

**State of California
Department of General Services
2016-17 Price Book**

August 1, 2016

STATE OF CALIFORNIA
DEPARTMENT OF GENERAL SERVICES
2016-17 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: <http://www.dgs.ca.gov/oah/About/OAHOffices.aspx>

	<u>2016-17:</u>	<u>Proposed 2017-18:</u>
Administrative Law Judge - General Jurisdiction	\$229.00 per hour	\$270.00 per hour
Staff Counsel - General Jurisdiction	\$218.00 per hour	\$257.00 per hour
Hearing Reporter	Contract Rate	Contract Rate
Transcript Rate	Contract Rate	Contract Rate
Filing Fee - General Jurisdiction	\$100.00 per case	\$100.00 per case
Electronic Recording Fees	\$30.00 per hearing / per calendar day.	\$30.00 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.

2016-17:

\$89.97 per hour

Proposed 2017-18:

\$95.00 per hour

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>

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Fleet and Asset Management

Vehicle Acquisitions (TT CODE 5680)

[Management Memo \(MM\) 13-01 State Fleet Asset Oversight \(PDF\)](#)

[Management Memo \(MM\) 13-02 State Fleet Annual Acquisition Plan \(PDF\)](#)

For more information on vehicle acquisitions, contact State Fleet Asset Management at (916) 928-2550, Fax: (916) 928-9896 or view the OFAM website at:

<http://www.dgs.ca.gov/ofam/Programs/FARS/VehicleAcq.aspx>

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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 phone by contacting the Sacramento State Garage at (916) 657-2327 or via www.dgs.ca.gov/ofam/Programs/FleetOps/VehicleLease.aspx

To rent a vehicle on a long term basis you will need to submit an approved annual fleet acquisition plan approved by the Office of Fleet and Asset Management.

For additional information, contact the Fleet Call Center, (855) 611-6326 or view the OFAM website at: <http://www.dgs.ca.gov/ofam>

<u>Daily Rates</u>	<u>2016-17:</u>	<u>Proposed 2017-18:</u>
Sedan - Compact	\$31.00 per day+	\$31.00 per day+
Sedan - Midsize/Intermediate	\$33.00 per day+	\$33.00 per day+
Sedan - Full-Size	\$36.00 per day+	\$36.00 per day+
Sedan - Electric Vehicles	\$29.00 per day+	\$29.00 per day+
Hybrid Compact	\$30.00 per day+	\$30.00 per day+
Hybrid Midsize	\$31.00 per day+	\$31.00 per day+
Hybrid Sedan - Full Size	\$33.00 per day+	\$33.00 per day+
Hybrid Sedan - Station Wagon	\$32.00 per day+	\$32.00 per day+
Pickup Truck - Mini	\$30.00 per day+	\$30.00 per day+
Pickup Truck - 1/2 Ton	\$35.00 per day+	\$35.00 per day+
Pickup Truck - 3/4 Ton	\$36.00 per day+	\$36.00 per day+
Sports Utility Vehicle (SUV) - Small	\$37.00 per day+	\$37.00 per day+
Sports Utility Vehicle (SUV) - Medium	\$38.00 per day+	\$38.00 per day+
Sports Utility Vehicle (SUV) - Large	\$39.00 per day+	\$39.00 per day+
Sports Utility Vehicle (SUV) - Extra Large	\$40.00 per day+	\$40.00 per day+
Sports Utility Vehicle (SUV) - Hybrid Compact	\$34.00 per day+	\$34.00 per day+
Sports Utility Vehicle (SUV) - Hybrid Midsize	\$35.00 per day+	\$35.00 per day+

Daily Rates (cont'd)

2016-17:

Proposed 2017-18:

Vans (Passenger, Office/Cargo, Disabled, Cab/Chassis)	\$34.00 per day+	\$34.00 per day+
Police Package	\$34.00 per day+	\$34.00 per day+
FCV (Fuel Cell)	\$29.00 per day+	\$29.00 per day+
CNG Vehicles	\$30.00 per day+	\$30.00 per day+
PHEV Low Range (Plug-In Hybrid Electric Vehicle)	\$29.00 per day+	\$29.00 per day+
PHEV Long Range (Plug-In Hybrid Electric Vehicle)	\$29.00 per day+	\$29.00 per day+

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

Monthly Rates**2016-17:****Proposed 2017-18:****Sedan - Compact**

Rate A- 0 - 1,250 miles	\$430.00 per month	\$430.00 per month
Rate B- 1,251 - 2,000 miles	\$525.00 per month	\$525.00 per month
Rate C- 2,001 - 3,000 miles	\$609.00 per month	\$609.00 per month
Rate D- over 3,000 miles	\$747.00 per month	\$747.00 per month

Sedan - Midsize/Intermediate

Rate A- 0 - 1,250 miles	\$450.00 per month	\$450.00 per month
Rate B- 1,251 - 2,000 miles	\$545.00 per month	\$545.00 per month
Rate C- 2,001 - 3,000 miles	\$629.00 per month	\$629.00 per month
Rate D- over 3,000 miles	\$767.00 per month	\$767.00 per month

Sedan - Full-size

Rate A- 0 - 1,250 miles	\$460.00 per month	\$470.00 per month
Rate B- 1,251 - 2,000 miles	\$555.00 per month	\$565.00 per month
Rate C- 2,001 - 3,000 miles	\$639.00 per month	\$649.00 per month
Rate D- over 3,000 miles	\$777.00 per month	\$787.00 per month

Sedan - Electric Vehicles

Rate A- 0 - 1,250 miles	\$400.00 per month	\$400.00 per month
Rate B- 1,251 - 2,000 miles	\$495.00 per month	\$495.00 per month
Rate C- 2,001 - 3,000 miles	\$579.00 per month	\$579.00 per month
Rate D- over 3,000 miles	\$717.00 per month	\$717.00 per month

Hybrid - Compact

Rate A- 0 - 1,250 miles	\$500.00 per month	\$510.00 per month
Rate B- 1,251 - 2,000 miles	\$595.00 per month	\$605.00 per month
Rate C- 2,001 - 3,000 miles	\$679.00 per month	\$689.00 per month
Rate D- over 3,000 miles	\$817.00 per month	\$827.00 per month

Hybrid - Midsize

Rate A- 0 - 1,250 miles	\$520.00 per month	\$530.00 per month
Rate B- 1,251 - 2,000 miles	\$615.00 per month	\$625.00 per month
Rate C- 2,001 - 3,000 miles	\$699.00 per month	\$709.00 per month
Rate D- over 3,000 miles	\$837.00 per month	\$847.00 per month

Hybrid Sedan - Full Size

Rate A- 0 - 1,250 miles	\$540.00 per month	\$550.00 per month
Rate B- 1,251 - 2,000 miles	\$635.00 per month	\$645.00 per month
Rate C- 2,001 - 3,000 miles	\$719.00 per month	\$729.00 per month
Rate D- over 3,000 miles	\$857.00 per month	\$867.00 per month

Hybrid Sedan - Station Wagon

Rate A- 0 - 1,250 miles	\$540.00 per month	\$550.00 per month
Rate B- 1,251 - 2,000 miles	\$635.00 per month	\$645.00 per month
Rate C- 2,001 - 3,000 miles	\$719.00 per month	\$729.00 per month
Rate D- over 3,000 miles	\$857.00 per month	\$867.00 per month

Pickup Truck - Mini

Rate A- 0 - 1,250 miles	\$480.00 per month	\$480.00 per month
Rate B- 1,251 - 2,000 miles	\$575.00 per month	\$575.00 per month
Rate C- 2,001 - 3,000 miles	\$659.00 per month	\$659.00 per month
Rate D- over 3,000 miles	\$797.00 per month	\$797.00 per month

Pickup Truck - 1/2 Ton

Rate A- 0 - 1,250 miles	\$490.00 per month	\$500.00 per month
Rate B- 1,251 - 2,000 miles	\$585.00 per month	\$595.00 per month
Rate C- 2,001 - 3,000 miles	\$669.00 per month	\$679.00 per month
Rate D- over 3,000 miles	\$807.00 per month	\$817.00 per month

Pickup Truck - 3/4 Ton

Rate A- 0 - 1,250 miles	\$500.00 per month	\$520.00 per month
Rate B- 1,251 - 2,000 miles	\$595.00 per month	\$615.00 per month
Rate C- 2,001 - 3,000 miles	\$679.00 per month	\$699.00 per month
Rate D- over 3,000 miles	\$817.00 per month	\$837.00 per month

Monthly Rates (cont'd)**2016-17:****Proposed 2017-18:****Sports Utility Vehicle (SUV) - Small**

Rate A- 0 - 1,250 miles	\$540.00 per month	\$540.00 per month
Rate B- 1,251 - 2,000 miles	\$635.00 per month	\$635.00 per month
Rate C- 2,001 - 3,000 miles	\$719.00 per month	\$719.00 per month
Rate D- over 3,000 miles	\$857.00 per month	\$857.00 per month

Sports Utility Vehicle (SUV) - Medium/Intermediate

Rate A- 0 - 1,250 miles	\$560.00 per month	\$560.00 per month
Rate B- 1,251 - 2,000 miles	\$655.00 per month	\$655.00 per month
Rate C- 2,001 - 3,000 miles	\$739.00 per month	\$739.00 per month
Rate D- over 3,000 miles	\$877.00 per month	\$877.00 per month

Sports Utility Vehicle (SUV) - Large

Rate A- 0 - 1,250 miles	\$580.00 per month	\$580.00 per month
Rate B- 1,251 - 2,000 miles	\$675.00 per month	\$675.00 per month
Rate C- 2,001 - 3,000 miles	\$759.00 per month	\$759.00 per month
Rate D- over 3,000 miles	\$897.00 per month	\$897.00 per month

Sports Utility Vehicle (SUV) - Extra Large

Rate A- 0 - 1,250 miles	\$600.00 per month	\$600.00 per month
Rate B- 1,251 - 2,000 miles	\$695.00 per month	\$695.00 per month
Rate C- 2,001 - 3,000 miles	\$779.00 per month	\$779.00 per month
Rate D- over 3,000 miles	\$917.00 per month	\$917.00 per month

Sports Utility Vehicle (SUV) - Hybrid Compact

Rate A- 0 - 1,250 miles	\$580.00 per month	\$580.00 per month
Rate B- 1,251 - 2,000 miles	\$675.00 per month	\$675.00 per month
Rate C- 2,001 - 3,000 miles	\$759.00 per month	\$759.00 per month
Rate D- over 3,000 miles	\$897.00 per month	\$897.00 per month

Sports Utility Vehicle (SUV) - Hybrid Midsize

Rate A- 0 - 1,250 miles	\$600.00 per month	\$600.00 per month
Rate B- 1,251 - 2,000 miles	\$695.00 per month	\$695.00 per month
Rate C- 2,001 - 3,000 miles	\$779.00 per month	\$779.00 per month
Rate D- over 3,000 miles	\$917.00 per month	\$917.00 per month

Vans

Rate A- 0 - 1,250 miles	\$450.00 per month	\$460.00 per month
Rate B- 1,251 - 2,000 miles	\$545.00 per month	\$555.00 per month
Rate C- 2,001 - 3,000 miles	\$629.00 per month	\$639.00 per month
Rate D- over 3,000 miles	\$767.00 per month	\$777.00 per month

Police Vehicles

Rate A- 0 - 1,250 miles	\$450.00 per month	\$470.00 per month
Rate B- 1,251 - 2,000 miles	\$545.00 per month	\$565.00 per month
Rate C- 2,001 - 3,000 miles	\$629.00 per month	\$649.00 per month
Rate D- over 3,000 miles	\$767.00 per month	\$787.00 per month

FCV (Fuel Cell)

Rate A- 0 - 1,250 miles	\$610.00 per month	\$610.00 per month
Rate B- 1,251 - 2,000 miles	\$705.00 per month	\$705.00 per month
Rate C- 2,001 - 3,000 miles	\$789.00 per month	\$789.00 per month
Rate D- over 3,000 miles	\$927.00 per month	\$927.00 per month

CNG Vehicles

Rate A- 0 - 1,250 miles	\$410.00 per month	\$410.00 per month
Rate B- 1,251 - 2,000 miles	\$505.00 per month	\$505.00 per month
Rate C- 2,001 - 3,000 miles	\$589.00 per month	\$589.00 per month
Rate D- over 3,000 miles	\$727.00 per month	\$727.00 per month

PHEV (Plug-In Hybrid Electric Vehicle) Low Range

Rate A- 0 - 1,250 miles	\$540.00 per month	\$540.00 per month
Rate B- 1,251 - 2,000 miles	\$635.00 per month	\$635.00 per month
Rate C- 2,001 - 3,000 miles	\$719.00 per month	\$719.00 per month
Rate D- over 3,000 miles	\$857.00 per month	\$857.00 per month

Monthly Rates (cont'd)

2016-17:

Proposed 2017-18:

PHEV (Plug-In Hybrid Electric Vehicle) Long Range

Rate A- 0 - 1,250 miles

\$560.00 per month

\$560.00 per month

Rate B- 1,251 - 2,000 miles

\$655.00 per month

\$655.00 per month

Rate C- 2,001 - 3,000 miles

\$739.00 per month

\$739.00 per month

Rate D- over 3,000 miles

\$877.00 per month

\$877.00 per month

Fuel and Maintenance Service Fee (TT CODE 5694)

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.

1.00% of total fuel, maintenance and repair spend

1.50% of total fuel, maintenance and repair spend

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State Fleet Asset Management Program (TT CODE 5610)

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

Fleet Asset Management Fee

2016-17:

Proposed 2017-18:

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 13-01 at www.dgs.ca.gov/ofam for a listing of specific fleet mandates and rules). This fee supports the data management, analysis and reporting, and authorizations for vehicle repair, maintenance and inspections by the Office of Fleet and Asset Management to properly oversee the state fleet.

\$111.00 per asset
annually

\$120.00 per asset
annually

For additional information, contact the Office of Fleet and Asset Management, (916) 928-2550 or view the OFAM website at: <http://www.dgs.ca.gov/ofam>

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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>2016-17:</u>	<u>Proposed 2017-18:</u>
Vehicle Disposition Fee:	\$280.00 per vehicle	\$375.00 per vehicle
Vehicle Decommissioning Fee:	\$93.00 per vehicle	\$0.00 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 or www.dgs.ca.gov/ofam.

Federal Surplus Property (TT CODE 5613)

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>2015-16:</u>	<u>Proposed 2016-17:</u>
	9.00% of acquisition cost	9.00% of acquisition cost

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.

2016-17:

\$0.39 per cu. ft.
unsecured
and secured
(\$5.00
minimum)

Proposed 2017-18:

\$0.44 per cu. ft.
unsecured
and secured
(\$5.00
minimum)

For more information, contact the Transit Storage Program at (916) 928-5850 or view the OFAM website at:
www.dgs.ca.gov/ofam/Programs/StSurplus/TranStor.aspx

Travel Management (TT CODE 5693)

2016-17:

Proposed 2017-18:

Travel Management Service Fee – The Statewide Travel Program procures and manages the Statewide Airline Contracts, the Statewide Rental Car Contract, the Statewide Travel Payment Vendor and the State Travel Agency Vendor for use by all state and local government agencies.

0.75% of total travel related spend

0.50% of total travel related spend

For more information, contact the Statewide Travel Program at (916) 376-3995, or visit our website at: www.dgs.ca.gov/travel

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Office of Human Resources

Human Resources Services (TT Code 8210)

2016-17:

Proposed 2017-18:

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.

\$87.19 per hour

\$92.00 per hour

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

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Legal Services

Bid Protest Services(TT CODE 5830)

Resolution of protests on goods and services contracts.

2016-17:

\$170.00 per hour

Proposed 2017-18:

\$170.00 per hour

Contracts Review and Approval

Contract review for legal sufficiency.

\$295.00 per contract

\$325.00 per contract

Hearing Officer Services

Resolution of protests pursuant to PCC 10345 on consulting services, goods and services contracts using services of the Hearing Officer.

\$170.00 per hour

\$170.00 per hour

Legal Advice Hourly Services

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 information, contact the Office of Legal Services at (916)376-5090 or visit our website at:

<http://www.dgs.ca.gov/ols/home.aspx>

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Office of State Publishing

Addressing Services

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.

2016-17:

Estimates and consultation available upon request.

Proposed 2017-18:

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: <http://www.dgs.ca.gov/osp>

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State Standard (STD.) Forms Fulfillment Services Program

During Fiscal Year 2014/15, the Forms Management Center became two separate programs - the Forms Management Center (FMC) is now part of the DGS Office of Strategic Planning, Policy and Research, and the STD. Forms Fulfillment Services Program, remained as a part of the DGS Office of State Publishing (OSP).

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

Annual Surcharge Rate for "Hardcopy" Forms:

2016-17:

Proposed 2017-18:

The Office of State Publishing's (OSP), total annual expenses for the mandated State Standard (STD.) Forms Program, are captured and billed as a statewide surcharge to all state agencies each year. The annual surcharge is shared among all state agencies based on the number of PYs (positions) within each state agency. The annual surcharge rate covers the costs of STD. Forms purchased by all state agencies, and OSP's costs for management, printing, materials, storage, shipping and handling of all hard copy STD. forms stored as inventory materials.

Based on number of positions per department

Based on number of positions per department

NOTE: As of 2015-16, the STD 101 State Appointment Calendar is no longer a Standard State Form. It is now an OSP publication, and has been renamed as the OSP 101 State Appointment Calendar. It is available for sale by OSP via the OSP website at: <http://www.dgs.ca.gov/osp/Programs/FormsManagementCenter/calendar.aspx>

For additional information, contact the Office of State Publishing at (800) 963-7860, or visit the State Standard (STD) Forms Fulfillment Services Program website at: <http://www.dgs.ca.gov/osp/Forms.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).

1. Storage of Records in Records Centers

2016-17:

Proposed 2017-18:

The basic annual service charge, per cubic foot per year, covers storage services at the Records Center.

\$4.75 per cu. ft. per year

\$5.25 per cu. ft. per year

2. Surcharge for Long-Term Records

In addition to the billing rates, a surcharge will be placed on all records stored in records centers 20 years and beyond. The charge is based on the rationale that records centers are not designed to offer permanent storage. This responsibility rests with the State Archives, Office of the Secretary of State. Agencies having long term records should plan to (a) reduce retention periods, (b) microfilm files, or (c) transfer records to the State Archives.

\$1.00 per cu. ft. per year

\$2.00 per cu. ft. per year

3. Offsite Storage of Essential Records

This annual service charge covers storage of essential records, which are maintained in a controlled environment.

\$24.50 per cu. ft. per year

\$24.50 per cu. ft. per year

4. Record Pull

This service charge covers the costs associated with pulling records requested for review by state agencies.

\$0.00 per event

\$2.00 per event

5. Record Restock

This service charge covers the cost associated with returning records to their storage location after a review is complete.

\$0.00 per event

\$2.00 per event

6. Pre-End Retention / Early Withdrawal

This service charge covers administrative and logistic costs resulting from records being removed from SRC prior to the scheduled retention period.

\$5.00 per cu. ft.

\$5.00 per cu. ft.

Information and Records Management Services (cont'd)

Destruction Center Services (TT CODE 6453)

1. Destruction of Confidential Records

2016-17:

Proposed 2017-18:

This service charge covers the cost of shredding confidential paper documents by state personnel.

\$0.16 per pound

\$0.16 per pound

2. Destruction of Confidential Plastics

Destruction of microfilm, microfiche, cassette tapes, computer tapes, and other like materials.

\$0.34 per pound

\$0.34 per pound

For additional information, contact the Office of State Publishing at (916) 322-1031 or (800) 963-7860 or visit our website at: <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

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).

2016-17:

Estimates and consultation available upon request.

Proposed 2017-18:

Estimates and consultation available upon request.

2016-17:

Estimates and consultation available upon request.

Proposed 2017-18:

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: <http://www.dgs.ca.gov/osp>

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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 Office of State Publishing at (916) 322-1031 or (800)-963-7860 or visit our website at:

<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/CustomerService/BusinessCardOrderInformation.aspx

	<u>2016-17:</u>	<u>Proposed 2017-18:</u>
1-color, multi-color, 1-side or 2-sided cards	\$25.00 per box (200)	\$25.00 per box (200)
1-color, multi-color, 1-side or 2-sided cards	\$30.00 per box (400)	\$30.00 per box (400)
1-color, multi-color, 1-side or 2-sided cards	\$42.00 per box (600)	\$42.00 per box (600)
1-color, multi-color, 1-side or 2-sided cards	\$56.00 per box (800)	\$56.00 per box (800)
Custom cards	Varies	Varies
Desktop Publishing Services	Call for estimate	Call for estimate

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:

<http://www.dgs.ca.gov/osp>

Fulfillment Services

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

Estimates and consultation available upon request.

Estimates and consultation available upon request.

Various Fulfillment Services –

Publications for sale and subscriptions are located on the OSP website at:

<http://www.dgs.ca.gov/osp>

Estimates and consultation available upon request.

Estimates and consultation available upon request.

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Printing and Publishing Services (cont'd)

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.

2016-17:
\$170.00 Hourly rate

Proposed 2017-18:
\$170.00 Hourly rate

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.

Estimates and consultation available upon request.

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).

Printing Publications

Brochures, newsletters, bulletins, catalogs, instructional manuals, booklets, magazines, and others.

Estimates and consultation available upon request.

Estimates and consultation available upon request.

Estimates and consultation available upon request by contacting (916) 375-4736 or (800) 963-7860, or visit our website at: <http://www.dgs.ca.gov/osp>

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

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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.

CALIFORNIA STATE CONTRACTS REGISTER (TT CODE 6150)

2016-17:

Proposed 2017-18:

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 at:
<http://www.dgs.ca.gov/pd/home.aspx>

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Procurement (cont'd)

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.

[See: Purchasing - Transportation Management](#)

2016-17:

Estimates available upon request.

Proposed 2017-18:

Estimates available upon request.

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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.

2016-17:

1.06% of value of order*

Proposed 2017-18:

1.06% 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.

1.06% of value of order, maximum of \$10,000*

1.06% 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) 375-4447.

1.06% of value of order*

1.06% 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

1.06% of value of order, maximum of \$35,000 for IT*

1.06% 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.

1.06% of value of order, maximum of \$35,000 for IT*

1.06% 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 \(TT 6040\)](#).

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Purchasing (cont'd)

California Multiple Award Schedule (CMAS) (TT CODE 6040)

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

2016-17:

1.06% of value of order, maximum of \$35,000 for IT*

Proposed 2017-18:

1.06% of value of order, maximum of \$35,000 for IT*

Hourly Rate Services (IT CODE 6042)

Request for processing IT and Non-IT goods and services for NCB's, Limited to Brand (LTB) and IT Contracts. Services include PCC 6611 negotiations, research, review response, approval or denial, and the procurement solicitation process through award.

\$96.00 per hour

\$96.00 per hour

For more information, contact the Procurement Division at: (916) 375-4471.

Financing Procurement (TT CODE 6040)

Low interest, lease/purchase financing option for major acquisitions. For additional information on loan contact the GS\$Mart within the Procurement Division at: (916) 375-4617

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 \(TT 6040\)](#).

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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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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.

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.

2016-17:

0.29% of value of order

Proposed 2017-18:

0.29% 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.

0.29% of value of order, maximum of \$10,000*

0.29% 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) 375-4447.

0.29% of value of order

0.29% of value of order

Purchasing Authority (Delegated Procurements) (TT

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

0.29% of value of order, maximum of \$35,000 for IT*

0.29% 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.

0.29% of value of order, maximum of \$35,000 for IT*

0.29% of value of order, maximum of \$35,000 for IT*

Small Business and DVBE Services (TT Code 6040) (cont'd)

California Multiple Award Schedule (CMAS) (TT CODE 6040)

2016-17:

Proposed 2017-18:

Agreements with manufacturers and suppliers to provide products and services off GSA schedules. For information Procurement Division at: (916) 375-4365. This fee is waived when the CMAS supplier is a small business.

0.29% of value of order, maximum of \$35,000 for IT*

0.29% of value of order, maximum of \$35,000 for IT*

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) 375-4350.

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 \(TT 6040\).](#)

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Real Estate Services Division

Asset Management Branch (TT CODE 2890/3310)

2016-17:

Proposed 2017-18:

Asset Enhancement

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.

Portfolio Management

The AMB conducts regional facility 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 .39% in 2014-15 and .39% in 2015-16 will apply to leases, lease consolidations, and DGS state-owned space for regional facilities planning services in lieu of the hourly rate.

Statewide Property Inventory (TT CODE 2830):

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.

\$2.14 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.

\$2.19 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.

Real Estate Services Division (cont'd)

Asset Management Branch (TT CODE 2890/3310) (cont'd)

**Space Planning-State Leased Facilities
(TT CODE 2880):**

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.

N/A

\$138.00 per hour

State-Owned Facilities Planning (TT CODE 2810):

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.

N/A

\$138.00 per hour

Leasing Services (TT CODE 2890)

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.

N/A

1.78% 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.

Build to Suit Facilities (TT CODE 2880)

Hourly leasing services as outlined above, obtaining assignable options, zoning coordination, client document review, land lease, parking, telecommunication sites, and special studies.

N/A

\$138.00 per hour

Real Estate Services Division (cont'd)

Asset Management Branch (TT CODE 2890/3310) (cont'd)

Modular Buildings and Mobile Units Leasing Services (TT CODE 2880)

2016-17:

Proposed 2017-18:

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.

N/A

\$138.00 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.*

Real Property Services (TT CODE 2870):

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.

N/A

\$138.00 per hour

For additional information, contact the Asset Management Branch in the Real Estate Services Division at: (916)376-1799 or visit our website at:

<http://www.dgs.ca.gov/resd/Programs/AssetManagement.aspx>

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Real Estate Services Division (cont'd)

Facilities 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.

<u>2016-17:</u>	<u>Proposed 2017-18:</u>
A portion of the standard rental rate covers the cost for this level of service.	A portion of the standard rental rate covers the cost for this level of service.

For (1) special services to tenants, such as alterations, which are above or beyond normal maintenance, and for (2) service to buildings where costs are not recovered through rent, the following rate schedule will apply:

Estimates available upon request.	Estimates available upon request.
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Hourly Rates:

	<u>2016-17:</u>	<u>Proposed 2017-18:</u>
Associate Industrial Hygienist	\$113.00 per hour	\$118.60 per hour
Assistant Industrial Hygienist	\$97.90 per hour	\$102.70 per hour
Associate Electrical Engineer	\$164.60 per hour	\$171.50 per hour
Building Maintenance Worker	\$65.00 per hour	\$67.00 per hour
Building Manager I	\$97.00 per hour	\$99.95 per hour
Building Manager II	\$107.90 per hour	\$111.15 per hour
Building Manager III	\$115.95 per hour	\$119.45 per hour
Carpenter I	\$77.00 per hour	\$79.50 per hour
Carpenter Supervisor	\$79.00 per hour	\$82.00 per hour
Chief Engineer I	\$103.80 per hour	\$106.95 per hour
Chief Engineer II	\$104.20 per hour	\$107.35 per hour
Clerical Support	\$58.55 per hour	\$60.35 per hour
Custodian	\$44.15 per hour	\$45.50 per hour
Custodian Supervisor II	\$56.95 per hour	\$58.70 per hour
Custodian Supervisor III	\$57.60 per hour	\$59.35 per hour
Electrician I	\$79.50 per hour	\$81.95 per hour
Electrician II	\$89.55 per hour	\$92.30 per hour
Electronic Technician	\$79.00 per hour	\$81.40 per hour
Groundskeeper	\$56.50 per hour	\$58.20 per hour
Lead Custodian	\$47.25 per hour	\$48.70 per hour
Lead Groundskeeper	\$61.75 per hour	\$63.60 per hour
Locksmith I	\$73.50 per hour	\$75.75 per hour

Hourly Rates (cont'd):	<u>2016-17:</u>	<u>Proposed 2017-18:</u>
Maintenance Mechanic	\$77.60 per hour	\$79.95 per hour
Mechanical Engineer	\$146.35 per hour	\$150.80 per hour
Painter I	\$75.00 per hour	\$77.30 per hour
Painter II	\$81.50 per hour	\$84.00 per hour
Plumber I	\$77.00 per hour	\$79.35 per hour
Service Assistant - Maintenance	\$46.50 per hour	\$47.90 per hour
Associate Landscape Architect	\$159.10 per hour	\$164.00 per hour
Stationary Engineer	\$94.20 per hour	\$97.05 per hour
Stationary Engineer Apprentice	\$90.15 per hour	\$92.85 per hour
Supervising Groundskeeper I	\$70.80 per hour	\$72.95 per hour
Supervising Groundskeeper II	\$78.80 per hour	\$81.20 per hour
Supervisor of Building Trades	\$89.50 per hour	\$92.20 per hour
Tree Maintenance Lead Worker	\$75.00 per hour	\$77.25 per hour
Tree Maintenance Worker	\$68.50 per hour	\$70.60 per hour
Warehouse Worker	\$59.80 per hour	\$61.65 per hour

For additional information regarding building maintenance, contact the Facilities Management Division at (916) 322-8779 or visit our website at:
<http://www.dgs.ca.gov/FMD/Home.aspx>

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Rent (TT Code 3310)**2016-17:****Proposed 2017-18:****Rent for all multiple-tenant General Services' Buildings that are not specified below:**

Office Space	\$1.92 / month per sq. ft.	\$1.98 / month per sq. ft.
Storage Area	\$0.46 / month per sq. ft.	\$0.47 / month per sq. ft.

The following buildings have individual rates:**Attorney General - 1300 I Street, Sacramento**

Office Space	\$2.24 / month per sq. ft.	\$2.26 / month per sq. ft.
Storage Space	\$0.71 / month per sq. ft.	\$0.72 / month per sq. ft.

Board of Equalization, 450 N Street, Sacramento

Office Space	\$3.44 / month per sq. ft.	\$3.47 / month per sq. ft.
Storage Space	\$1.11 / month per sq. ft.	\$1.12 / month per sq. ft.

Cal Trans District #3, 703 B Street, Marysville

Office Space	\$5.42 / month per sq. ft.	\$5.45 / month per sq. ft.
Storage Space	\$1.77 / month per sq. ft.	\$1.78 / month per sq. ft.

Cal Trans District #11, 4050 Taylor Street, San Diego

Office Space	\$3.90 / month per sq. ft.	\$3.97 / month per sq. ft.
Storage Space	\$1.27 / month per sq. ft.	\$1.29 / month per sq. ft.

Central Plant – 625 Q Street, Sacramento

Usage Rate	\$0.60 / month per sq. ft.	\$0.60 / month per sq. ft.
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East End – Sacramento

Office Space	\$3.37 / month per sq. ft.	\$3.45 / month per sq. ft.
Storage Space	\$1.09 / month per sq. ft.	\$1.12 / month per sq. ft.

Elihu Harris - 1515 Clay Street, Oakland

Office Space	\$3.37 / month per sq. ft.	\$3.40 / month per sq. ft.
Storage Space	\$1.09 / month per sq. ft.	\$1.10 / month per sq. ft.

Food and Agriculture, 1220 N Street, Sacramento

Office Space	\$2.92 / month per sq. ft.	\$3.02 / month per sq. ft.
Storage Space	\$0.94 / month per sq. ft.	\$0.97 / month per sq. ft.

Rent (TT Code 3310) (cont'd)**2016-17:****Proposed 2017-18:****Franchise Tax Board Complex, 9645 Butterfield Way, Sacramento**

Office Space	\$1.84 / month per sq. ft.	\$1.85 / month per sq. ft.
Storage Space	\$0.58 / month per sq. ft.	\$0.58 / month per sq. ft.

Junipero Serra - 320 West 4th Street, Los Angeles

Office Space	\$2.81 / month per sq. ft.	\$2.95 / month per sq. ft.
Storage Space	\$0.90 / month per sq. ft.	\$0.95 / month per sq. ft.

Library and Courts, 914 Capitol Mall

Office Space	\$8.61 / month per sq. ft.	\$8.63 / month per sq. ft.
Storage Space	\$2.84 / month per sq. ft.	\$2.84 / month per sq. ft.

Office Building #08, 714 P Street, Sacramento

Office Space	\$3.99 / month per sq. ft.	\$4.04 / month per sq. ft.
Storage Space	\$1.30 / month per sq. ft.	\$1.31 / month per sq. ft.

Office Building #09 – 744 P St, Sacramento

Office Space	\$3.99 / month per sq. ft.	\$4.04 / month per sq. ft.
Storage Space	\$1.30 / month per sq. ft.	\$1.31 / month per sq. ft.

Office Building #10 - 721 Capitol Mall, Sacramento

Office Space	\$2.94 / month per sq. ft.	\$2.94 / month per sq. ft.
Storage Space	\$0.95 / month per sq. ft.	\$0.95 / month per sq. ft.

Riverside Tower - 3737 Main Street, Riverside

Office Space	\$5.03 / month per sq. ft.	\$5.03 / month per sq. ft.
Storage Space	\$1.64 / month per sq. ft.	\$1.64 / month per sq. ft.

Ronald Reagan State Building

Office Space	\$2.07 / month per sq. ft.	\$2.13 / month per sq. ft.
Storage Space	\$0.46 / month per sq. ft.	\$0.47 / month per sq. ft.

San Diego Mission Valley-7575 Metropolitan Drive, San Diego

Office Space	\$2.50 / month per sq. ft.	\$2.51 / month per sq. ft.
Storage Space	\$0.80 / month per sq. ft.	\$0.80 / month per sq. ft.

San Francisco Civic Center, San Francisco

Office Space	\$4.03 / month per sq. ft.	\$4.06 / month per sq. ft.
Storage Space	\$1.31 / month per sq. ft.	\$1.32 / month per sq. ft.

For additional information regarding building maintenance, contact the Facilities Management Division at (916) 322-8779 or visit our website at:

<http://www.dgs.ca.gov/FMD/Home.aspx>

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Construction Services Branch (TT Code 3100)

Construction Services (TT Code 3109):

2016-17:

Proposed 2017-18:

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.

\$153.00 per hour

\$160.00 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 Management and Inspection Branch in the Real Estate Services Division at (916) 696-3007 or visit our website at:

<http://www.dgs.ca.gov/resd/programs/constructioninspection.aspx>

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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 .26% in 2016-17 and .29% proposed for 2017-18 on the dollar value of construction and private architectural and engineering contract awards.

Design Services (TT CODE 2820):	<u>2016-17:</u>	<u>Proposed 2017-18:</u>
Architecture and Engineering – Basic Services		
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.	\$179.00 per hour	\$169.00 per hour
Architectural Design		
Architectural design concepts illustrated by plans, elevations, sections, and other graphic representations and technical specifications describing the type of construction, occupancy, building materials, and special features required to meet the facility program requirements of the client. Prepares budget packages, preliminary plans, working drawings and construction administration.	\$179.00 per hour	\$169.00 per hour
Civil Engineering		
Site development work including site clearing and grading; retaining walls, roadways, parking, and yard paving; storm water collection, drainage and disposal systems; water supply, treatment, and conveyance facilities; waste water collection, treatment, and disposal facilities; topographic surveys; 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.	\$179.00 per hour	\$169.00 per hour
Cost Engineering		
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.	\$179.00 per hour	\$169.00 per hour

Project Management & Development Branch (cont'd)

Electrical Engineering

2016-17:

Proposed 2017-18:

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.

\$179.00 per hour

\$169.00 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.

\$179.00 per hour

\$169.00 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.

\$179.00 per hour

\$169.00 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.

\$179.00 per hour

\$169.00 per hour

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.

\$179.00 per hour

\$169.00 per hour

Project Management & Development Branch (cont'd)

Vault Services

Provides storage of building design and construction plans. Services include records management, storage, duplication, and maintenance.

2016-17:

Proposed 2017-18:

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

\$131.00 per hour

Energy Management Program

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

\$179.00 per hour

\$169.00 per hour

External Contract Admin Fee

Administrative support related to external contract includes solicitation, preparation, approval and execution of contracts, project funds certification, approval of encumbrance releases, audit and process vendor invoices, schedule payments and project/contract reconciliation and maintenance of contract payment history and balances.

1.00% of Doc Value

1.00% of Doc Value

Project Management & Development Branch (cont'd)

Project Management (TT Code 2815):

2016-17:

Proposed 2017-18:

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.

\$179.00 per hour

\$169.00 per hour

Details of these services are listed below:

Capital Project Delivery:

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.

\$179.00 per hour

\$169.00 per hour

Claims Management:

Provides consultation on the methods to avoid costly claims on construction contracts. PMDB is also available to consult on the resolution of claims.

\$179.00 per hour

\$169.00 per hour

Contracting Services:

Provides services related to the process for contracting for professional services, service agreements, memorandum of understandings, interagency agreements, and construction contracts.

\$179.00 per hour

\$169.00 per hour

Cost Estimating:

Provides cost estimating services for facilities plans, environmental planning assessments, design and construction of new construction and renovations for buildings and infrastructure projects, cash flow projections, review of consultant or contractor-prepared cost estimates. All levels of cost estimates are available, including conceptual estimate, schematic design estimate, design development, construction document estimate, change order estimate, and claims analysis.

\$179.00 per hour

\$169.00 per hour

Project Scheduling:

Provides scheduling services for planning, design and construction of capital projects. Schedules include bar chart schedules, critical path method (CPM) schedules, resource allocation schedules, and cash flow reports.

\$179.00 per hour

\$169.00 per hour

Renovation:

Provides consultation on the planning, financing, phasing, scheduling, design, and construction of major renovation projects.

\$179.00 per hour

\$169.00 per hour

Project Management & Development Branch (cont'd)

Special Repairs Projects

2016-17:

Proposed 2017-18:

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.

\$179.00 per hour

\$169.00 per hour

Space Planning-State Leased Facilities (TT CODE 2880):

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.

\$134.00 per hour

[See RESD - AMB: Space Planning-State Leased Facilities](#)

State-Owned Facilities Planning (TT CODE 2810):

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.

\$134.00 per hour

[See RESD - AMB: State-Owned Facilities Planning](#)

Leasing Services (TT CODE 2890)

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.

1.76% of monthly rent**

[See RESD - AMB: Leasing Services](#)

** 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.

Build to Suit Facilities (TT CODE 2880)

Hourly leasing services as outlined above, obtaining assignable options, zoning coordination, client document review, land lease, parking, telecommunication sites, and special studies.

\$134.00 per hour

[See RESD - AMB: Build to Suit Facilities](#)

Project Management & Development Branch (cont'd)

Modular Buildings and Mobile Units Leasing Services (TT CODE 2880)

2016-17:

Proposed 2017-18:

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.

\$134.00 per hour

[See RESD - AMB: Modular Buildings and Mobile Units Leasing Services](#)

(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.*

Real Property Services (TT CODE 2870):

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.

\$134.00 per hour

[See RESD - AMB: Real Property Services](#)

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 at:

<http://www.dgs.ca.gov/resd/AboutUs.aspx>

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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>2016-17:</u>	<u>Proposed 2017-18:</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

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.

3.50% of premium

3.50% of premium

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

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.

\$47.00 per contract

\$41.00 per contract

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.

\$86.00 per hour

\$78.00 per hour

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

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Risk and Insurance Management (cont'd)

2016-17:

Proposed 2017-18:

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.

6.45% of premium

6.45% of premium

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

Motor Vehicle Liability (TT CODE 5799)

Insured agencies will be charged a variable rate based on past actual accident and loss experience.

Varies

Varies

For additional information, contact the Office of Risk and Insurance Management, at (916) 376-5425 or email at: Claims@dgs.ca.gov

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.

\$0.0065 /therm

\$0.0065 /therm

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

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Division of the State Architect

Regulation Services

2016-17:

Proposed 2017-18:

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.

0.5% of first \$500,000 of project cost plus 0.25% of excess greater than \$500,000 to \$2,000,000 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 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 project cost plus 0.25% of excess greater than \$500,000 to \$2,000,000 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 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 elementary, secondary, and California Community Colleges 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 project cost plus 0.25% of excess greater than \$500,000 to \$2,000,000 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 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 project cost plus 0.25% of excess greater than \$500,000 to \$2,000,000 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 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)

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Sustainability

Energy and Project Management

2016-17:

Proposed 2017-18:

Energy Management Program

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

[See RESD - PMDB: Energy Management Program](#)

\$169.00 per hour

Project Management (TT Code 2815):

2016-17:

Proposed 2017-18:

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.

[See RESD - PMDB: Project Management](#)

\$169.00 per hour

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