, change order estimate, and claims analysis.	\$182.00 per hour	\$182.00 per hour
<b>Project Scheduling:</b>	\$182.00 per hour	\$182.00 per hour
<b>Renovation:</b> Provides consultation on the planning, financing, phasing, scheduling, design, and construction of major renovation projects.	\$182.00 per hour	\$182.00 per hour

	<u>2014-15:</u>	<u>Proposed 2015-16:</u>
<p><b>Special Repairs Projects</b>  Provides management for a multitude of special repair projects and programs that consist of all types of renovations to existing facilities which encompass all aspects, from feasibility studies through project completion.</p>	\$182.00 per hour	\$182.00 per hour
<p><b>Space Planning-State Leased Facilities (TT CODE 2810):</b>  Provides programming, space planning, interior design, and project management services for state leased facilities. These services include the site search and survey, evaluation of available properties, the layout, design, plans, specifications and building review of tenant improvements for new facilities, 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 state leased facilities. Provides programming, space planning, interior design and project management services for state leased facilities.</p>	\$130.00 per hour	\$130.00 per hour
<p><b>State-Owned Facilities Planning (TT CODE 2810):</b>  Provides programming, space planning, interior design, construction documents and project management services for tenants in DGS operated state office buildings. Services include the evaluation of existing spaces, layout, design, plans specifications, schedules, estimates and construction management of tenant improvements, alterations, and modular systems furniture projects.</p>	\$130.00 per hour	\$130.00 per hour
<p><b>Leasing Services (TT CODE 2890)</b>  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 on-going lease management.</p>	\$1.57% of monthly rent**	\$1.57% of monthly rent**

*\*\* If there are substantial changes in program scope which require extensive re-planning and/or leasing effort, the project in hand will be canceled and billed at the hourly rate for actual time spent.*

	<u>2014-15:</u>	<u>Proposed 2015-16:</u>
<p><b>Build to Suit Facilities:</b> Hourly leasing services as outlined above, obtaining assignable options, zoning coordination, client document review, land lease, parking, telecommunication sites, and special studies.</p>	\$130.00 per hour	\$130.00 per hour
<p><b>Modular Buildings and Mobile Units leasing services:</b> Hourly leasing services as outlined in (1) will apply if the state lease provides an equity position or option to purchase at any time during the lease term.</p>	\$130.00 per hour	\$130.00 per hour

(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.\* \*

*\*\* If there are substantial changes in program scope which require extensive re-planning and/or leasing effort, the project in hand will be canceled and billed at the hourly rate for actual time spent.*

	<u>2014-15:</u>	<u>Proposed 2015-16:</u>
<p><b>Real Property Services (TT CODE 2870):</b> Provide Technical real property services including site selection, acquisition/ review in support of the State Public Works Board, title due diligence, appraisal review, transfer of property rights, relocation assistance, telecommunication leasing and leasing of state-owned property.</p>	\$130.00 per hour	\$130.00 per hour

**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 Asset Management Branch in the Real Estate Services Division. at (916) 376-1799 or visit our website [www.dgs.ca.gov/resd/AboutUs.aspx](http://www.dgs.ca.gov/resd/AboutUs.aspx).*

## Risk and Insurance Management

### 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. The Office of Risk and Insurance Management has implemented an online defensive drivers training course available to all state employees at no cost.

Additional courses offered include:	<u>2014-15:</u>	<u>Proposed 2015-16:</u>
Van Driver Classroom Training	Available upon request	Available upon request
Behind-the-Wheel Training	Available upon request	Available upon request
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) 376-5297.*

### Equipment Maintenance Management Program (TT CODE 5714)

The Office of Risk and Insurance Management has implemented an insurance based Equipment Maintenance Management Insurance Program (EMMP) that replaces existing equipment manufacturer and third party service contracts and enables departments to reduce the annual cost of maintaining equipment, improve service performance, and enhance tracking of maintenance events and costs.

*For additional information, contact the Office of Risk and Insurance Management, at (916) 376-5278 or email [riskmanagement@dgs.ca.gov](mailto:riskmanagement@dgs.ca.gov).*

<u>2014-15:</u>	<u>Proposed 2015-16:</u>
3.50% of premium	3.50% of premium

### Hazardous Contract Review (TT CODE 5710)

Review of contracts that include hazardous activities to ensure that insurance certificates and forms meet all insurance requirements in the contract.

*For additional information, contact the Office of Risk and Insurance Management, at (916) 376-5278 or email [riskmanagement@dgs.ca.gov](mailto:riskmanagement@dgs.ca.gov).*

\$51.00 per contract	\$45.00 per contract
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### 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) 376-5278 or email [riskmanagement@dgs.ca.gov](mailto:riskmanagement@dgs.ca.gov).*

\$75.00 per hour	\$64.00 per hour
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**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; loss and accident prevention advice which will improve the risk.

*For additional information, contact the Office of Risk and Insurance Management, at (916) 376-5278 or email [riskmanagement@dgs.ca.gov](mailto:riskmanagement@dgs.ca.gov).*

**2014-15:**

6.45% of premium

**Proposed 2015-16:**

6.01% 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) 376-5425 or email [riskmanagement@dgs.ca.gov](mailto:riskmanagement@dgs.ca.gov).*

Varies

Varies

**Natural Gas Services Program**

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 1/2% of total gas costs, currently \$.0065 per therm delivered.

*For additional information, contact national Gas Services at (916) 375-5990 or e-mail [ngs@dgs.ca.gov](mailto:ngs@dgs.ca.gov)*

**2014-15:**

\$.0065/Therm

**Proposed 2015-16:**

\$.0065/Therm

# Division of the State Architect

## Regulation Services

### 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

### 2014-15:

0.5% of first \$500,000 of construction value plus 0.25% of excess greater than \$500,000 to \$2,000,000 million plus 0.1% of excess greater than \$2,000,000 to \$25,000,000 plus 0.08% of excess greater than \$25,000,000 to \$50,000,000 million plus 0.06% of excess greater than \$50,000,000 to \$100,000,000 plus 0.04% of excess greater than \$100,000,000.  
(Minimum Fee \$500.00)

### Proposed 2015-16:

0.5% of first \$500,000 of construction value plus 0.25% of excess greater than \$500,000 to \$2,000,000 million plus 0.1% of excess greater than \$2,000,000 to \$25,000,000 plus 0.08% of excess greater than \$25,000,000 to \$50,000,000 million plus 0.06% of excess greater than \$50,000,000 to \$100,000,000 plus 0.04% of excess greater than \$100,000,000.  
(Minimum Fee \$500.00)

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.

0.5% of first \$500,000 of construction value plus 0.25% of excess greater than \$500,000 to \$2,000,000 million plus 0.1% of excess greater than \$2,000,000 to \$25,000,000 plus 0.08% of excess greater than \$25,000,000 to \$50,000,000 million plus 0.06% of excess greater than \$50,000,000 to \$100,000,000 plus 0.04% of excess greater than \$100,000,000.  
(Minimum Fee \$500.00)

0.5% of first \$500,000 of construction value plus 0.25% of excess greater than \$500,000 to \$2,000,000 million plus 0.1% of excess greater than \$2,000,000 to \$25,000,000 plus 0.08% of excess greater than \$25,000,000 to \$50,000,000 million plus 0.06% of excess greater than \$50,000,000 to \$100,000,000 plus 0.04% of excess greater than \$100,000,000.  
(Minimum Fee \$500.00)

Provide plan review and code analysis consulting services as required by local agencies and design professionals.

Estimates available upon request.

Estimates available upon request.

**Fire and 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.

**2014-15:**

Fees for these services are included in the Structural Safety rate structure.

**Proposed 2015-16:**

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.

**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 \$1,000,000 of construction value plus 0.5% of the construction value exceeding \$1,000,000 (Minimum Fee \$250.00).

0.7% of the first \$1,000,000 of construction value plus 0.5% of the construction value exceeding \$1,000,000 (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 \$1,000,000 of construction value plus 1.25% of construction value exceeding \$1,000,000 (Minimum Fee \$250.00).

1.5% of the first \$1,000,000 of construction value plus 1.25% of construction value exceeding \$1,000,000 (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.

*For additional information contact the Division of the State Architect at (916) 445-8100 or visit our website [www.dgs.ca.gov/dsa](http://www.dgs.ca.gov/dsa).*

**DSA Certification and Training Programs**

Programs including Certified Access Specialist program (CAsp) and Inspector Program. For more information visit our website [www.dgs.ca.gov/dsa](http://www.dgs.ca.gov/dsa) for current offerings and fees.

*For additional information contact the Division of the State Architect at (916) 445-8100.*

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