State of California
Department of General Services
2012-13 Price Book

(Revised: October 25, 2012)

STATE OF CALIFORNIA
DEPARTMENT OF GENERAL SERVICES
2012-13 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	**2012-2013:** $184.00 per hour	**Proposed 2013-14:** $187.00 per hour
Staff Counsel - General Jurisdiction	**2012-2013:** $180.00 per hour	**Proposed 2013-14:** $180.00 per hour
Hearing Reporter	**2012-2013:** Contract Rate	**Proposed 2013-14:** Contract Rate
Transcript Rate	**2012-2013:** Contract Rate	**Proposed 2013-14:** Contract Rate
Filing Fee - General Jurisdiction	**2012-2013:** $80.00 per case	**Proposed 2013-14:** $80.00 per case
Electronic Recording Fees	**2012-2013:** $30.00 per hearing, per calendar day.	**Proposed 2013-14:** $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.	**2012-2013:** Information on costs available upon request.	**Proposed 2013-14:** 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.

Vehicle Acquisitions (TT CODE 5680)

Management Memo (MM) 05-08 Requirements for the New Acquisition or Replacement of Motor Vehicles and General use Mobile Equipment (PDF)

OFA 160 Vehicle Acquisition Request form (interactive PDF)

OFA 155 Equipment Modification Request form (interactive PDF)

Vehicle Acquisition FAQs per MM 05-08

For more information on vehicle acquisitions, contact State Fleet Asset Management at (916) 928-5831, Fax: (916) 928-9896.

Automobile Rental (TT CODE 5640)

When use of a vehicle is essential for conducting state business, state employees can obtain a vehicle from the Sacramento State Garage.

To rent a vehicle on a short term basis you will need to provide the following:

- Complete a vehicle dispatch form.
- Present a valid driver's license.
- Present your department billing code.
- Sedan reservations may also be made via the internet (24 hours prior to travel to guarantee vehicle) at: www.ofa.dgs.ca.gov/VehicleResv/default.htm

To rent a vehicle on a long term basis you will need to provide the following:

- Submit a Request on the OFA 160, to OFAM, 1700 National Drive, Sacramento, CA 95834.
- Upon approval of the request and availability of the vehicle, the employee shall go to the state garage and present a valid driver's license and department billing code.
- Present a valid A-card if an undercover plated vehicle is requested (CVC 5002).

For additional information, contact the Office of Fleet and Asset Management, (855) 611-6326 or view the OFAM website at www.dgs.ca.gov/ofam.

Daily Rates

Sedan Compact	**2012-2013:** $24.00 per day + $0.30 per mile	**Proposed 2013-14:** $24.00 per day + $0.30 per mile
Sedan Intermediate	**2012-2013:** $26.00 per day + $0.30 per mile	**Proposed 2013-14:** $26.00 per day + $0.30 per mile
Pickup Truck	**2012-2013:** $27.00 per day + $0.30 per mile	**Proposed 2013-14:** $27.00 per day + $0.30 per mile
Station Wagon	**2012-2013:** $24.00 per day + $0.30 per mile	**Proposed 2013-14:** $24.00 per day + $0.30 per mile
Passenger Van	**2012-2013:** $28.00 per day + $0.30 per mile	**Proposed 2013-14:** $28.00 per day + $0.30 per mile
4-Wheel Drive	**2012-2013:** $31.00 per day + $0.30 per mile	**Proposed 2013-14:** $31.00 per day + $0.30 per mile
Office/Cargo Van	**2012-2013:** $27.00 per day + $0.30 per mile	**Proposed 2013-14:** $27.00 per day + $0.30 per mile
Police Package	**2012-2013:** $29.00 per day + $0.30 per mile	**Proposed 2013-14:** $29.00 per day + $0.30 per mile
Disabled Van and Cab/Chassis	**2012-2013:** $38.00 per day + $0.30 per mile	**Proposed 2013-14:** $38.00 per day + $0.30 per mile
CNG Vehicles	**2012-2013:** $31.00 per day + $0.30 per mile	**Proposed 2013-14:** $31.00 per day + $0.30 per mile

Monthly Rates

Sedan, Compact and Subcompact	**2012-2013:**	**Proposed 2013-14:**
Rate A- 0 – 1,250 miles	$350.00	$370.00
Rate B- 1,251 – 2,000 miles	$445.00	$465.00
Rate C- 2,001 – 3,000 miles	$529.00	$549.00
Rate D- over 3,000 miles	$667.00	$687.00

Sedan, Intermediate	**2012-2013:**	**Proposed 2013-14:**
Rate A- 0 – 1,250 miles	$390.00	$420.00
Rate B- 1,251 – 2,000 miles	$485.00	$515.00
Rate C- 2,001 – 3,000 miles	$569.00	$599.00
Rate D- over 3,000 miles	$707.00	$737.00

Pickup Trucks	**2012-2013:**	**Proposed 2013-14:**
Rate A- 0 – 1,250 miles	$390.00	$410.00
Rate B- 1,251 – 2,000 miles	$485.00	$505.00
Rate C- 2,001 – 3,000 miles	$569.00	$589.00
Rate D- over 3,000 miles	$707.00	$727.00

Station Wagons	**2012-2013:**	**Proposed 2013-14:**
Rate A- 0 – 1,250 miles	$340.00	$360.00
Rate B- 1,251 – 2,000 miles	$435.00	$455.00
Rate C- 2,001 – 3,000 miles	$519.00	$539.00
Rate D- over 3,000 miles	$657.00	$677.00

Passenger Vans, and Carryalls	**2012-2013:**	**Proposed 2013-14:**
Rate A- 0 – 1,250 miles	$340.00	$360.00
Rate B- 1,251 – 2,000 miles	$435.00	$455.00
Rate C- 2,001 – 3,000 miles	$519.00	$539.00
Rate D- over 3,000 miles	$657.00	$677.00

4-Wheel Drive	**2012-2013:**	**Proposed 2013-14:**
Rate A- 0 – 1,250 miles	$400.00	$410.00
Rate B- 1,251 – 2,000 miles	$495.00	$505.00
Rate C- 2,001 – 3,000 miles	$579.00	$589.00
Rate D- over 3,000 miles	$717.00	$727.00

Police Vehicles	**2012-2013:**	**Proposed 2013-14:**
Rate A- 0 – 1,250 miles	$360.00	$380.00
Rate B- 1,251 – 2,000 miles	$455.00	$475.00
Rate C- 2,001 – 3,000 miles	$539.00	$559.00
Rate D- over 3,000 miles	$677.00	$697.00

Cargo Van	**2012-2013:**	**Proposed 2013-14:**
Rate A- 0 – 1,250 miles	$340.00	$350.00
Rate B- 1,251 – 2,000 miles	$435.00	$445.00
Rate C- 2,001 – 3,000 miles	$519.00	$529.00
Rate D- over 3,000 miles	$657.00	$667.00

Office Vans Vehicles	**2012-2013:**	**Proposed 2013-14:**
Rate A- 0 – 1,250 miles	$340.00	$350.00
Rate B- 1,251 – 2,000 miles	$435.00	$445.00
Rate C- 2,001 – 3,000 miles	$519.00	$529.00
Rate D- over 3,000 miles	$657.00	$667.00

CNG Pickups and Vans	**2012-2013:**	**Proposed 2013-14:**
Rate A- 0 – 1,250 miles	$330.00	$340.00
Rate B- 1,251 – 2,000 miles	$425.00	$435.00
Rate C- 2,001 – 3,000 miles	$509.00	$519.00
Rate D- over 3,000 miles	$647.00	$657.00

Disabled Van and Cab/Chassis	**2012-2013:**	**Proposed 2013-14:**
Rate A- 0 – 1,250 miles	$330.00	$340.00
Rate B- 1,251 – 2,000 miles	$425.00	$435.00
Rate C- 2,001 – 3,000 miles	$509.00	$519.00
Rate D- over 3,000 miles	$647.00	$657.00

CNG Honda	**2012-2013:**	**Proposed 2013-14:**
Rate A- 0 – 1,250 miles	$330.00	$340.00
Rate B- 1,251 – 2,000 miles	$425.00	$435.00
Rate C- 2,001 – 3,000 miles	$509.00	$519.00
Rate D- over 3,000 miles	$647.00	$657.00

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.*	**2012-2013:** $92.00 per vehicle annually.	**Proposed 2013-14:** $96.00 per vehicle annually.

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 and Reutilization (SP&R) Program is responsible for the proper disposal of all State-owned surplus personal property, vehicles and other mobile equipment. Public auctions are held every six weeks for the disposal of State surplus property.

Vehicle Auction Fee: *This fee is for conducting a public auction of surplus State vehicle assets on behalf of State departments and agencies.*	**2012-2013:** $261.00 per vehicle.	**Proposed 2013-14:** $261.00 per vehicle.

For more information, contact the State Surplus Property Program at (916) 928-5800, 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.

Travel Management

Travel Management Service Fee – The Statewide Travel and Meeting Management Program procures and manages the Statewide Airline contracts (currently Alaska, Jet Blue, Southwest, United, and Virgin Airlines), the Statewide Rental Car contract (currently Enterprise Rental Car), the Statewide Travel Payment Vendor (currently AMEX) and the State Travel Agency vendor (currently Travel Store) for use by all state and local government agencies. For information contact the Statewide Travel Program at (916) 376-3998.	**2012-2013:** 1.00% of total travel related spend	**Proposed 2013-14:** 1.00% of total travel related spend
Fuel and Maintenance Service Fee – The Statewide Travel Program along with the Office of Fleet and Asset Management procures and manages the Statewide Fuel Card vendor (currently Voyager) for use by all state and local government agencies to purchase fuel, preventative maintenance services and authorized repairs for state and local government vehicles. For information contact the Office of Fleet and Asset Management at (855) 611-6326.	**2012-2013:** 1.00% of total fuel, maintenance and repair spend	**Proposed 2013-14:** 1.00% of total fuel related spend and repair spend

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.	**2012-2013:** $0.23 per cu. ft. unsecured and secured ($5.00 Minimum).	**Proposed 2013-14:** $0.23 per cu. ft. unsecured and secured ($5.00 Minimum).

For more information, contact the Transit and Surplus Property Programs at

(916) 928-5839 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.	**2012-2013:** Information on costs available upon request.	**Proposed 2013-14:** 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)

	2012-2013:	Proposed 2013-14:
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).	$175.00 per hour See OAH for applicable Administrative Law Judge rates.	$175.00 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	**2012-2013:** $220.00 per hour	**Proposed 2013-14:** $260.00 per hour
B. Assistance and advice for preparing effective bid packages	**2012-2013:** $220.00 per hour	**Proposed 2013-14:** $260.00 per hour
C. Advice for insuring compliance with State policy and securing approval of the Department of General Services	**2012-2013:** $220.00 per hour	**Proposed 2013-14:** $260.00 per hour
D. Advice on contracting services	**2012-2013:** $220.00 per hour	**Proposed 2013-14:** $260.00 per hour

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

Hearing Officer Services

	2012-2013:	Proposed 2013-14:
Resolution of protests pursuant to PCC 10345 on consulting service and services contracts using services of the Hearing Officer.	Office of Legal Services Rate: $175.00 per hour. See Office of Administrative Hearings for applicable Administrative Law Judge rates.	Office of Legal Services Rate: $175.00 per hour. 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

	2012-2013:	Proposed 2013-14:
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.	$175.00 per hour	$175.00 per hour
B. Legal advice and services related to bid protest, including Hearing Officer services.	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.	**2012-2013:** Estimates and consultation available upon request.	**Proposed 2013-14:** Estimates and consultation available upon request.

For additional information, contact the Office of State Publishing at (916) 445-5352 or (916)240-0603. You can also 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:

"Hardcopy" Surcharge Rate - Paper copies: Rate for hardcopy forms billed as an annual rate based on quantities printed the prior FY. Should the amount used by an agency surpass the annualized rate, they will be billed for the excess which includes printing costs, material cost, handling, and storage* Shipping Charges will be billed as a pass through charge to the client agency at the time of ordering. *Client authors of hard copy forms that must be reprinted due to needed changes are **required** to buy back remaining inventory at the time changes are made.	**2012-2013:** Based on number of forms purchased the prior Fiscal Year.	**Proposed 2013-14**: Based on number of forms purchased the prior Fiscal Year.
"Softcopy" Surcharge Rate - Digital copies: Rate for Soft Copy forms billed as an annual surcharge based on the number of PYs per Agency. This rate covers the cost of the management of digital forms and unlimited access to those forms posted on the Office of State Publishing (OSP) website.	**2012-2013:** Based on number of PYs per Agency	**Proposed 2013-14**: Based on number of PYs per Agency

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 or (916) 322-1031.

Information & Records Management Services

	2012-2013:	Proposed 2013-14:
1. Records management services.	Based on number of PYs per Agency	Based on number of PYs per Agency
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).

	2012-2013:	Proposed 2013-14:
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.	$4.29 per cu. ft. per year	$4.29 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.	$0.89 per cu. ft. per year	$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.	$23.38 per cu. ft. per year	$23.38 per cu. ft. per year

Destruction Center Services (TT CODE 6453)

	2012-2013:	Proposed 2013-14:
1. Destruction of Confidential Records This service charge covers the cost of shredding confidential paper documents by state personnel.	$0.05 per pound	$0.05 per pound
2. Destruction of Confidential Plastics Destruction of microfilm, microfiche, cassette tapes, computer tapes and other like materials.	$0.33 per pound	$0.33 per pound

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

Mail Services

	2012-2013:	Proposed 2013-14:
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	Estimates and consultation available upon request.	Estimates and consultation available upon request.

For additional information, contact the Office of State Publishing at (916) 240-0603 or (800)-963-7860 or visit our website at www.dgs.ca.gov/osp.

	2012-2013:	Proposed 2013-14:
Interagency Mail and Messenger Services Service includes pickup and delivery of mail, as well as the delivery and hauling of boxes (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.	Estimates and consultation available upon request.	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.	Estimates and consultation available upon request.	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) 327-5867 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	**2012-2013:** $45.00 per box (400)	**Proposed 2013-14:** $45.00 per box (400)
1 color, 1 sided cards	**2012-2013:** $45.00 per box (400)	**Proposed 2013-14:** $45.00 per box (400)
Custom cards	**2012-2013:** Varies	**Proposed 2013-14:** Varies
Desktop Publishing Services Typesetting, proofreading, formatting, scanning, color correction, color proofing, electronic imposition, file transfers (FTP), PDF Inking, cd/dvd, duplication, and plating.	**2012-2013:** $226.00 Hourly base rate. Estimates and consultation available upon request.	**Proposed 2013-14:** $226.00 Hourly base rate. 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.

Various Fullfillment Services - Publications for sale and subscriptions are located on the OSP website at www.dgs.ca.gov/osp.	**2012-2013:** Estimates and consultation available upon request.	**Proposed 2013-14:** Estimates and consultation available upon request.

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.	**2012-2013:** $84.00 Hourly base rate. Estimates and consultation available upon request.	**Proposed 2013-14:** $84.00 Hourly base rate. 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.

Digital Print Publishing Services Digital processing on demand printing, mail merge services, 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.	**2012-2013:** Estimates and consultation available upon request.	**Proposed 2013-14:** 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.	**2012-2013:** $78.00 Hourly base rate. Estimates and consultation available upon request.	**Proposed 2013-14:** $78.00 Hourly base rate. 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.	**2012-2013:** Estimates and consultation available upon request.	**Proposed 2013-14:** Estimates and consultation available upon request.

For additional information, contact the Office of State Publishing at (916) 327-5867 or visit the OSP website at www.dgs.ca.gov/osp.

Video Production

Video Multimedia Center 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.	**2012-2013:** Due to the unique nature of each project, please call for an estimate.	**Proposed 2013-14:** Due to the unique nature of each project, please call for an estimate.

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) Agency Advertising/Exemption Fee	**2012-2013:** $45.00 each	**Proposed 2013-14:** $45.00 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.

2012-2013:
Estimates available upon request.

Proposed 2013-14:
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.	**2012-2013:** 1.30% of value of order.*	**Proposed 2013-14:** 1.39% 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.	**2012-2013:** 1.30% of value of order, maximum of $10,000.*	**Proposed 2013-14:** 1.39% 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.	**2012-2013:** 1.30% of value of order.*	**Proposed 2013-14:** 1.39% 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) 375-5955.	**2012-2013:** 1.30% of value of order, maximum of $35,000 for IT*	**Proposed 2013-14:** 1.39% 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.	**2012-2013:** 1.30% of value of order, maximum of $35,000 for IT.*	**Proposed 2013-14:** 1.39% 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.	**2012-2013:** 1.30% of value of order, maximum of $35,000 for IT.*	**Proposed 2013-14:** 1.39% 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.*	**2012-2013:** 1.30% of value of order, maximum of $35,000 for IT.*	**Proposed 2013-14:** 1.39% of value of order, maximum of $35,000 for IT.*

IT and Telecommunications Contract Review and All Non-Competitive Bid (NCB) Reviews (TT CODE 6042) 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.	**2012-2013:** $118.00 per hour.	**Proposed 2013-14:** $126.00 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.	**2012-2013:** This service is provided by the fee assessed on the contract.	**Proposed 2013-14:** This service is provided by the fee assessed on the contract.
IT Hourly Rate (TT CODE 6042) IT transactions which are unusually complex in nature will be billed at an hourly rate. For additional information, contact the Procurement Division at (916) 375-4470.	**2012-2013:** $118.00 per hour.	**Proposed 2013-14:** $126.00 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.	**2012-2013:** This service is provided by the fee assessed on the contract.	**Proposed 2013-14:** 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.	**2012-2013:** 1.97% of value of bill audited.	**Proposed 2013-14:** 1.97% 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 (RESD). 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.	**2012-2013:** 0.46% of value of order.	**Proposed 2013-14:** 0.49% 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.	**2012-2013:** 0.46% of value of order, maximum of $10,000.	**Proposed 2013-14:** 0.49% 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.	**2012-2013:** 0.46% of value of order.	**Proposed 2013-14:** 0.49% 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) 375-5955.	**2012-2013:** 0.46% of value of order, maximum of $35,000 for IT.	**Proposed 2013-14:** 0.49% 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.	**2012-2013:** 0.46% of value of order, maximum of $35,000 for IT.	**Proposed 2013-14:** 0.49% 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.	**2012-2013:** 0.46% of value of order, maximum of $35,000 for IT.	**Proposed 2013-14:** 0.49% 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.*	**2012-2013:** 0.46% of value of order, maximum of $35,000 for IT.	**Proposed 2013-14:** 0.49% 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.

	2012-2013:	Proposed 2013-14:
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.	Estimates available upon request.	Estimates available upon request.
Portfolio Management The AMB conducts regional facilities planning and maintains a regional profile of the State's real estate portfolio, including the status of State-owned and leased facilities, Real Estate Services Division projects, agency office space occupancy information and utilization, and short and long-term office space requirements. Staff provides administrative support and coordination related to joint powers authorities, business improvement districts, local assessment districts, and other unique facility needs beyond on-site property management. Staff also reviews and assesses relevant local government planning and development proposals that could impact State government properties. A rental surcharge of .37% in 2012-2013 and .37% in 2013- 2014 will apply to leases, lease consolidatable, and DGS State-owned space for regional facilities planning services in lieu of the hourly rate.		

Building & Property Management Branch (TT Code 3310)

FULL SERVICE: Property management, heating, ventilating, air conditioning, general maintenance, electrical, painting, carpentry, plumbing, locksmith services 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.	**2012-2013:** A portion of the standard rental rate covers the cost for this level of service.	**Proposed 2013-14:** 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:	**2012-2013:** Estimates available upon request.	**Proposed 2013-14:** Estimates available upon request.

Hourly Rates:

Associate Industrial Hygienist	**2012-2013:** $94.45 per hour	**Proposed 2013-14:** $95.55 per hour
Assistant Industrial Hygienist	**2012-2013:** $77.75 per hour	**Proposed 2013-14:** $79.30 per hour
Associate Electrical Engineer	**2012-2013:** $125.10 per hour	**Proposed 2013-14:** $125.35 per hour
Building Maintenance Worker	**2012-2013:** $52.45 per hour	**Proposed 2013-14:** $54.65 per hour
Building Manager I	**2012-2013:** $82.50 per hour	**Proposed 2013-14:** $83.95 per hour
Building Manager II	**2012-2013:** $85.05 per hour	**Proposed 2013-14:** $86.40 per hour
Building Manager III	**2012-2013:** $90.80 per hour	**Proposed 2013-14:** $92.00 per hour
Carpenter I	**2012-2013:** $58.40 per hour	**Proposed 2013-14:** $60.45 per hour
Carpenter Supervisor	**2012-2013:** $62.45 per hour	**Proposed 2013-14:** $64.40 per hour
Chief Engineer I	**2012-2013:** $79.20 per hour	**Proposed 2013-14:** $80.70 per hour
Chief Engineer II	**2012-2013:** $80.60 per hour	**Proposed 2013-14:** $82.05 per hour
Clerical Support	**2012-2013:** $43.60 per hour	**Proposed 2013-14:** $46.05 per hour
Custodian	**2012-2013:** $35.20 per hour	**Proposed 2013-14:** $37.85 per hour
Custodian Supervisor II	**2012-2013:** $42.85 per hour	**Proposed 2013-14:** $45.30 per hour
Custodian Supervisor III	**2012-2013:** $46.90 per hour	**Proposed 2013-14:** $49.25per hour
Electrician I	**2012-2013:** $62.60 per hour	**Proposed 2013-14:** $64.55 per hour
Electrician II	**2012-2013:** $66.50 per hour	**Proposed 2013-14:** $68.35 per hour
Electronic Technician	**2012-2013:** $60.15 per hour	**Proposed 2013-14:** $62.15 per hour
Groundskeeper	**2012-2013:** $44.90 per hour	**Proposed 2013-14:** $47.35 per hour

Lead Custodian	**2012-2013:** $37.15 per hour	**Proposed 2013-14:** $39.75 per hour
Lead Groundskeeper	**2012-2013:** $48.75 per hour	**Proposed 2013-14:** $51.10 per hour
Locksmith I	**2012-2013:** $60.00 per hour	**Proposed 2013-14:** $62.00 per hour
Maintenance Mechanic	**2012-2013:** $62.80 per hour	**Proposed 2013-14:** $64.75 per hour
Mechanical Engineer	**2012-2013:** $106.45 per hour	**Proposed 2013-14:** $107.25 per hour
Painter I	**2012-2013:** $60.45 per hour	**Proposed 2013-14:** $62.45 per hour
Painter II	**2012-2013:** $62.95 per hour	**Proposed 2013-14:** $64.85 per hour
Plumber I	**2012-2013:** $61.70 per hour	**Proposed 2013-14:** $63.70 per hour
Restoration Work Specialist	**2012-2013:** $64.25 per hour	**Proposed 2013-14:** $66.15 per hour
Service Assistant - Maintenance	**2012-2013:** $38.80 per hour	**Proposed 2013-14:** $41.35 per hour
Associate Landscape Architect	**2012-2013:** $120.65 per hour	**Proposed 2013-14:** $121.05 per hour
Staff Information Systems Analyst	**2012-2013:** $79.70 per hour	**Proposed 2013-14:** $81.20 per hour
Stationary Engineer	**2012-2013:** $71.00 per hour	**Proposed 2013-14:** $72.75 per hour
Stationary Engineer Apprentice	**2012-2013:** $55.60 per hour	**Proposed 2013-14:** $57.75 per hour
Supervising Groundskeeper I	**2012-2013:** $58.30 per hour	**Proposed 2013-14:** $60.35 per hour
Supervising Groundskeeper II	**2012-2013:** $59.50 per hour	**Proposed 2013-14:** $61.55 per hour
Supervisor of Building Trades	**2012-2013:** $69.65 per hour	**Proposed 2013-14:** $71.45 per hour
Tree Maintenance Lead Worker	**2012-2013:** $57.40 per hour	**Proposed 2013-14:** $59.50 per hour
Tree Maintenance Worker	**2012-2013:** $53.90 per hour	**Proposed 2013-14:** $56.10 per hour
Warehouse Worker	**2012-2013:** $46.35 per hour	**Proposed 2013-14:** $48.75 per hour

For additional information regarding building maintenance, contact the Building and Property Management Branch within the Real Estate Services Division at (916) 322-1659.

Rent (TT Code 3310)

Rent for all multiple-tenant General Services' Buildings:

Office Space	**2012-2013:** $1.43 / month per sq. ft.	**Proposed 2013-14:** $1.48 / month per sq. ft.
Storage Area	**2012-2013:** $0.36 / month per sq. ft.	**Proposed 2013-14:** $0.37 / month per sq. ft.

The following buildings have individual rates:

Attorney General - 1300 I Street, Sacramento

Office Space	**2012-2013:** $1.86 / month per sq. ft.	**Proposed 2013-14:** $1.89 / month per sq. ft.
Storage Space	**2012-2013:** $0.62 / month per sq. ft.	**Proposed 2013-14:** $0.63 / month per sq. ft.

Riverside Tower - 3737 Main Street, Riverside

Office Space	**2012-2013:** $3.98 / month per sq. ft.	**Proposed 2013-14:** $4.04 / month per sq. ft.
Storage Space	**2012-2013:** $1.33 / month per sq. ft.	**Proposed 2013-14:** $1.35 / month per sq. ft.

San Francisco Civic Center

Office Space	**2012-2013:** $4.27 / month per sq. ft.	**Proposed 2013-14:** $4.30 / month per sq. ft.
Storage Space	**2012-2013:** $1.42 / month per sq. ft.	**Proposed 2013-14:** $1.43 / month per sq. ft.

Elihu Harris - 1515 Clay Street, Oakland

Office Space	**2012-2013:** $2.96 / month per sq. ft.	**Proposed 2013-14:** $3.00 / month per sq. ft.
Storage Space	**2012-2013:** $0.99 / month per sq. ft.	**Proposed 2013-14:** $1.00 / month per sq. ft.

Junipero Serra - 320 West 4th Street, Los Angeles

Office Space	**2012-2013:** $2.50 / month per sq. ft.	**Proposed 2013-14:** $2.53 / month per sq. ft.
Storage Space	**2012-2013:** $0.83 / month per sq. ft.	**Proposed 2013-14:** $0.84 / month per sq. ft.

Office Building #10 - 721 Capitol Mall, Sacramento

Office Space	**2012-2013:** $2.65 / month per sq. ft.	**Proposed 2013-14:** $2.69 / month per sq. ft.
Storage Space	**2012-2013:** $0.88 / month per sq. ft.	**Proposed 2013-14:** $0.90 / month per sq. ft.

San Diego Mission Valley - 7575 Metropolitan

Drive, San Diego		
Office Space	**2012-2013:** $2.53 / month per sq. ft.	**Proposed 2013-14:** $2.57/ month per sq. ft.
Storage Space	**2012-2013:** $0.84 / month per sq. ft.	**Proposed 2013-14:** $0.86 / month per sq. ft.
East End – Sacramento		
Office Space	**2012-2013:** $3.34 / month per sq. ft.	**Proposed 2013-14:** $3.37 / month per sq. ft.
Storage Space	**2012-2013:** $1.11 / month per sq. ft.	**Proposed 2013-14:** $1.12 / month per sq. ft.
Cal Trans District #11, 4050 Taylor Street, San Diego		
Office Space	**2012-2013:** $4.04 / month per sq. ft.	**Proposed 2013-14:** $4.09 / month per sq. ft.
Storage Space	**2012-2013:** $1.35 / month per sq. ft.	**Proposed 2013-14:** $1.36 / month per sq. ft.
Central Plant – 625 Q Street, Sacramento		
Usage Rate	**2012-2013:** $0.60 / month per sq. ft.	**Proposed 2013-14:** $0.60 / month per sq. ft.
Office Building #09 – 744 P St, Sacramento		
Office Space	**2012-2013:** $3.60 / month per sq. ft.	**Proposed 2013-14:** $3.63 / month per sq. ft.
Storage Space	**2012-2013:** $1.20 / month per sq. ft.	**Proposed 2013-14:** $1.21 / month per sq. ft.
Food and Agriculture, 1220 N Street, Sacramento		
Office Space	**2012-2013:** $2.77 / month per sq. ft.	**Proposed 2013-14:** $2.81 / month per sq. ft.
Storage Space	**2012-2013:** $0.92 / month per sq. ft.	**Proposed 2013-14:** $0.94 / month per sq. ft.
Franchise Tax Board Complex, 9645 Butterfield Way, Sacramento		
Office Space	**2012-2013:** $1.79 / month per sq. ft.	**Proposed 2013-14:** $1.81 / month per sq. ft.
Storage Space	**2012-2013:** $0.60 / month per sq. ft.	**Proposed 2013-14:** $0.60 / month per sq. ft.
Secretary of State, 1500 11th Street,Sacramento		
Office Space	**2012-2013:** $5.15 / month per sq. ft.	**Proposed 2013-14:** $1.48 / month per sq. ft.
Storage Space	**2012-2013:** $1.72 / month per sq. ft.	**Proposed 2013-14:** $0.37/ month per sq. ft.

Office Building #08, 714 P Street, Sacramento

Office Space	**2012-2013:** $3.70 / month per sq. ft.	**Proposed 2013-14:** $3.73 / month per sq. ft.
Storage Space	**2012-2013:** $1.23 / month per sq. ft.	**Proposed 2013-14:** $1.24 / month per sq. ft.

Board of Equalization, 450 N Street, Sacramento

Office Space	**2012-2013:** $3.10 / month per sq. ft.	**Proposed 2013-14:** $3.14 / month per sq. ft.
Storage Space	**2012-2013:** $1.03 / month per sq. ft.	**Proposed 2013-14:** $1.05 / month per sq. ft.

Cal Trans District #3, 703 B Street, Marysville

Office Space	**2012-2013:** $4.44 / month per sq. ft.	**Proposed 2013-14:** $5.15 / month per sq. ft.
Storage Space	**2012-2013:** $1.48 / month per sq. ft.	**Proposed 2013-14:** $1.72 / month per sq. ft.

Library & Courts, 914 Capitol Mall

Office Space	**2012-2013:** $0.85 / month per sq. ft.	**Proposed 2013-14:** $8.26 / month per sq. ft.
Storage Space	**2012-2013:** $0.28 / month per sq. ft.	**Proposed 2013-14:** $2.75 / month per sq. ft.

Ronald Reagan State Building

Office Space	**2012-2013:** $1.59 / month per sq. ft.	**Proposed 2013-14:** $1.64 / month per sq. ft.
Storage Space	**2012-2013:** $0.36 / month per sq. ft.	**Proposed 2013-14:** $0.37 / month per sq. ft.

For additional information, contact the Building and Property Management Branch within the Real Estate Services Division at (916) 322-1659.

See: Building and Property Management

Construction Services Branch

Construction Services (TT Code 3109):

	2012-2013:	Proposed 2013-14:
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.	$143.00 per hour	$140.00 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.		

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 2012-2013 and 2013-2014 on the dollar value of construction and private architectural and engineering contract awards.

Design Services (TT CODE 2820):

	2012-2013:	Proposed 2013-14:
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.	$159.00 per hour	$172.00 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.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.	$121.00 per hour	$121.00 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.	$121.00 per hour	$121.00 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.	$159.00 per hour	$172.00 per hour

	2012-2013:	Proposed 2013-14:
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.	$159.00 per hour	$172.00 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.	$159.00 per hour	$172.00 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.	$159.00 per hour	$172.00 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.	$159.00 per hour	$172.00 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.	$159.00 per hour	$172.00 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. 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.	$159.00 per hour	$172.00 per hour

	2012-2013:	Proposed 2013-14:
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.	$159.00 per hour	$172.00 per hour
Vault Services Provides storage of building design and construction plans. Services include records management, storage, duplication and maintenance.	Cost available upon request.	Cost available upon request.
Environmental Services Section (TT CODE 2799): Serves all departments, boards, and commissions with environmental studies and contracts, regulatory agency consultation, and permitting compliance. ESS experienced staff can prepare environmental documents required by the CEQA and NEPA, provide special studies (hazardous materials, due diligence, cultural and natural resources, site suitability, etc.), and manage professional consultant services. CEQA/NEPA and environmental consultants are maintained under retainer contracts for a broad range of specialized assessments and studies, for securing environmental permits, and implementing monitoring requirements. Project-specific environmental services contractors can be secured at the client's request for all project types including CEQA/NEPA, site investigations, adoption of regulations, facility operation permit compliance (monitoring well reporting, UST Designated Operator, Air Quality permits, etc.). ESS offers permit application and compliance assistance (SWPPPs, 404/401s, 1601/1603, storage tank abandonment, site closures, etc.) from Regional Water Quality Control Boards, US Army Corps of Engineers, California Department of Fish and Game, and other State and local regulatory agencies; 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.	$121.00 per hour	$121.00 per hour

Special Programs Section:

	2012-2013:	Proposed 2013-14:
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.	$159.00 per hour	$172.00 per hour
Energy Management Program Retro commissioning projects, energy audits and implementation along with solar.	$159.00 per hour	$172.00 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.	$159.00 per hour	$172.00 per hour

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.	**2012-2013:** $159.00 per hour	**Proposed 2013-14:** $172.00 per hour
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.	**2012-2013:** $159.00 per hour	**Proposed 2013-14:** $172.00 per hour
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.* *	**2012-2013:** 1.48% of monthly rent	**Proposed 2013-14:** 1.51% of monthly rent

*** 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.*

Build to suit facilities: *Hourly leasing services as outlined above, obtaining assignable options, and zoning coordination.*	**2012-2013:** $127.00 per hour	**Proposed 2013-14:** $129.00 per hour
Hourly leasing services, which include client document review, land lease, parking, telecommunication sites and special studies.	**2012-2013:** $127.00 per hour	**Proposed 2013-14:** $129.00 per hour
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. (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.* *	**2012-2013:** $127.00 per hour	**Proposed 2013-14:** $129.00 per hour

*** 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.*

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.	**2012-2013:** $127.00 per hour	**Proposed 2013-14:** $129.00 per hour
Statewide Property Inventory (TT CODE 2430): An inventory of all state proprietary land holdings and leases are maintained and available for reference. Agencies are assessed an annual per record surcharge on proprietary land holding records for maintenance of the inventory system.	**2012-2013:** $1.92 per record Ad hoc and standar reports available upon request w/o charge. Fee may be required if request involves a large amount of research.	**Proposed 2013-14:** $1.97 per record Ad hoc and standar reports available upon request w/o charge. Fee may be required if request involves a large amount of research.

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 Branch (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.

	2012-2013:	Proposed 2013-14:
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.	Estimates available upon request.	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.	Estimates available upon request.	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.	Estimates available upon request.	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.	Estimates available upon request.	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.	Estimates available upon request.	Estimates available upon request.
Renovation: The PMB provides consultation on the planning, financing, phasing, scheduling, design and construction of major renovation projects.	Estimates available upon request.	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. The Office of Risk and Insurance Management has implemented an online defensive drivers training course available to all state employees at no cost.

Additional courses offered include:

	2012-2013:	Proposed 2013-14:
Van Driver Classroom Training	Available upon request.	Available upon request.
Behind-the-Wheel Training	Available upon request.	Available upon request.
One-on-One Behind-the-Wheel Training	Available upon request.	Available upon request.

For additional information, contact the Office of Risk and Insurance Management, at (916) 376-5297.

	2012-2013:	Proposed 2013-14:
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. *For additional information, contact the Office of Risk and Insurance Management, at (916) 376-5278.*	$49.50 per contract	$50.00 per contract
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. *For additional information, contact the Office of Risk and Insurance Management, at (916) 376-5278.*	5.95% of premium	5.72% of premium
Equipment Maintenance Management Program (TT CODE 5714) The Office of Risk and Insurance Management has implemented an insurance based Equipment Maintenance Management Insurance Program (EMMP) that replaces existing equipment manufacturer and third party service contracts and enables departments to reduce the annual cost of maintaining equipment, improve service performance and enhance tracking of maintenance events and costs. *For additional information, contact the Office of Risk and Insurance Management, at (916) 376-5278.*	3.50% of premium	3.50% of premium
Motor Vehicle Liability (TT CODE 5799) Insured agencies will be charged a variable rate based on past actual accident and loss experience. *For additional information, contact the Office of Risk and Insurance Management, at (916) 376-5425.*	Varies	Varies

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. *For additional information, contact the Office of Risk and Insurance Management, at (916) 376-5278.*	**2012-2013:** $75.00 per hour	**Proposed 2013-14:** $76.00 per hour
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) 376-5297.*	**2012-2013:** Training Program Costs are recovered via the annual Statewide Safety Prorata billing.	**Proposed 2013-14:** Training Program Costs are recovered via the annual Statewide Safety Prorata billing.

Energy Services Programs

	2012 - 2013:	Proposed 2013 -14:
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.	$.0065/Therm	$.0065/Therm

For additional information, contact National Gas Services at (916) 375-5990 or e-mail to marshall.clark@dgs.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	**7/1/12-5/31/13:** 0.4% of first $500,000 of construction value plus 0.20% of next 1.5 million plus 0.02 of amount over $2.0 million (Minimum Fee $400.00).	**6/1/13-7/31/13:** 0.5% of first $500,000 of construction value plus 0.25% of next 1.5 million plus 0.10% of amount over $2.0 million (Minimum Fee $500.00)	**Proposed 2013-14:** 0.5% of first $500,000 of construction value plus 0.25% of next 1.5 million plus 0.10% of amount over $2.0 million (Minimum Fee $500.00).
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.	**7/1/12-5/31/13:** 0.4% of first $500,000 of construction value plus 0.20% of next 1.5 million plus 0.02% of amount over $2.0 million (Minimum Fee $400.00).	**6/1/13-7/31/13:** 0.5% of first $500,000 of construction value plus 0.25% of next 1.5 million plus 0.10% of amount over $2.0 million (Minimum Fee $500.00).	**Proposed 2013-14:** 0.5% of first $500,000 of construction value plus 0.25% of next 1.5 million plus 0.10% of amount over $2.0 million (Minimum Fee $500.00)
Provide plan review and code analysis consulting services as required by local agencies and design professionals.	**2012-2013:** Estimates available upon request.		**Proposed 2013-14:** 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.	**2012-2013:** Fees for these services are included in the Structural Safety rate structure.	**Proposed 2013-14:** 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.	**2012-2013:** Estimates available upon request.	**Proposed 2013-14:** 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".	**2012-2013:** 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 2013-14:** 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.	**2012-2013:** 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 2013-14:** 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.	**2012-2013:** Estimates available upon request.	**Proposed 2013-14:** 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.