



MEMORANDUM

Date: December 04, 2017

To: Administrative Deputies and Fleet Coordinators
All State Agencies

From: Evan Speer, Chief
Office of Fleet and Asset Management
Department of General Services

Subject: Elimination of Services at the State Garage in Sacramento

This notice is to inform you that the Department of General Services (DGS) will eliminate its fueling and daily vehicle rental services offered at the State Garage in Sacramento, on December 29, 2017, and January 31, 2018, respectively. Services are being discontinued due to rising operational costs and the availability of more efficient, cost-effective ways of obtaining these services, and to meet the parking needs of state employees in the downtown Sacramento area. The State Garage currently houses the state's daily rental fleet as well as monthly state parkers. In early 2018, the State Garage will be reconfigured for use entirely as a parking facility.

In preparation for the elimination of services at the State Garage, I would like to notify you that DGS' Office of Fleet and Asset Management (OFAM) will begin modifying and/or reducing some of the services currently offered at that facility.

Services Being Eliminated:

- The availability to make reservations for daily rental of DGS-owned vehicles will be discontinued as of January 1, 2018. No new reservations will be accepted; however, reservations processed prior to December 31, 2017, for rentals through the end of January will be honored. The final business day for operation of the daily rental service is January 31, 2018, and all vehicles must be returned to the State Garage by close of business that day.

Beginning January 1, 2018, state employees who require a daily rental vehicle for state business purposes will need to use the approved vendor for the state's Commercial Car Rental Contract, EAN Services (Enterprise Rent-A-Car and National Car Rental). Enterprise reservations must be made through the online booking tool Concur at <https://www.concursolutions.com/> or by calling a

CalTravelStore travel agent at 1(877) 454-8785.¹ The downtown Sacramento Enterprise is located at 1409 16th Street, Sacramento, CA 95814.

- E-85 and unleaded gasoline fueling services for external state agencies will be discontinued as of December 29, 2017. Fuel on hand will be used to refuel daily rental vehicles until the supply is exhausted. The closest alternate location for E-85 fuel is Propel Fuel at 8090 Folsom Blvd., Sacramento, CA 95826.

Internal Controls for Daily Rentals:

I would also like to take this opportunity to remind you of the continuing need for each agency to monitor employee use of daily vehicle rental services to ensure appropriate usage. Specifically, it is imperative that appropriate internal controls are in place at each agency to ensure that:

- Rental charges incurred by employees are accurate and authorized.
- Vehicles are only rented to meet essential business needs.
- Daily rentals are utilized for their intended purpose as a temporary transportation solution (30 days or less).
- Daily rentals are not continuously checked in and out, thereby becoming an unauthorized long-term (monthly) rental.²

Thank you in advance for your cooperation during this transition. Please be assured that we are making every effort to make this a seamless transition for our client agencies. As always, we strive to provide you with excellent customer service, and to meet the state's transportation and parking needs in the most effective and efficient ways possible.

For additional information or updates on the elimination of services at the State Garage in Sacramento, please contact Tasha Wilson, Garage Operations Manager, at (916) 653-5373 or Paul Romero, Assistant Chief of Operations and Travel Services, at (916) 928-2519.

Sincerely,



Evan Speer, Chief
Office of Fleet and Asset Management

¹ Drivers without established Concur travel profiles must contact their departmental Travel Coordinator to obtain department-specific information and instructions for setting up their profile in order to make Enterprise reservations.

² Per OFAM's Fleet Handbook, any daily vehicle kept over 30 days is considered a long-term rental. Long-term rentals must go through DGS' Vehicle Acquisition Process prior to acquisition of the vehicle (see Government Code Section 13332.09). Detailed instructions can be found on OFAM's Vehicle Acquisition page at <http://www.dgs.ca.gov/ofam/Programs/FARS/VehicleAcq.aspx>.