

**State of California
Department of General Services
2010-11 Price Book**

(Revised: November 4, 2010)

**STATE OF CALIFORNIA
DEPARTMENT OF GENERAL SERVICES
2010-11 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.

Administrative Law Judge - General Jurisdiction - Special Education	2010-2011: \$180.00 per hour \$221.00 per hour	Proposed 2011-12: To be determined To be determined
Staff Counsel - General Jurisdiction - Special Education - Keyhea	2010-2011: \$171.00 per hour \$144.00 per hour \$153.00 per hour	Proposed 2011-12: To be determined To be determined \$153.00 per hour
Hearing Reporter	2010-2011: Contract Rate	Proposed 2011-12: Contract Rate
Transcript Rate	2010-2011: Contract Rate	Proposed 2011-12: Contract Rate
Filing Fee - General Jurisdiction - Special Education - Keyhea	2010-2011: \$80.00 per case \$130.00 per case \$105.00 per case	Proposed 2011-12: \$80.00 per case To be determined \$105.00 per case
Electronic Recording Fees	2010-2011: \$30.00 per hearing, per calendar day.	Proposed 2011-12: \$30.00 per hearing, per calendar day.

Accounting & Financial Services (TT Code 8310)

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

2010-2011:
Information on costs available upon request.

Proposed 2011-12:
Information on costs available upon request.

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

Automobile Purchases (TT CODE 5680)

For the replacement or purchase of new vehicles Agencies / Departments shall submit a Purchase Order to the Office of Fleet & Asset Management for approval.

Contact the Office of Fleet & Asset Management, Equipment Coordinator, and Inspection Services at (916) 928-7968 for assistance.

Automobile Rental (TT CODE 5640)

Short-Term (tripper) and Long-Term (monthly) rentals of passenger-type pool vehicles are available (see SAM Sec. 4182). To rent a vehicle, contact the Office of Fleet and Asset Management (OFAM), State Garage – Sacramento at (916) 657-2327.

For additional information, contact the Office of Fleet and Asset Management, (916) 657-2327 or view the OFAM website at www.dgs.ca.gov/ofam.

Short-Term (Tripper)	2010-2011: \$20.00 per day + \$0.30 per mile	Proposed 2011-12: \$20.00 per day + \$0.30 per mile
Sedan, Intermediate	2010-2011: \$26.00 per day + \$0.30 per mile	Proposed 2011-12: \$26.00 per day + \$0.30 per mile
Pickup Trucks	2010-2011: \$35.00 per day + \$0.30 per mile	Proposed 2011-12: \$35.00 per day + \$0.30 per mile
Passenger Vans, and Carryalls	2010-2011: \$45.00 per day + \$0.30 per mile	Proposed 2011-12: \$45.00 per day + \$0.30 per mile
Specialty Vehicles	2010-2011: Rates vary by type.	Proposed 2011-12: Rates vary by type.
Sedan, Compact and Subcompact	2010-2011:	Proposed 2011-12:
Rate A- <12,000 miles	\$328.00	\$328.00
Rate B- <24,000 miles	\$399.00	\$399.00
Rate C- <36,000 miles	\$532.00	\$532.00
Rate D- >36,000 miles	\$765.00	\$765.00
Sedan, Intermediate	2010-2011:	Proposed 2011-12:
Rate A- <12,000 miles	\$370.00	\$370.00
Rate B- <24,000 miles	\$441.00	\$441.00
Rate C- <36,000 miles	\$574.00	\$574.00
Rate D- >36,000 miles	\$807.00	\$807.00
Pickup Trucks	2010-2011:	Proposed 2011-12:
Rate A- <12,000 miles	\$442.00	\$442.00
Rate B- <24,000 miles	\$513.00	\$513.00
Rate C- <36,000 miles	\$646.00	\$646.00
Rate D- >36,000 miles	\$879.00	\$879.00
Passenger Vans, and Carryalls	2010-2011:	Proposed 2011-12:
Rate A- <12,000 miles	\$442.00	\$442.00
Rate B- <24,000 miles	\$513.00	\$513.00
Rate C- <36,000 miles	\$646.00	\$646.00
Rate D- >36,000 miles	\$879.00	\$879.00
4-Wheel Drive	2010-2011:	Proposed 2011-12:
Rate A- <12,000 miles	\$564.00	\$564.00
Rate B- <24,000 miles	\$635.00	\$635.00
Rate C- <36,000 miles	\$768.00	\$768.00
Rate D- >36,000 miles	\$1,001.00	\$1,001.00

Police Vehicles	2010-2011:	Proposed 2011-12:
Rate A- <12,000 miles	\$467.00	\$467.00
Rate B- <24,000 miles	\$538.00	\$538.00
Rate C- <36,000 miles	\$671.00	\$671.00
Rate D- >36,000 miles	\$904.00	\$904.00
Cargo Van	2010-2011:	Proposed 2011-12:
Rate A- <12,000 miles	\$457.00	\$457.00
Rate B- <24,000 miles	\$528.00	\$528.00
Rate C- <36,000 miles	\$661.00	\$661.00
Rate D- >36,000 miles	\$894.00	\$894.00
Office Vans Vehicles	2010-2011:	Proposed 2011-12:
Rate A- <12,000 miles	\$460.00	\$460.00
Rate B- <24,000 miles	\$531.00	\$531.00
Rate C- <36,000 miles	\$664.00	\$664.00
Rate D- >36,000 miles	\$897.00	\$897.00
CNG Pickups and Vans	2010-2011:	Proposed 2011-12:
Rate A- <12,000 miles	\$380.00	\$380.00
Rate B- <24,000 miles	\$451.00	\$451.00
Rate C- <36,000 miles	\$584.00	\$584.00
Rate D- >36,000 miles	\$817.00	\$817.00
Disabled Van and Cab/Chassis	2010-2011:	Proposed 2011-12:
Rate A- <12,000 miles	\$460.00	\$460.00
Rate B- <24,000 miles	\$531.00	\$531.00
Rate C- <36,000 miles	\$664.00	\$664.00
Rate D- >36,000 miles	\$897.00	\$897.00
CNG Honda	2010-2011:	Proposed 2011-12:
Rate A- <12,000 miles	\$370.00	\$370.00
Rate B- <24,000 miles	\$441.00	\$441.00
Rate C- <36,000 miles	\$574.00	\$574.00
Rate D- >36,000 miles	\$807.00	\$807.00
Specialty Vehicles	2010-2011:	Proposed 2011-12:
	Rates vary by type	Rates vary by type

State Employee & State Vehicle Parking – Space Rental (TT CODE 5699)

The Office of Fleet & Asset Management (OFAM) administers state vehicle and employee parking in major urban areas.

For additional information, contact the OFAM's Employee Parking Unit at (916) 651-0309, or visit the OFAM website at www.dgs.ca.gov/ofam.

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 inspections; 7) disposal of surplus fleet assets; 8) and, fleet related contract administration.

Fleet Asset Management Fee: *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 www.dgs.ca.gov/ofam 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.*

2010-2011:
\$81.00 per vehicle annually.

Proposed 2011-12:
\$81.00 per vehicle annually.

Special Inspection Fee: *This is an hourly fee based on the length of time needed to perform specialized inspections when requested by State agencies.*

2010-2011:
\$81.00 per hour for special inspections.

Proposed 2011-12:
\$81.00 per hour for special inspections.

Delegation Fee: *This is a fee equal in value to the Fleet Asset Management Fee for those State agencies that have been approved by DGS to conduct limited fleet management oversight responsibilities.*

2010-2011:
Delegation fee rate to be determined.

Proposed 2011-12:
Delegation fee rate to be determined.

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

Surplus Property (TT CODE 5611)

State Surplus Property

The State Surplus Property Program is responsible for the proper disposition of all State-owned surplus property auctions are held every six weeks for the disposal of State surplus property.

For more information, contact the State Surplus Property Program at (916) 928-5807, or visit our website at 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.

Vehicle Auction Fee: *This fee is for conducting a public auction of surplus State vehicle assets on behalf of State departments and agencies.*

2010-2011:
\$254.00 per
vehicle.

Proposed 2011-12:
\$254.00 per
vehicle.

For more information contact the Sacramento office at (916) 928-2183, or view the OFAM website at www.dgs.ca.gov/ofam

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.

2010-2011:
\$0.23 per cu. ft.
unsecured and
secured (\$5.00
Minimum).

Proposed 2011-12:
\$0.23 per cu. ft.
unsecured and
secured (\$5.00
Minimum).

For more information, contact the Transit and Surplus Property Programs at (916) 928-5807 or view the OFAM website at <http://www.dgs.ca.gov/ofam/Programs/StSurplus/TranStor.aspx>

Human Resources Services (TT Code 8210)

Provides a full range of human resources 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.

2010-2011:
Information on costs available upon request

Proposed 2011-12:
Information on costs available upon request

For additional information, contact the Office of Human Resources at (916) 376-5411.

Bid Protest Services (TT CODE 5830)

Resolution of protests on consulting service and services contracts using services of Office of Legal Services (OLS) and/or the Office of Administrative Hearings (OAH).

2010-2011:
\$171.00 per hour

See [OAH](#) for applicable Administrative Law Judge rates.

Proposed 2011-12:
\$171.00 per hour

See [OAH](#) for applicable Administrative Law Judge rates.

For additional services, see [Hearing Office](#), [Legal Advice Hourly Services](#), and [Contract and Associated Documents](#).

For additional information, contact the Office of Legal Services at (916)376-5090.

Contracts and Associated Documents

Services include:

A. Contract review for legal sufficiency	2010-2011: \$171.00 per hour	Proposed 2011-12: \$171.00 per hour
B. Assistance and advice for preparing effective bid packages	2010-2011: \$171.00 per hour	Proposed 2011-12: \$171.00 per hour
C. Advice for insuring compliance with State policy and securing approval of the Department of General Services	2010-2011: \$171.00 per hour	Proposed 2011-12: \$171.00 per hour
D. Advice on contracting services	2010-2011: \$171.00 per hour	Proposed 2011-12: \$171.00 per hour

For additional information, contact the Office of Legal Services at (916)376-5090.

Hearing Officer Services

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

2010-2011:
Office of Legal
Services Rate:
\$171.00 per hour

Proposed 2011-12:
Office of Legal
Services Rate:
\$171.00 per hour

See [Office of Administrative Hearings](#) for applicable Administrative Law Judge rates.

See [Office of Administrative Hearings](#) for applicable Administrative Law Judge rates.

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

For additional information, contact the Office of Legal Services at (916) 376-5090.

Legal Advice Hourly Services

A. Providing legal services to the Department of General Services and other State departments and entities. Services include, but are 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 other services as required.

2010-2011:
\$171.00 per hour

Proposed 2011-12:
\$171.00 per hour

B. Legal advice and services related to bid protest, including Hearing Officer services.

2010-2011:
\$171.00 per hour

Proposed 2011-12:
\$171.00 per hour

See [Office of Administrative Hearings](#) for applicable Administrative Law Judge rates

See [Office of Administrative Hearings](#) for applicable Administrative Law Judge rates

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

For additional information, contact the Office of Legal Services at (916) 376-5090.

Addressing Services

* *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 \(TT 2830\)](#).*

Complete addressing services includes creating, maintaining and updating mailing lists for all government agencies as well as providing CASS and NCOA certification for address verification, standardization, and bar-coding for postal requirements and discounts.

2010-2011:
Estimates and consultation available upon request.

Proposed 2011-12:
Estimates and consultation available upon request.

For additional information, contact the Office of State Publishing at (916) 327-1065 or visit our website at <http://www.dgs.ca.gov/osp>

Forms Management

The Forms Management Center (FMC) offers the following products and services to state agencies:

2010-2011:
Estimates and
consultation
available upon
request.

Proposed 2011-12:
Estimates and
consultation
available upon
request.

State standard forms (STD) available in paper, electronic, and automated formats.

Forms design services to state agencies.

For additional information, visit the FMC website at <http://www.dgs.ca.gov/osp/Programs/FormsManagementCenter.aspx> or contact the Office of State Publishing (916) 323-0311.

Information & Records Management Services

- | | | |
|---|--|---|
| 1. Records management services. | 2010-2011:
\$0.11 per cu. ft./year | Proposed 2011-12:
\$0.11 per.cu. ft./year |
| 2. Review agencies' records management programs and provide training in records programs. | | |
| 3. Records management consultants will be available through Master Service Agreements (MSA). MSA provides for evaluation of records management programs by pre-qualified contractors. State agencies, cities, counties, special districts, and public education institutions may use this contract. | | |

For additional information, contact the Office of State Publishing at (916) 322-1727.

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).

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|--|---|--|
| 1. Storage of Records in Records Centers
The basic annual service charge, per cubic foot per year, covers storage and all services at the Records Center. | 2010-2011:
\$3.40 per cu. ft. per year | Proposed 2011-12:
\$3.40 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. | 2010-2011:
\$0.89 per cu. ft. per year | Proposed 2011-12:
\$0.89 per cu. ft. per year |
| 3. Offsite Storage of Essential Records
This annual service charge covers delivery, storage, and retrieval of essential records, which are maintained in a controlled environment. | 2010-2011:
\$23.38 per cu. ft. per year | Proposed 2011-12:
\$23.38 per cu. ft. per year |

Destruction Center Services (TT CODE 6453)

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| 1. Destruction of Confidential Records
This service charge covers the cost of shredding confidential paper documents by state personnel. | 2010-2011:
\$0.19 per pound | Proposed 2011-12:
\$0.19 per pound |
| 2. Destruction of Confidential Plastics
Destruction of microfilm, microfiche, cassette tapes, computer tapes and other like materials. | 2010-2011:
\$0.33 per pound | Proposed 2011-12:
\$0.33 per pound |

For additional information, contact the Office of State Publishing at (916) 375-6760.

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

2010-2011:

Estimates and consultation available upon request.

Proposed 2011-12:

Estimates and consultation available upon request.

For additional information, contact the Office of State Publishing at (916) 445-5386 or (800)-963-7860 or visit our website at www.dgs.ca.gov/osp.

Interagency Mail and Messenger Services

Service includes pickup and delivery of mail for state offices only within the greater Sacramento area. For additional information, contact the Office of State Publishing at (916) 327-5203 or visit our website at www.dgs.ca.gov/osp.

2010-2011:

Estimates and consultation available upon request.

Proposed 2011-12:

Estimates and consultation available upon request.

Shipping and Receiving Services

Service consists of receiving, inspecting and preparing required documents for incoming freight as well as making all necessary arrangements for out-going freight shipments. Multiple drop shipments to various locations.

2010-2011:

Estimates and consultation available upon request.

Proposed 2011-12:

Estimates and consultation available upon request.

For additional information, contact the Office of State Publishing at (916) 445-6652.

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) 323-5098 or (866)-824-0603 or visit our website at www.dgs.ca.gov/osp.

Business Cards

Full color, single color and custom cards available through electronic and traditional ordering. See samples of the full color business cards on the internet at www.dgs.ca.gov/osp. Contact the Office of State Publishing at (916) 322-2629.

4 color, 1 sided cards	2010-2011: \$45.00 per box (400)	Proposed 2011-12: \$45.00 per box (400)
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1 color, 1 sided cards	2010-2011: \$45.00 per box (400)	Proposed 2011-12: \$45.00 per box (400)
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Custom cards	2010-2011: Varies	Proposed 2011-12: Varies
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Business Forms and Stationery

Continuous feed, snap-outs, roll to roll and electronic forms. Letterheads, memorandums and envelopes. *For additional information contact the Office of State Publishing at (916) 445-5386 or (800)-963-7860 or visit our website at www.dgs.ca.gov/osp.*

2010-2011:
Estimates and consultation available upon request.

Proposed 2011-12:
Estimates and consultation available upon request.

Desktop Publishing Services

Typesetting, proofreading, formatting, scanning, color correction, color proofing, electronic imposition, file transfers (FTP), PDF Inking, cd/dvd, duplication, and plating.

2010-2011:
Estimates and consultation available upon request.

Proposed 2011-12:
Estimates and consultation available upon request.

For additional information contact the Office of State Publishing at (916) 445-5386 or (800)-963-7860 or visit our website at www.dgs.ca.gov/osp.

Fulfillment Services

Maintains, reviews, develops, publishes and disseminates administrative publications including the State Administrative Manual (SAM); revisions to SAM and Management Memos.

Legal Source Book Only	2010-2011: \$85.00 each	Proposed 2011-12: \$85.00 each
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Legal Source Book Revisions (1-Year)	2010-2011: \$85.00 each	Proposed 2011-12: \$85.00 each
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Binder Only	2010-2011: \$10.00 each	Proposed 2011-12: \$10.00 each
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For additional information regarding SAM and Legal Source Book subscriptions contact the Office of State Publishing at (916) 445-5391.

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.

2010-2011:

Estimates and consultation available upon request.

Proposed 2011-12:

Estimates and consultation available upon request.

For additional information or to set up a consultation contact the Office of State Publishing at (916) 445-5386 or (800)-963-7860 or visit our website at www.dgs.ca.gov/osp.

Mail Merge Services

Documents can be produced that combine standard text with lists of unique information, including form letters, mailing labels, and addressed envelopes.

2010-2011:

Estimates and consultation available upon request.

Proposed 2011-12:

Estimates and consultation available upon request.

For additional information, contact the Office of State Publishing at (916) 445-5386 or (800)-963-7860 or visit the OSP website at www.dgs.ca.gov/osp.

On-line Publishing Services

Digital processing on demand printing, and in-line roll to roll preprinted just in time imprinting finishing services. Contact the Office of State Publishing at (916) 445-5386 or (800)-963-7860 or visit our website at www.dgs.ca.gov/osp.

2010-2011:

Estimates and consultation available upon request.

Proposed 2011-12:

Estimates and consultation available upon request.

Printing Procurement

Procurement assistance with large and complex commercial orders produced outside the state printing plant that are competitively bid and project managed through this unit. Contact the Office of State Publishing at (916) 445-5386 or (800)-963-7860 or visit our website at www.dgs.ca.gov/osp.

2010-2011:

Estimates and consultation available upon request.

Proposed 2011-12:

Estimates and consultation available upon request.

Printing Publications

Brochures, newsletters, bulletins, catalogs, instructional manuals, booklets, magazines and others. Contact the Office of State Publishing at (916) 445-5386 or (800)-963-7860 or visit our website at www.dgs.ca.gov/osp.

2010-2011:

Estimates and consultation available upon request.

Proposed 2011-12:

Estimates and consultation available upon request.

Printing & Publishing Education Workshops

Customer workshops are offered to help assure efficient preparation and processing of publishing projects. Classes include Mail Piece Design, Preparing Your Files for Desktop Publishing, Paper Basics, Advertising in State Publications, Forms Management, Forms Analysis and Design, and Introduction to Electronic Forms.

2010-2011:

Estimates and consultation available upon request.

Proposed 2011-12:

Estimates and consultation available upon request.

For additional information, contact the Office of State Publishing at (916) 323-5098 or visit the OSP website at www.dgs.ca.gov/osp.

Video Production

Video Multimedia Center

2010-2011:
\$125.00 per hour.

Proposed 2011-12:
\$169.00 per hour.

The Video Multimedia Center provides broadcast quality digital media production. the services include: scriptwriting, on-location and studio productions, single and multi-camera productions, training productions, meeting documentation, editing, motion-graphics creation, digital encoding of content for web presentations, digital photography, video duplication, DVD creation and duplication. For additional information, contact the Office of State Publishing at (916) 654-7743 or visit our website at www.dgs.ca.gov/osp.

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)	2010-2011:	Proposed 2011-12:
Agency Advertising/Exemption Fee	\$42.50 each	\$42.50 each

For additional information, contact the Procurement Division at (916) 375-2000.

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.

2010-2011:
Estimates available
upon request

Proposed 2011-12:
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 SAM Section 3558 for submission guidelines and due dates. For information contact Procurement Division at (916) 375-4471.

2010-2011:
1.60% of value of order.*

Proposed 2011-12:
1.61% of value of order.*

Emergency Authorization to Exceed Monetary Sub-Purchase Order Limit (Form 42) (TT CODE 6040)

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

2010-2011:
1.60% of value of order, maximum of \$10,000.*

Proposed 2011-12:
1.61% 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) 375-4381.

2010-2011:
1.60% of value of order.*

Proposed 2011-12:
1.61% of value of order.*

Information Technology (IT) and Telecommunications Purchase Orders and Contracts for Equipment, Software or Services (TT CODE 6040)

Encompasses the planning and acquisition of IT and telecommunications goods and services. IT and telecommunications procurement includes preparation and evaluation of solicitations, contract negotiations, benchmark/equipment demonstrations, and consultation at all levels of the procurement process. Transactions unusually complex in nature will be billed at an hourly rate (see IT hourly rate). For information contact Procurement Division at (916) 375-4486.

2010-2011:
1.60% of value of order, maximum of \$35,000 for IT.*

Proposed 2011-12:
1.61% of value of order, maximum of \$35,000 for IT.*

Purchasing Authority (Delegated Procurements) (TT CODE 6040)

Charge for management and audit of delegated procurements made directly by state agencies. Delegated procurements include purchases of IT and telecommunications equipment and software. For information contact Procurement Division at (916) 375-4549.

2010-2011:
1.60% of value of order, maximum of \$35,000 for IT.*

Proposed 2011-12:
1.61% 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.

2010-2011:
1.60% of value of order, maximum of \$35,000 for IT.*

Proposed 2011-12:
1.61% of value of order, maximum of \$35,000 for IT.*

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

Agreements with manufacturers and suppliers to provide products and services off GSA schedules. For additional information, contact the Procurement Division at (916) 375-4377. *This fee is waived when the CMAS supplier is a small business.*

2010-2011:
1.60% of value of order, maximum of \$35,000 for IT.*

Proposed 2011-12:
1.61% of value of order, maximum of \$35,000 for IT.*

IT and Telecommunications Contract Review and All Non-Competitive Bid (NCB) Reviews (TT CODE 6040)

Review and approval of Standard Form 2's, NCB's, and Interagency Agreements initiated by state agencies. For information contact the Procurement Division at (916) 375-4470.

2010-2011:
\$85.00 per hour.

Proposed 2011-12:
\$85.00 per hour.

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.

2010-2011:
This service is provided by the fee assessed on the contract.

Proposed 2011-12:
This service is provided by the fee assessed on the contract.

IT Hourly Rate (TT CODE 6040)

IT transactions which are unusually complex in nature will be billed at an hourly rate. For additional information, contact the Procurement Division at (916) 375-4486.

2010-2011:
\$85.00 per hour.

Proposed 2011-12:
\$85.00 per hour.

** An additional surcharge will be included on all invoices. The reason for, and amount of, this surcharge can be viewed at [Office of Small Business and DVBE Services \(TT 6040\)](#).*

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) [Best Practices Manual](#)

Purchasing – Supplier Base Management

Supplier performance evaluation and report cards. For product information, contact the Procurement Division at (916) 375-4558.

2010-2011:
This service is provided by the fee assessed on the contract.

Proposed 2011-12:
This service is provided by the fee assessed on the contract.

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.

2010-2011:
2.79% of value of
bill audited.

Proposed 2011-12:
2.79% of value of bill
audited.

Office of 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 for 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. This 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. For information contact Procurement Division at (916) 375-4471.

2010-2011:
0.29% of value of order.

Proposed 2011-12:
0.29% of value of order.

Emergency Authorization to Exceed Monetary Sub-Purchase Order Limit (Form 42) (TT CODE 6040)

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

2010-2011:
0.29% of value of order, maximum of \$10,000.

Proposed 2011-12:
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) 375-5918.

2010-2011:
0.29% of value of order.

Proposed 2011-12:
0.29% of value of order.

Information Technology (IT) and Telecommunications Purchase Orders and Contracts for Equipment, Software or Services (TT CODE 6040)

Encompasses the planning and acquisition of IT and telecommunications goods and services. IT and telecommunications procurement includes preparation and evaluation of solicitations, contract negotiations, benchmark/equipment demonstrations, and consultation at all levels of the procurement process. Transactions unusually complex in nature will be billed at an hourly rate (see [Purchasing](#)). For information contact Procurement Division at (916) 375-4486.

2010-2011:
0.29% of value of order, maximum of \$35,000 for IT.

Proposed 2011-12:
0.29% of value of order, maximum of \$35,000 for IT.

Purchasing Authority (Delegated Procurements) (TT CODE 6040)

Charge for management and audit of delegated procurements made directly by state agencies. Delegated procurements include purchases of IT and telecommunications equipment and software. For information contact Procurement Division at (916) 375-4549.

2010-2011:
0.29% of value of order, maximum of \$35,000 for IT.

Proposed 2011-12:
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.

2010-2011:
0.29% of value of order, maximum of \$35,000 for IT.

Proposed 2011-12:
0.29% of value of order, maximum of \$35,000 for IT.

California Multiple Award Schedule (CMAS) (TT CODE 6040)
Agreements with manufacturers and suppliers to provide products and services off GSA schedules. For information contact Procurement Division at (916) 375-4377. *This fee is waived when the CMAS supplier is a small business.*

2010-2011:
0.29% of value of order, maximum of \$35,000 for IT.

Proposed 2011-12:
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) 375-4581.*

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) 375-4581.*

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) 375-4581 .*

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.

Asset Management Branch (TT CODE 2910)

* 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 Asset Management Branch in the Real Estate Services Division at (916) 376-1829.

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.

2010-2011:

Estimates available upon request.

Proposed 2011-12:

Estimates available upon request.

Economic Analysis

The AMB provides Economic Analysis for proposed capital projects. Includes cost estimates, debt service calculations, operations and maintenance costs, break-even points, cash flow requirements, financing alternatives and recommendations for developing capital projects.

2010-2011:

Estimates available upon request.

Proposed 2011-12:

Estimates available upon request.

Facilities Planning Services/Office Building Planning and Analysis

The AMB provides professional planning services for the preparation of facility plans and related studies. Services include developing plans for future office space and facility needs, employee forecasting, site selection studies, cost/benefit analysis to guide comparisons of facility lease/purchase, and related cost estimating for new or renovated facilities. The Branch also provides assistance in the preparation of the analysis needed to support BCP's or legislative proposals for office and other support facilities.

2010-2011:

Estimates available upon request.

Proposed 2011-12:

Estimates available upon request.

Portfolio Management

The AMB coordinates Regional Planning as it relates to property utilization, studies of underutilized properties, identification of tenants for new state owned or leased facilities, and the inter-relationship among acquisition, leasing, and construction of facilities.

A rental surcharge of .38% in 2010-2011 and .38% in 2011-2012 will apply to leases, lease consolidatable and DGS state-owned space for facilities planning services in lieu of the hourly rate.

Building & Property Management

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

2010-2011:
A portion of the standard rental rate covers the cost for this level of service.

Proposed 2011-12:
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:

2010-2011:
Estimates available upon request.

Proposed 2011-12:
Estimates available upon request.

Hourly Rates:

Associate Industrial Hygienist	2010-2011: \$96.25 per hour	Proposed 2011-12: \$96.25 per hour
Building Maintenance Worker	2010-2011: \$51.10 per hour	Proposed 2011-12: \$51.20 per hour
Building Manager I	2010-2011: \$81.20 per hour	Proposed 2011-12: \$83.00 per hour
Building Manager II	2010-2011: \$85.20 per hour	Proposed 2011-12: \$86.45 per hour
Building Manager III	2010-2011: \$92.95 per hour	Proposed 2011-12: \$93.30 per hour
Carpenter I	2010-2011: \$58.70 per hour	Proposed 2011-12: \$58.70 per hour
Carpenter Supervisor	2010-2011: \$64.45 per hour	Proposed 2011-12: \$64.40 per hour
Chief Engineer I	2010-2011: \$79.50 per hour	Proposed 2011-12: \$79.45 per hour
Chief Engineer II	2010-2011: \$81.70 per hour	Proposed 2011-12: \$82.40 per hour
Clerical Support	2010-2011: \$44.45 per hour	Proposed 2011-12: \$45.35 per hour
Custodian	2010-2011: \$35.50 per hour	Proposed 2011-12: \$35.50 per hour
Custodian Supervisor II	2010-2011: \$43.55 per hour	Proposed 2011-12: \$44.35 per hour
Custodian Supervisor III	2010-2011: \$48.45 per hour	Proposed 2011-12: \$48.90 per hour
Electrician I	2010-2011: \$61.00 per hour	Proposed 2011-12: \$61.40 per hour

Electrician II	2010-2011: \$64.75 per hour	Proposed 2011-12: \$64.75 per hour
Electronic Technician	2010-2011: \$57.05 per hour	Proposed 2011-12: \$58.05 per hour
Groundskeeper	2010-2011: \$44.20 per hour	Proposed 2011-12: \$44.50 per hour
Lead Custodian	2010-2011: \$40.70 per hour	Proposed 2011-12: \$40.70 per hour
Lead Groundskeeper	2010-2011: \$49.20 per hour	Proposed 2011-12: \$49.45 per hour
Locksmith I	2010-2011: \$58.70 per hour	Proposed 2011-12: \$58.70 per hour
Maintenance Mechanic	2010-2011: \$60.90 per hour	Proposed 2011-12: \$61.50 per hour
Painter I	2010-2011: \$58.75 per hour	Proposed 2011-12: \$59.05 per hour
Painter II	2010-2011: \$61.50 per hour	Proposed 2011-12: \$61.50 per hour
Plumber I	2010-2011: \$60.55 per hour	Proposed 2011-12: \$61.15 per hour
Restoration Work Specialist	2010-2011: \$63.05 per hour	Proposed 2011-12: \$63.05 per hour
Service Assistant – Maintenance	2010-2011: \$39.15 per hour	Proposed 2011-12: \$39.30 per hour
Associate Landscape Architect	2010-2011: \$110.85 per hour	Proposed 2011-12: \$116.40 per hour
Staff Information Systems Analyst	2010-2011: \$94.65 per hour	Proposed 2011-12: \$94.60 per hour
Staff Services Analyst - General	2010-2011: \$58.35 per hour	Proposed 2011-12: \$60.75 per hour
Stationary Engineer	2010-2011: \$72.15 per hour	Proposed 2011-12: \$72.15 per hour
Stationary Engineer Apprentice	2010-2011: \$54.05 per hour	Proposed 2011-12: \$54.05 per hour
Supervising Groundskeeper I	2010-2011: \$55.85 per hour	Proposed 2011-12: \$56.40 per hour
Supervising Groundskeeper II	2010-2011: \$58.60 per hour	Proposed 2011-12: \$60.35 per hour

Supervisor of Building Trades	2010-2011: \$69.90 per hour	Proposed 2011-12: \$70.65 per hour
Tree Maintenance Lead Worker	2010-2011: \$57.45 per hour	Proposed 2011-12: \$57.40 per hour
Tree Maintenance Worker	2010-2011: \$51.10 per hour	Proposed 2011-12: \$51.90 per hour
Warehouse Worker	2010-2011: \$45.80 per hour	Proposed 2011-12: \$45.80 per hour

For additional information regarding building maintenance, contact the Building and Property Management Branch within the Real Estate Services Division at (916) 375-4960.

Rent

Rent for all multiple-tenant General Services' Buildings:

Office Space	2010-2011: \$1.76 / month per sq. ft.	Proposed 2011-2012: \$1.26 / month per sq. ft.
Storage Area	2010-2011: \$0.44 / month per sq. ft.	Proposed 2011-2012: \$0.32 / month per sq. ft.

The following buildings have individual rates:

Attorney General - 1300 I Street, Sacramento

Office Space	2010-2011: \$1.88 / month per sq. ft.	Proposed 2011-2012: \$1.86 / month per sq. ft.
Storage Space	2010-2011: \$0.63 / month per sq. ft.	Proposed 2011-2012: \$0.62 / month per sq. ft.

Riverside Tower - 3737 Main Street, Riverside

Office Space	2010-2011: \$3.88 / month per sq. ft.	Proposed 2011-2012: \$3.91 / month per sq. ft.
Storage Space	2010-2011: \$1.29 / month per sq. ft.	Proposed 2011-2012: \$1.30 / month per sq. ft.

San Francisco Civic Center

Office Space	2010-2011: \$4.24 / month per sq. ft.	Proposed 2011-2012: \$4.24 / month per sq. ft.
Storage Space	2010-2011: \$1.41 / month per sq. ft.	Proposed 2011-2012: \$1.41 / month per sq. ft.

Elihu Harris - 1515 Clay Street, Oakland

Office Space	2010-2011: \$2.97 / month per sq. ft.	Proposed 2011-2012: \$2.97 / month per sq. ft.
Storage Space	2009-2010: \$0.99 / month per sq. ft.	Proposed 2011-2012: \$0.99 / month per sq. ft.

Junipero Serra - 320 West 4th Street, Los Angeles

Office Space	2010-2011: \$2.50 / month per sq. ft.	Proposed 2011-2012: \$2.52 / month per sq. ft.
Storage Space	2010-2011: \$0.83 / month per sq. ft.	Proposed 2011-2012: \$0.84 / month per sq. ft.

Office Building #10 - 721 Capitol Mall, Sacramento

Office Space	2010-2011: \$2.67 / month per sq. ft.	Proposed 2011-2012: \$2.66 / month per sq. ft.
Storage Space	2010-2011: \$0.89 / month per sq. ft.	Proposed 2011-2012: \$0.89 / month per sq. ft.

San Diego Mission Valley - 7575 Metropolitan Drive, San Diego

Office Space	2010-2011: \$2.53 / month per sq. ft.	Proposed 2011-2012: \$2.54 / month per sq. ft.
Storage Space	2010-2011: \$0.84 / month per sq. ft.	Proposed 2011-2012: \$0.85 / month per sq. ft.

East End – Sacramento

Office Space	2010-2011: \$3.35 / month per sq. ft.	2011-2012: \$3.34 / month per sq. ft.
Storage Space	2010-2011: \$1.12 / month per sq. ft.	2011-2012: \$1.11 / month per sq. ft.

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

Office Space	2010-2011: \$4.04 / month per sq. ft.	Proposed 2011-2012: \$4.04 / month per sq. ft.
Storage Space	2010-2011: \$1.35 / month per sq. ft.	Proposed 2011-2012: \$1.35 / month per sq. ft.

Central Plant – 625 Q Street, Sacramento

Usage Rate	2010-2011: \$0.53 / month per sq. ft.	Proposed 2011-2012: \$0.58 / month per sq. ft.
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Office Building #09 – 744 P St, Sacramento
(Reopen in November 2010)

Office Space	2010-2011: \$1.32 / month per sq. ft.	Proposed 2011-2012: \$3.17 / month per sq. ft.
Storage Space	2010-2011: \$0.44 / month per sq. ft.	Proposed 2011-2012: \$1.06 / month per sq. ft.

Food and Agriculture, 1220 N Street, Sacramento

Office Space	2010-2011: \$2.79 / month per sq. ft.	Proposed 2011-2012: \$2.77 / month per sq. ft.
Storage Space	2010-2011: \$0.93 / month per sq. ft.	Proposed 2011-2012: \$0.92 / month per sq. ft.

Franchise Tax Board Complex, 9645 Butterfield Way, Sacramento

Office Space	2010-2011: \$1.79 / month per sq. ft.	Proposed 2011-2012: \$1.79 / month per sq. ft.
Storage Space	2010-2011: \$0.60 / month per sq. ft.	Proposed 2011-2012: \$0.60 / month per sq. ft.

Secretary of State, 1500 11th Street, Sacramento

Office Space	2010-2011: \$5.18 / month per sq. ft.	Proposed 2011-2012: \$5.17 / month per sq. ft.
Storage Space	2010-2011: \$1.73 / month per sq. ft.	Proposed 2011-2012: \$1.72 / month per sq. ft.

Office Building #08, 714 P Street, Sacramento

Office Space	2010-2011: \$3.68 / month per sq. ft.	Proposed 2011-2012: \$3.67 / month per sq. ft.
Storage Space	2010-2011: \$1.23 / month per sq. ft.	Proposed 2011-2012: \$1.22 / month per sq. ft.

Board of Equalization, 450 N Street,
Sacramento

Office Space	2010-2011: \$0.86 / month per sq. ft.	Proposed 2011-2012: \$2.35 / month per sq. ft.
Storage Space	2010-2011: \$0.29 / month per sq. ft.	Proposed 2011-2012: \$0.78 / month per sq. ft.

Cal Trans District #3, 703 B Street, Marysville

Office Space	2010-2011: \$4.82 / month per sq. ft.	Proposed 2011-2012: \$4.99 / month per sq. ft.
Storage Space	2010-2011: \$1.61 / month per sq. ft.	Proposed 2011-2012: \$1.66 / month per sq. ft.

For additional information, contact the Building and Property Management Branch within the Real Estate Services Division at (916) 375-4960

see: [Building & Property Management](#)

Professional Services Branch

****Included in cost estimates is the Procurement Division's, Office of Small Business and Disabled Veteran Business Enterprise Services surcharge of .29% in 2009-2010 and 2010-2011 on the dollar value of construction and private architectural and engineering contract awards.***

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.

2010-2011:
\$142.00 per hour

Proposed 2011-12:
\$148.00 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, Information Technology (IT) upgrades, etc.

2010-2011:
Prevailing wage plus administrative costs

Proposed 2011-12:
Prevailing wage plus administrative costs

Design Services (TT CODE 2820):

Architecture and Engineering Project Management - Basic Services

Develops program budget plans, schematic plans, preliminary plans, working drawings, technical specifications, and cost estimates, and construction phase architectural and engineering services for Capital Outlay and Special Repair Construction Projects. Pre-design architectural programming, facility evaluations, construction, feasibility and infra-structure studies are also available.

2010-2011:
\$167.00 per hour

Proposed 2011-12:
\$166.00 per hour

Space Planning-State Leased Facilities (TT CODE 2810):

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.

2010-2011:
\$116.00 per hour

Proposed 2011-12:
\$116.00 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.

2010-2011:
\$116.00 per hour

Proposed 2011-12:
\$116.00 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.

2010-2011:
\$167.00 per hour

Proposed 2011-12:
\$166.00 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; 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.

2010-2011:
\$167.00 per hour

Proposed 2011-12:
\$166.00 per hour

Cost Engineering

Prepares construction cost estimates for various phases of project development. Value engineering analysis. Life cycle cost analysis. Verification and review of estimates prepared by other agencies and private consultants.

2010-2011:
\$167.00 per hour

Proposed 2011-12:
\$166.00 per hour

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.

2010-2011:
\$167.00 per hour

Proposed 2011-12:
\$166.00 per hour

Graphic Architecture Services

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

2010-2011:
\$167.00 per hour

Proposed 2011-12:
\$166.00 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.

2010-2011:
\$167.00 per hour

Proposed 2011-12:
\$166.00 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.

2010-2011:
\$167.00 per hour

Proposed 2011-12:
\$166.00 per hour

Structural Engineering

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

2010-2011:
\$167.00 per hour

Proposed 2011-12:
\$166.00 per hour

Vault Services

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

2010-2011:
Cost available upon request.

Proposed 2011-12:
Cost available upon request.

Environmental Services Section (TT CODE 2799):

Provides assistance to all departments, boards, and commissions in conducting environmental planning, special studies (preliminary site assessments, site suitability, etc.), and the preparation of environmental documents required by the California Environmental Quality Act and National Environmental Policy Act. Provides both experienced staff in the preparation of environmental documents and the availability of professional consultant services for larger and/or complex projects. Environmental planning consultants are maintained under retainer contracts for a broad range of specialized environmental assessments and studies, for preparation of small CEQA/NEPA documents, and for securing environmental permits; and implementing monitoring requirements. Project-specific environmental services contractors can be secured at the client's request for environmental assessment of larger undertakings (new construction, environmental remediation, adoption of regulations, etc.). Environmental Services staff offers project management assistance in obtaining permits from various state and federal regulatory agencies including the Corps of Engineers, California Department of Fish and Game, Regional Water Quality Control Boards; 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.

2010-2011:
\$116.00 per hour

Proposed 2011-12:
\$116.00 per hour

Special Programs Section:**Access Compliance Program**

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.

2010-2011:
\$167.00 per hour

Proposed 2011-12:
\$166.00 per hour

Energy Management Program

Retro commissioning projects, energy audits and implementation along with solar.

2010-2011:
\$167.00 per hour

Proposed 2011-12:
\$166.00 per hour

Hazardous Waste Management Programs

Asbestos survey, underground storage tank, mold, lead related issues; action plans and specifications; remedial investigation, construction work; monitoring and certification. Maintains a data base of all state-owned facilities with asbestos.

2010-2011:
\$167.00 per hour

Proposed 2011-12:
\$166.00 per hour

<p>Seismic Retrofit Provide structural evaluations of buildings including recommendations for retrofit solutions, manage the retrofit process from design through construction, maintain a database on the structural status of all state owned buildings.</p>	<p>2010-2011: \$167.00 per hour</p>	<p>Proposed 2011-12: \$166.00 per hour</p>
<p>Project Management - Special Repairs Projects 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>	<p>2010-2011: \$167.00 per hour</p>	<p>Proposed 2011-12: \$166.00 per hour</p>
<p>Leasing Services (TT CODE 3430): 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.* *</p>	<p>2010-2011: 1.43% of monthly rent</p>	<p>Proposed 2011-12: 1.43% of monthly rent</p>
<p><i>** If there are substantial changes in program scope which require extensive replanning and/or leasing effort, the project in hand will be canceled and billed at the hourly rate for actual time spent.</i></p>		
<p>Build to suit facilities: Hourly leasing services as outlined above, obtaining assignable options, and zoning coordination.</p>	<p>2010-2011: \$114.00 per hour</p>	<p>Proposed 2011-12: \$114.00 per hour</p>
<p>Hourly leasing services, which include client document review, land lease, parking, telecommunication sites and special studies.</p>	<p>2010-2011: \$114.00 per hour</p>	<p>Proposed 2011-12: \$114.00 per hour</p>
<p>Modular Buildings and Mobile Units leasing services: Hourly leasing services as outlined in (1) will apply if the state lease provides an equity position or option to purchase at anytime during the lease term.</p>	<p>2010-2011: \$114.00 per hour</p>	<p>Proposed 2011-12: \$114.00 per hour</p>
<p>(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.* *</p>		
<p><i>** If there are substantial changes in program scope which require extensive replanning and/or leasing effort, the project in hand will be canceled and billed at the hourly rate for actual time spent.</i></p>		
<p>Real Property Services (TT CODE 2920): 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>	<p>2010-2011: \$114.00 per hour</p>	<p>Proposed 2011-12: \$114.00 per hour</p>
<p>Statewide Property Inventory (SPI) (TT CODE 2430): An inventory of all state proprietary land holdings and leases are maintained and available for reference. Agencies are accessed an annual per record surcharge on proprietary land holding records for maintenance of the inventory system.</p>	<p>2010-2011: \$1.77 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.</p>	<p>Proposed 2011-12: \$1.77 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.</p>

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 Professional Services Branch in the Real Estate Services Div. at (916) 375-4700 or visit our website <http://www.dgs.ca.gov/resd/AboutUs/ProfessionalServicesBranch.aspx>.

Project Management (TT Code 2310)

Provides project management services for various types of construction projects. It 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. It also provides management services for plan preparation (architectural services) and construction management. Details of these services are listed below:

For additional information, contact the Project Management Branch in the Real Estate Services Division at (916) 376-1700.

Capital Project Delivery:

PMB 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.

2010-2011:

Estimates available upon request.

Proposed 2011-12:

Estimates available upon request.

Claims Management:

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

2010-2011:

Estimates available upon request.

Proposed 2011-12:

Estimates available upon request.

Contracting Services:

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

2010-2011:

Estimates available upon request.

Proposed 2011-12:

Estimates available upon request.

Cost Estimating:

PMB 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.

2010-2011:

Estimates available upon request.

Proposed 2011-12:

Estimates available upon request.

Project Scheduling:

The PMB provides computerized 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.

2010-2011:

Estimates available upon request.

Proposed 2011-12:

Estimates available upon request.

Renovation:

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

2010-2011:

Estimates available upon request.

Proposed 2011-12:

Estimates available upon request.

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. **(Rates apply to non-state agencies only.)**

Courses offered include:

Defensive Driver Classroom Training	2010-2011: \$24.50 per student	Proposed 2011-12: \$24.50 per student
Van Driver Classroom Training	2010-2011: Available upon request.	Proposed 2011-12: Available upon request.
Behind-the-Wheel Training	2010-2011: Available upon request.	Proposed 2011-12: Available upon request.
One-on-One Behind-the-Wheel Training	2010-2011: Available upon request.	Proposed 2011-12: Available upon request.

For additional information, contact the Office of Risk and Insurance Management, at (916) 376-5313.

Hazardous Contract Review (TT CODE 5710) In addition to reviewing hazardous contracts to ensure that insurance certificates meet contract language, the Office of Risk and Insurance Management can assist agencies by recommending appropriate insurance language for contracts prior to the contract being let. For additional information, contact the Office of Risk and Insurance Management, at (916) 376-5280.	2010-2011: \$35.00 per contract	Proposed 2011-12: \$35.00 per contract
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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; and loss and accident prevention advice which will improve the risk. <i>For additional information, contact the Office of Risk and Insurance Management, at (916) 376-5280.</i>	2010-2011: 6.75% of premium	Proposed 2011-12: 6.68% of premium
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Motor Vehicle Liability (TT CODE 5799) Insured agencies will be charged a variable rate based on past actual accident and loss experience. <i>For additional information, contact the Office of Risk and Insurance Management, at (916) 376-5285.</i>	2010-2011: Varies	Proposed 2011-12: Varies
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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. <i>For additional information, contact the Office of Risk and Insurance Management, at (916) 376-5280.</i>	2010-2011: \$100.00 per hour	Proposed 2011-12: \$101.00 per hour
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State Safety Training (TT CODE 5730)

The State Safety Training Program is a one week training course for departmental safety officers. It is a comprehensive program designed to assist the departmental safety officers in developing a firm technical background in safety. *For additional information, contact the Office of Risk and Insurance Management, at (916) 376-5313.*

2010-2011:

Training Program
Costs are recovered via the annual Statewide Safety Prorata billing.

Proposed 2010-11:

Training Program
Costs are recovered via the annual Statewide Safety Prorata billing.

Energy Services Programs

Natural Gas Services

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.

2010 - 2011:
\$.0065/Therm

Proposed 2011 -12:
\$.0065/Therm

For additional information, contact National Gas Services at (916) 375-5990 or e-mail to marshall.clark@dqs.ca.gov

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

2010-2011:
.4% of first \$500,000 of construction value plus 0.2% of next 1.5 million plus 0.02% of amount over \$2.0 million.
(Minimum Fee \$400.00)

Proposed 2011-12:
.4% of first \$500,000 of construction value plus 0.2% of next 1.5 million plus 0.02% of amount over \$2.0 million.
(Minimum Fee \$400.00)

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.

2010-2011:
.4% of first \$500,000 of construction value plus 0.2% of next 1.5 million plus 0.02% of amount over \$2.0 million.
(Minimum Fee \$400.00)

Proposed 2011-12:
.4% of first \$500,000 of construction value plus 0.2% of next 1.5 million plus 0.02% of amount over \$2.0 million.
(Minimum Fee \$400.00)

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

2010-2011:
Estimates available upon request.

Proposed 2011-12:
Estimates available upon request.

Fire & 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.

2010-2011:
Fees for these services are included in the Structural Safety rate structure

Proposed 2011-12:
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.

2010-2011:
Estimates available upon request.

Proposed 2011-12:
Estimates available upon request.

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

Structural Safety:

Review plans and specifications and inspect school building construction to assure structural safety as defined in the "Field Act".

2010-2011:
0.7% of the first \$1.0 million in construction value or \$7,000 PLUS 0.5% of the construction value exceeding \$1.0 million. (Minimum Fee \$250.00)

Proposed 2011-12:
0.7% of the first \$1.0 million in construction value or \$7,000 PLUS 0.5% of the construction value exceeding \$1.0 million. (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.

2010-2011:
1.5% of the first \$1.0 million in construction value or \$15,000 plus 1.25% of construction value exceeding \$1.0 million. (Minimum Fee \$250.00)

Proposed 2011-12:
1.5% of the first \$1.0 million in construction value or \$15,000 plus 1.25% of construction value exceeding \$1.0 million. (Minimum Fee \$250.00)

Examine and report on the structural safety of such buildings, including previously constructed California public school buildings.

2010-2011:
Estimates available upon request.

Proposed 2011-12:
Estimates available upon request

DSA Certification and Training Programs

Including Certified Access Specialist program (CASp) and Inspector Program.
See the website at www.dgs.ca.gov/dsa for current offerings and fees.

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

Surplus Property (TT CODE 5611)

State Surplus Property

The State Surplus Property Program is responsible for the proper disposition of all State-owned surplus property auctions are held every six weeks for the disposal of State surplus property.

For more information, contact the State Surplus Property Program at (916) 928-5807, or visit our website at 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.

Vehicle Auction Fee: *This fee is for conducting a public auction of surplus State vehicle assets on behalf of State departments and agencies.*

2010-2011:
\$254.00 per
vehicle.

Proposed 2011-12:
\$254.00 per
vehicle.

For more information contact the Sacramento office at (916) 928-2183, or view the OFAM website at www.dgs.ca.gov/ofam

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.

2010-2011:
\$0.23 per cu. ft.
unsecured and
secured (\$5.00
Minimum).

Proposed 2011-12:
\$0.23 per cu. ft.
unsecured and
secured (\$5.00
Minimum).

For more information, contact the Transit and Surplus Property Programs at (916) 928-5807 or view the OFAM website at <http://www.dgs.ca.gov/ofam/Programs/StSurplus/TranStor.aspx>