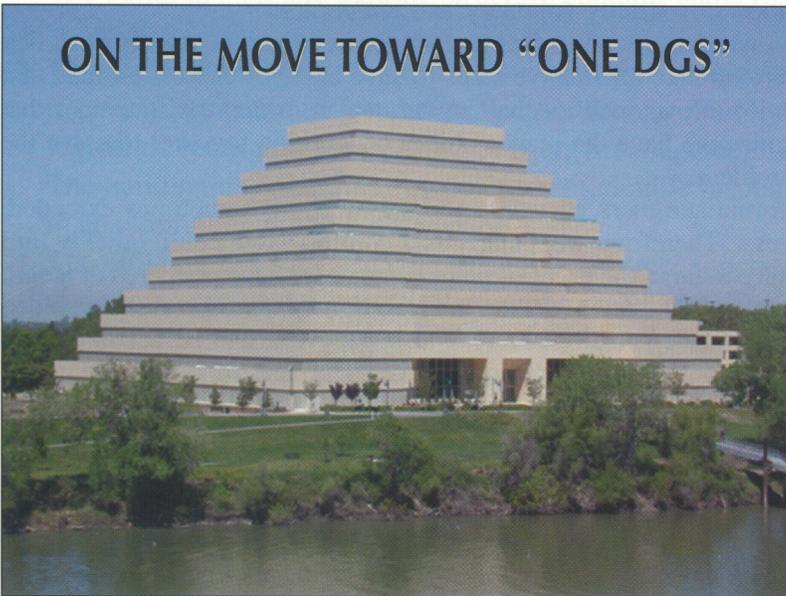


# DGS Side-by-Side

California Department of General Services • a newsletter for employees by employees • Issue #33 • May 2001

## ON THE MOVE TOWARD "ONE DGS"



The Department of General Services has entered into a lease agreement with First Union Bank to consolidate 85 percent of our Sacramento employees in what was formerly called "The Money Store" building, in West Sacramento. The move to the new facility is scheduled to begin this November.

The DGS' move to the Ziggurat (as it's now referred to) allows the department to consolidate some 1,200 of our Sacramento-based employees who are now scattered over 10 locations throughout the downtown area. One of the strategic goals of the

department's "One DGS" plan is to increase departmental efficiency and to provide a "Great Place to Work." The consolidation of the DGS at the Ziggurat building also represents a significant savings to the State and to taxpayers of more than \$50 million over the life of the lease compared to the costs of leasing a new Class A building.

The 320,000 square foot, 10-story Ziggurat is a perfect fit for the DGS. It's exactly the amount of office space the department was slated to occupy at the East End Complex. The DGS began seeking alternative options when it became apparent that the East End's other tenants needed additional office space due to program changes.

The consolidation plan calls for moving the following offices and divisions: **Procurement, Real Estate Services, Office of Technology Resources, Office of Energy Assessment, and the Executive Offices, Management Services, Legal Services, and Legislation.** The remaining divisions and offices will not be changing locations.

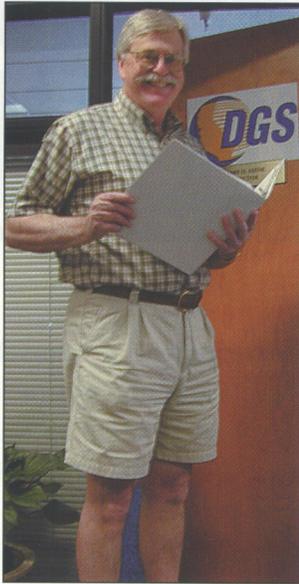
Updated information on the move, as well as answers to Frequently Asked Questions, are being developed on the DGS' Intranet site that you can check-out at: <http://onedgs.dgs.ca.gov>.

Continued on Page 3



To ensure quality, cost-conscious, and timely assistance and support to state and other public agencies so they can efficiently deliver needed services to California citizens. With the leadership of the Governor, and in cooperation with the Legislature, we seek to provide creative business solutions and serve our customers in a responsive and flexible manner. Our mission is dedicated to serving the customer.

## DIRECTOR'S MESSAGE



### CONSERVATION AT DGS IS A STATE OF MIND . . . AND STYLE

It is no secret that this year we will be faced with the challenge of power shutdowns. I am most proud of the demand reduction taking place in DGS buildings and offices. We have cut energy usage by about 20% compared with last year! We need to maintain, but also get up-to-speed in those few places that are noticeably lagging.

I want all DGS employees to have as comfortable and safe a summer as possible. The proposed redefinition of appropriate dress here at the DGS, which follows, is strictly voluntary and temporary.

And I want everyone to feel that she or he is part of the effort to flex our power—to take affirmative steps to save energy. Here is an idea that can be enjoyable as well as challenging, and it makes the statement that we recognize we have the responsibility of working together to solve the energy problem.

California summers are characterized by short, sometimes extended, heat waves. Therefore, what starts as a comfort issue could quickly turn into a safety issue in the event of power outages. I have pondered at length

the balance between appropriate attire and the special demands of the energy situation and concluded we should err on the side of comfort and, especially, safety. I also believe it can be accomplished with propriety and style.

*Listen up Versace and Armani!  
We at the DGS call this the new  
"California Conservation Style":*

- Unless your supervisor takes exception, or it has become a matter of collective bargaining and resolved differently, you may wear shorts that are tasteful in length—as used in golfing, hiking and what we used to call Bermuda shorts. This does not work for those where long pants are required for safety reasons, as in the handling of chemicals. DGS employees required to wear uniforms would be requested to discuss with their supervisor, on a mutually agreed and purely voluntary basis, shorts that are of a color compatible with the uniform.
- The same general principles would apply to the wearing of sandals or other appropriate casual shoes.
- Short sleeve or sleeveless shirts may be OK, but please no tank tops or halters.
- For our employees in direct public contact positions please use reasonable judgment as to what is appropriate, relaxed attire.
- We want you to be as cool and comfortable as possible in the event of a heat wave and/or Stage 3 emergency; but, again, safety is a priority.
- These guidelines would be in effect on a voluntary and temporary basis, and in accordance with the business needs of your office.

*While I don't expect everyone to be in agreement on what constitutes appropriate attire, I do expect everyone's help in making this work. What we are contemplating as a matter of comfort may well become a matter of safety if there are energy interruptions in the midst of hot weather. Accordingly, this effort should not be exploited for extravagant individual fashion statements or my efforts to do what seems sensible under the circumstances may be squelched.*

*I trust your mature good judgment that you will dress appropriately for an office, or work environment and in a manner that presents a favorable public image, and shows general sensitivity to the needs of our customers. So, lighten up and help us conserve.*



Barry D. Keene



## ON THE MOVE...

*Continued from Page 1*

### ABOUT THE BUILDING

- 10-story, Class A, pyramidal office building at 707 Third Street, West Sacramento, contains 320,426 net usable square feet of office space in close proximity to downtown and convenient to the DGS' Sacramento customers. The building is the only one of its size immediately available within the downtown area.
- The building's on-site parking structure contains stalls for 1,649 vehicles.
- The Ziggurat building employs a state-of-the art, energy efficient heating, ventilation and air conditioning system controlled by an automated, logical direct digital control (DDC) energy management system (EMS). The building also features energy efficient, double insulating glass units in an aluminum window wall system.
- The building is a standard column and beam steel superstructure, set upon a pre-stressed concrete pile foundation system. The structural steel is designed to resist a seismic event of up to 6.9 on the Richter scale, an extremely high standard for the Sacramento area, which exceeds the 1991 Uniform Building requirements, and is designed to withstand a 6.8 seismic event.
- The exterior skin of the building consists of Minnesota Northern Gray Buff limestone panels.



*The first floor atrium invites employees and the public to the Ziggurat.*

### WHAT IS A ZIGGURAT?

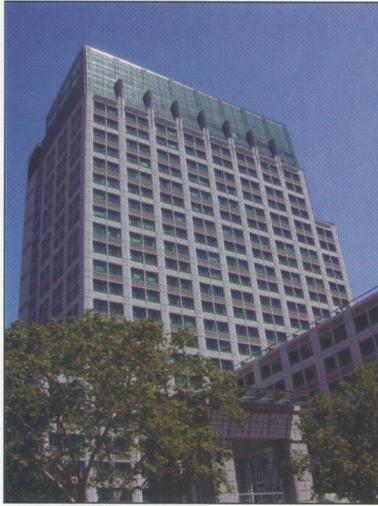
- The Ziggurat (pronounced: ZIG'-oo-rat) is a pyramid with stepped, rather than sloped sides.
- Ziggurats were erected from approximately 2220 BC until 500 BC. The most famous Ziggurats date back to ancient Mesopotamian times that spanned from before the Egyptians and their pyramids.
- Approximately 25 original Ziggurats still exist today covering the area from southern Babylonia to Assyria. The largest is found in Iran. Additionally, Ziggurats are found in Mayan culture.

- Ziggurats were originally built of small mud bricks, with facades made from glazed brick.
- According to *The Encyclopedia of the Orient*, each upward step of the Ziggurat "signifies aspiration, sure progress, greater focus, and a clearer view."



*The parking garage has spaces for approximately 1,600 vehicles.*





## CAL-EPA BUILDING DEDICATED

The Joe Serna, Jr. California Environmental Protection Agency Headquarters Building was officially dedicated April 21<sup>st</sup>. State Architect Stephan Castellanos spoke on behalf of the DGS at the grand opening ceremonies, which honored the unique state and local partnerships that produced the facility.

“The Cal-EPA building exemplifies the type of mutually beneficial partnerships that are possible between state and local governments,” said Castellanos. “The City of Sacramento and the State of California have proven that working together works.”

The DGS-managed project was completed on budget, and ahead of schedule. The 25-story building, located one block from Sacramento City Hall, is home to 3,100 state employees.

## SUMMER'S COMING, SO FLEX YOUR POWER!

As the mercury begins to rise and the hot summer months approach, it's time again to remind ourselves of the need to curb our electricity use—both on the job and at home—in order to reduce demand on the power grid, and to help avoid rolling blackouts.

These tips are designed to help you choose effective ways to reduce your energy bills. Some measures may not be relevant depending on climate, the age of your home and appliances, and past improvements made to your home.

*The savings numbers are based on your total summer electric bill.  
Equipment mentioned must be electric powered for estimates to be accurate.*



### Turn up your Thermostat

Set your thermostat to 78 degrees when you are home and 85 degrees or off when you are away. Using ceiling or room fans allows you to set the thermostat higher because the air movement will cool the room. Always take into account health considerations and be sure to drink plenty of fluids in warm weather. (Save: 1–3% per degree, for each degree the thermostat is set above 72 degrees)

### Use your appliances wisely

To help prevent electricity outages, avoid running your appliances during peak hours—**from 4 p.m. to 6 p.m.**—or anytime an electricity emergency is declared.

- Do your laundry efficiently by using the warm or cold water setting for washing your clothes. Always use cold water to rinse clothes. (Save: 4%).
- Line dry clothes whenever you can. (Save up to 5%)
- When you need to use the dryer, run full loads, use the moisture-sensing setting, and clean the clothes dryer lint trap after each use. (Save: 0.5%)
- Conserve energy by running your dishwasher only when it is fully loaded, and turn off the dry cycle and air dry dishes instead. (Save: 1%)

### Operate swimming pool filters and cleaning sweeps efficiently

- Reduce the operating time of your pool filter and automatic cleaning sweep to 4 to 5 hours, and only during off-peak time. (Save: 1–2% per hour of reduction)

### Eliminate wasted energy

- Turn off appliances, lights and equipment when not in use. (Save: 2%)
- Unplug electronic devices and chargers when they aren't in use—most new electronics use electricity even when switched “off.” Turn computers and printers off at the power strip. (Save: 1–2%)
- Unplug or recycle that spare refrigerator in the garage if you don't really need it. This will save you \$150 per year! (Save: 10–20%)





## CAL-BUY HITS THE \$1 MILLION MARK!

On March 7th, the Department of General Services launched CAL-Buy, the state's new, on-line procurement system that uses the Internet to streamline the government purchasing process. Just one month later, orders placed in the system exceeded \$1 million.

"Hitting the million-dollar mark so quickly is evidence the system is working very well," said CAL-Buy Project Manager Terese Butler. "During this first phase of the project, just a small group of buyers are using the system. The fact that those buyers bought so much, so quickly, indicates not only how much the system is needed, but how easy it is to use."

CAL-Buy allows government buyers to complete the procurement cycle electronically—from searching online catalogs, to obtaining internal approvals, to transmitting the final purchase order to the supplier. Ultimately, all of the DGS Procurement Division's procurement programs, including Statewide Commodity Contracts, California Multiple Award Schedules, Master Agreements, as well as the ability to make one-time buys, will be available through CAL-Buy. In the current phase, only Statewide Commodity Contracts are available.

Currently, three pilot agencies are using the system—the California Highway Patrol, the Department of Transportation and the DGS. As the system grows, new agencies—both state and local—will be added.

According to Bruce Fong, a buyer with the DGS Office of State Publishing (OSP), CAL-Buy makes it easy to purchase the large quantities of paper OSP needs to support its many print jobs. "I use the system to buy from a small business who provides the 1,000 pound rolls of paper for our enormous Heidelberg Press," says Fong. CAL-Buy flags a supplier's status as either a Certified Small Business or Disabled Veteran Business Enterprise, thus increasing opportunities the state to do business with those suppliers.

"The initial success of this pilot project is due to the great, hardworking team members from the DGS Procurement Division, Office of Technology Resources and our consultant, Accenture," said Butler. "Our first million dollars was exciting, but we're now looking forward to our first billion!" Within two years, when the system is expected to be fully implemented, government buyers will use CAL-Buy to purchase \$2 billion worth of goods and services annually.



*The CAL-Buy Project team, starting at the top of the stairs and going down from left to right: Linda Lange, Lynn Wiley, DeDe Hames, Terese Butler (Project Manager), and Gloria Santos. Front row, left to right: Larry Aronson, Kathy Havey, and Ray Roa.*

For more information,  
go to the Web at  
[www.calbuy.ca.gov](http://www.calbuy.ca.gov)  
or contact Lynn Wiley at  
[lynn.wiley@dgs.ca.gov](mailto:lynn.wiley@dgs.ca.gov) or 916-323-6278.





# Orchids

By Alexis Palecek,  
DGS Communications Office Student Assistant

Customers keep writing letters of appreciation for great service being performed by all the offices and divisions of the DGS. Here's the latest...

A gracious thanks to the **DGS Executive Office (EO)** staff from the State Senate Committee On Appropriations for their "timely and gracious efforts" in helping to deliver amended bills on time for a hearing.

The Procurement Division's (PD) **Diana LaBonte** and **Janice King** are impressing customers with their "expertise and willingness to help." **Robertta Hinchman** not only received kudos from the City of Lompoc but also from the city's accounting department a presentation she gave. **Linda Lange** and the CAL-Buy help desks' "quick response" to requested help left a recent customer happy. **Oral Washington's** "standing room only" Contracting Connections Workshop earned kudos from audience members. **Lori Okamoto's** "very in-depth and helpful" business certification training program earned her congratulations from attendees. **Carol Loscutt** received thanks for helping a customer through job bid registration process. And **Scott Sequira** saved the day at the Department of Social Services Director's office with his quick printer fix!

**Cathy Kurtz** of the Office of Small Business Certification and

Recruitment (OSBCR) was appreciated for "getting the job done" when a fellow employee needed information. **Irma Barbosa's** "pleasant friendly manner and... tenacity to get the job done" did not go unnoticed by a grateful client. **Marc Anderson** impressed customers with his "excellent service" in helping to obtain information. **Judith Burnett** is creating an outbreak of smiles at CSU Humboldt for her "hard work and dedication" while **Eileen Ochoa** received a warm thank you from a small business certification contender for "taking great pride in her job."

The Telecommunications Division (TD) continues to impress, especially with the likes of **Ken Goodwin**, who has "performed at an outstanding level continuously." **Rich Hanniman**, **Ann Pulsifer**, and **Jim Clary** all possess a "can-do" attitude that was greatly appreciated by satisfied patrons. And **Gary Estep's** "commitment to a quality product" is certainly worthy of congratulations.

State Architect **Steve Castellanos** of the Division of the State Architect (DSA) demonstrated the "leadership, partnership, and commitment" needed to earn him gratitude from the San Bernardino County Superintendent of Schools. **Lou Hua**, **John Chui**, **Barry Ryan**, **Ed DeCassio**, of the Division of the State Architect (DSA) and all those DSA employees who worked with the Larkspur School

Please send your  
"Orchids" to:

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or fax them to  
(916) 323-6567  
or e-mail to  
[Ken.hunt@dgs.ca.gov](mailto:Ken.hunt@dgs.ca.gov)

District are greatly appreciated for their "timely, and generous manner."

**Lori Morgan** and the Office of Public School Construction staff (OPSC) impressed the audience at a State Allocation Board meeting. Their "extra efforts and generosity" were appreciated greatly by many attending school representatives. **Liz Yokoyama** deserves kudos for her "personal contributions to the successful passage" of the Julian High School Districts appeal. And **Steve Paul** received many thanks for his "tremendous gift of time and effort" on behalf of many school districts. Congratulations!

The staff at the Real Estate Services Division has put in special efforts and that extra mile that earned them a few kudos from managers and customers alike. **Andrew Kang** worked hard and put a smile on the face of his managers. **Florrie Matsueda** and **Gary Ransom** impressed the CHP during a recent project with their "professional and personable" manner.

The Office of Human Resources received endorsements from many satisfied customers for **Ed Sullivan**. **Jeanette Sweat** and **Todd Hosea's** "prompt, efficient, and thoughtful service. And finally, the Office of Fiscal Services' (OFS) **Martha Vonbehren's** "helpful, courteous, prompt, and more than dependable" customer service has won the admiration of many who work with her.

## IN MEMORY OF Gene Shelton

Gene Shelton, a building manager with the DGS for three years, passed away on February 21<sup>st</sup>. He was 58 years old. Mr. Shelton worked as a building manager in Los Angeles at the Junipero Serra Building for one year and at the Ronald Reagan Building for two years. Mr. Shelton is survived by his father, sister, brother, daughter, and four sons.

*He will be missed dearly.*



## SUPERIOR ACCOMPLISHMENTS HONORED AT DGS PROCUREMENT DIVISION

By Alexis Palecek, DGS Communications Office Student Assistant

Nine teams of employees from the DGS Procurement Division (PD) were honored with Superior Accomplishment Awards on March 20<sup>th</sup>.

The team of **Tracy Neuner, Steve Casarez, Jennifer Herrera, Lorenzo Cuesta, Frank Mora, and Cora Chen** was honored for assisting schools in expending large, one-time technology grant funds used for professional development. The team provided schools with pricing and best value purchases in a timely fashion.

The team of **Oral Washington, Elosia Stratton, Bill Rich, Iris Ching, Patti Cummins, and Michelle Ogata**, of PD's Small Business Opportunity Program was singled-out for visiting 33 State correctional facilities to inform staff of the importance of increasing contracting opportunities for Small Business and Disabled Veteran Business Enterprises.

The team of **Buddy Nichols and Andrew Brooks** was awarded for working together to create a database for the Disabled Veteran Business Enterprise Program.

The Material Management team of **Robert Flores, John Montoya, Dave VanPelt, Warren Horsley, Justin Lara, Elmer Johnson, Rocky**

**Del Monte, and Dave Phipps** received the National Drive team award for the ability to work in a team environment while providing excellent customer service.

Individual Superior Achievement Awards went to **John Ashbee** and **Earl Santee** of the Engineering and Technical Support Unit. **Ashbee** developed and implemented management training and systems engineering consultation support for the DGS. **Santee** developed a firearms safety lock test program for the Department of Justices.

Individual awards also went to **Robin Borden, Louise Kurashige, and Karl West** of the Office of Small Business Certification and Resources (OSBCR). **Borden** researched, designed, and organized the production of a revised Small Business Certification project that turned what used to be a 30-page document into a one-page form, as well as a brochure. **Kurashige** worked on OSBCR's reciprocity pilot project that resulted in development of notices to send to more than 400 small businesses, and the creation of progress reports for updating management. **West** helped with the development and implementation of the Short Form Renewal Project.

## PROFESSIONAL ENGINEERS CONFERENCE A SUCCESS

The DGS was a co-sponsor of the Society of Hispanic Professional Engineers (SHPE) National Conference in Fresno last February, and by all accounts it was an overwhelming success. The event, which focused on technical career opportunities for Hispanics in engineering, mathematics and science, is the largest of its kind in the nation. The event attracted thousands of students, professionals, corporate representatives and community leaders from across the country, which kept the DGS booth and its staffers quite busy fielding questions about career opportunities within the department.



From left to right: Sergio Ferrer, Division of the State Architect (DSA) Senior Structural Engineer; and Lisa Guillen, DSA Analyst (partially hidden); talk to several SHPE convention participants.





DGS' Jeff Bodde makes the final cuts to the base of the tree.

## CAPITOL PARK TREE LIVED A LONG LIFE

A 127-year-old Deodar cedar tree that had been one of Capitol Park's oldest residents succumbed to old age last March. The 100 foot tall tree, which was planted near the corner of 10<sup>th</sup> and N Streets on the park's west side, had to be removed after it was determined by arborists that due to its advanced age, the tree had become a safety hazard.

Crews from the Real Estate Services Division's Building and Property Management Branch supervised the felling of the tree, which has been replaced with another cedar tree.

*The tree was loaded into a truck by crane and then transported to a lumber mill.*



## DGS TO SHOWCASE E-GOVERNMENT AT TECH CONFERENCE

With the theme of "DGS Delivers e-Solutions," the Department of General Services will showcase the latest in electronic government solutions at the 15<sup>th</sup> annual Government Technology Conference. Some of the innovations that will be featured at the DGS booth include:

- The CAL-Buy e-procurement system
- myCA.com—the State's new Internet portal
- Surplus property auction Web site
- On-line State phone directory

Convention attendees will also see how the State is reducing energy consumption and energy costs in State-owned office buildings. DGS representatives will be on hand to explain how to apply the same conservation techniques to homes and business. The DGS will also showcase the latest in pollution free transportation technology—a vehicle powered by fuel cells.

These innovations and much more will be display at the DGS booth at the Government Technology Conference May 13<sup>th</sup>-15<sup>th</sup> at the Sacramento Convention Center.



**Gray Davis**  
Governor

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