



DEPARTMENT OF GENERAL SERVICES
Interagency Support Division

June 10, 2005

San Francisco Garage Customer

San Francisco Garage Closure

This is to inform you that the Department of General Services (DGS), Office of Fleet Administration's (OFA) San Francisco State Garage located at 550 Turk Street will be closed effective July 1, 2005.

OFA staff and resources will be relocated from the San Francisco State Garage (550 Turk Street) to the Oakland State Garage (401 27th Street) in order to consolidate remaining resources, eliminate inefficiencies/redundancies, and streamline our operation. The staff, garage equipment, and trip fleet will be relocated to the Oakland Garage. Although monthly leased vehicles currently assigned to customers will be not relocated, they will be based out of the Oakland Garage. We expect the consolidation to better enable OFA to deliver quality customer service at the Oakland Garage.

OFA staff held three meetings with San Francisco Garage customers to discuss the impact of the relocation and identify potential solutions. As a result of these meetings, OFA staff developed the attached Customer Resource Guide to assist customers in continuing to obtain quality fleet service during and after the relocation.

We ask that mileage log coordinators submit monthly assigned vehicle mileage online by going to <http://www.ofaapps.dgs.ca.gov/mileagelog/> to enter data.

If you or your staff have any questions please contact Richard Battersby, Assistant Chief, Office of Fleet Administration, at (916) 327-1884.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Rob Cook'.

Rob Cook
Deputy Director