

MANAGEMENT MEMONUMBER:
MM 08-13

SUBJECT:

DATE ISSUED:
JULY 1, 2008**TRAVEL AGENCY AGREEMENT**EXPIRES:
SEPTEMBER 30, 2009

REFERENCES:

SUPERCEDES MANAGEMENT MEMO 07-07

ISSUING AGENCY:
DEPARTMENT OF GENERAL
SERVICES**Travel
Agency
Agreement**

This Management Memorandum announces the new Travel Agency Agreement RFQ DGS TA 08. This agreement is effective July 1, 2008 through September 30, 2009.

**Agreement
Information**

When contracting with travel agencies, State departments are encouraged to look for cost effective ways of saving travel dollars. This agreement requires travel agencies to provide an online reservation or an online booking system to all State departments. Travel agencies may only charge a \$10 ticketing fee for standard services and \$15 for emergency services. Emergency services are defined as employee medical condition which requires immediate action, fire, flood, disaster, or other acts of nature when travel must be rescheduled.

To facilitate services under this program, each State entity must complete a Standard Form STD. 213 with a selected authorized travel agency from the list which is attached. These contracts are exempt from bidding if they are entered into pursuant to the terms of this Management Memo. The Standard form STD. 213 agreement must include the following:

- Request for Qualification RFQ DGS OFA TA 08
- Contractor Name: Travel agency, address, and projected cost for services
- Payee Name: American Express and payment address
- List either online reservation or on-line booking system
- Maximum ticketing fee not to exceed \$10
- Agent assisted fee for emergencies of \$15
- 30 - day cancellation provision or negotiated timeframe with your travel agency

It is each State department's responsibility to pay their American Express Business Travel Account in full each month. If there are reconciliation issues, contact your travel agency as soon as they are discovered so that adjustments may be made. The Travel Agency will not be responsible for negligence of the State traveler not following State department travel policy.

STATE ADMINISTRATIVE MANUAL

List of Authorized Travel Agencies A listing of authorized travel agencies and a detailed text of the travel agency agreement may be found on the Department of General Services, Office of Fleet Administration, Statewide Travel Program homepage at www.travel.dgs.ca.gov.

DGS Contact If you need additional information or assistance, please contact:
Lori Wasson, Travel Program Specialist
DGS Statewide Travel Program
(916) 376-3992
Lori.wasson@dgs.ca.gov

Signature Original signed by Will Bush, Director

Will Bush, Director
Department of General Services

Attachment:

**Travel Agency Request for Qualifications (RFQ)
RFQ-DGS-OFA-TA-08**

Authorization Period
July 1, 2008 - June 30, 2009

<u>SB/DVBE*</u>	<u>Travel Agency</u>	<u>Contact Name</u>	<u>Address</u>	<u>City</u>	<u>Zip</u>	<u>Telephone</u>	<u>FAX</u>
SB/MB	Arbor Travel Associates, Inc.	Michael Madison	335 W. Arbor Vitae St., Suite 1	Inglewood, CA	90301	310-419-0235	310-419-7067
	Away We Go Travel, Inc.	Ric Hanamoto	2908 Westminster Avenue	Seal Beach, CA	90740	562-596-5501	562-430-4243
	Away We Go Travel, Inc.	Ric Hanamoto	2453 Q. Whittier Blvd	La Habra, CA	90631	562-690-3339	562-691-6935
	Balboa Travel	James Falter	5414 Oberlin Drive, Ste. 300	San Diego, CA	92121	858-678-3374	858-678-3399
	Brookes Travel	Brooke C. Phayer	1229 J Street	Sacramento, CA	95814	916-442-3233	916-442-3716
	Bulldog Travel	Keith Johnson	2225 W Shaw Avenue, Suite 101	Fresno, CA	93711	559-224-8900	559-224-8989
	Carlisle Travel/Davisville Travel	Jennifer Mendisco	420 2nd Street	Davis, CA	95616	530-758-4510	530-758-4510
SB/MB	Fell Travel, Inc.	Thomas Fell	1405 Huntington Avenue	So. San Francisco, CA	94080	650-827-7300	650-827-7301
	Giselle's (Global Travel)	Cynthia A Michalski	1300 Ethan Way, Suite #100	Sacramento, CA	95825	916-922-5500	916-679-3090
	Giselle's (Global Travel)	Cynthia A Michalski	900 West Jefferson Street	Boise, ID	83702	916-922-5500	916-679-3090
SB/MB	Norwalk Travel Center	Raiko Stillman	11983 Firestone Blvd.	Nowalk, CA	90650	562-868-1703	562-868-1793
	Plaza Travel	Steve Orens	16530 Ventura Blvd., Suite 106	Encino, CA	91436	818-990-4053	818-789-5405
	Rainbow Tours and Travel	Maria Pritkin	25222 Steinbeck Avenue	Stevenson Ranch, CA	91381	661-799-7091	213-226-4693
SB/MB	Sacramento Travel Services	Vivian Hawkins	3121 Arden Way	Sacramento, CA	95825	916-974-6855	916-483-2167
	Santa Barbara Travel Bureau, Inc.	David M. de L'Arbre	1028 State Street	Santa Barbara, CA	93101	805-966-3116	805-965-2166
	Santa Barbara Travel Bureau, Inc.	David M. de L'Arbre	1127 Coast Village Road	Montecito, CA	93108	805-969-7746	805-969-6243
	Santa Barbara Travel Bureau, Inc.	David M. de L'Arbre	3130 Telegraph Road	Ventura, CA	93003	805-650-6999	805-658-7469
	Stiles in Travel	Judith Ann Stiles	4945 Hillhurst Drive	Fair Oaks, CA	95628	916-8644302	916-864-4306
	Summit Travel	Dan C. Freeman	15 East Fourth Avenue	San Mateo, CA	94401	650-6883595	650-688-3565
	Summit Travel	Dan C. Freeman	830 Menlo Avenue	Menlo Park, CA	94025	650-6883595	650-688-3565
	Summit Travel	Dan C. Freeman	314 West Portal	San Francisco, CA	94127	650-6883595	650-688-3565
SB/MB	Sundancer Travel	Brian H Ritter	3805 Taylor Road	Loomis, CA	95650	916-652-2533	916-652-2560
	Sunward Travel	Gary Davis	14420 Elsworth	Moreno Valley, CA	92553	951-697-6895	951-697-6898
	Travel Consultants	Pat Moore	1245 Market Street	San Francisco, CA	94103	415-558-9796	415-558-8960
	Travel Shoppe	Cheri Verrastro	7461 N First Street, Suite 102	Fresno, CA	93720	559-447-5767	559-447-4656
	Travel Store, Inc	Trudy Flores	855 Howe Avenue, Suite 5	Sacramento, CA	95825	916-929-5555	916-830-5501
	Uniglobe Golden Empire Travel	Ray W. Watson	1820 Chester Avenue	Bakersfield, CA	93301	661-323-1213	661-323-0820

SB/DVBE* - SB=Certified Small Business DVBE=Disabled Veteran Business Enterprise