

MANAGEMENT MEMO

NUMBER: MM 07-07
DATE ISSUED: JULY 24, 2007
EXPIRES: JUNE 30, 2008
ISSUING AGENCY: DEPARTMENT OF GENERAL SERVICES (DGS)

SUBJECT:
STATE OF CALIFORNIA TRAVEL AGENCY AGREEMENT

REFERENCES:
SUPERSEDES MANAGEMENT MEMO 06-09

Purpose of this Memorandum This Management Memo announces the extension of the State’s travel agency agreement RFQ DGS OFA TA 05. This agreement requires travel agencies to provide an online reservation or an online booking system to all State departments.

This agreement is effective July 1, 2007 through June 30, 2008.

Who is affected All State agencies, commissions, boards, colleges and State approved general contractors that use State approved travel agencies.

Who should review State travel coordinators, fiscal and accounting officers, and contract analysts should annually review and update travel agency contracts.

How to use the Travel Agency Agreement Each State entity must complete a Standard Form STD. 213 with a selected authorized travel agency from the qualified agency list which is attached for your convenience. 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:

- List either online reservation or on-line booking system
- Maximum ticketing fee not to exceed \$10 domestic or international
- Agent assisted fee for emergencies of \$15
- Request for Qualification reference information: RFQ DGS OFA TA 05
- Contractor Name: travel agency, address, and projected cost for services
- Payee name: American Express and payment address
- 30 – day cancellation provision or negotiated timeframe with your travel agency

Acceptable Forms of Payment The statewide standard forms of payment for airline travel are:

- The American Express Business Travel Account (BTA);
- The American Express Supplemental BTA account for Southwest Airlines commonly referred to as SWABIZ; or
- The American Express Individual Government Card.

State travelers should consult their department policy on travel before scheduling. A State travel guide resource is available in the SAM appendix at

STATE ADMINISTRATIVE MANUAL

[HTTP://sam.dgs.ca.gov/TOC/0700/Appendix/default.htm](http://sam.dgs.ca.gov/TOC/0700/Appendix/default.htm). The travel agency will not be responsible for negligence of a State traveler who does not follow State and departmental travel policy.

REMINDER: It is each State department's responsibility to pay their American Express Business Travel Accounts in full each month. If there are reconciliation issues, contact your travel agency as soon as they are discovered so that adjustments may be completed in a timely manner.

List of Authorized Travel Agencies

A list of authorized travel agencies and a detailed text of the travel agency agreement may be found on the DGS, Office of Fleet & Asset Management homepage at www.ofa.dgs.ca.gov.

DGS Contact

If you need additional information or assistance, please contact:
Wendy O'Donnell, Statewide Travel Program Administrator
DGS Office of Fleet & Asset Management, 1700 W. National Drive,
Sacramento, CA 95834, (916) 928-2529 or wendy.odonnell@dgs.ca.gov

Signature

Original SAM Management Memo signed by Will Bush, Director

Will Bush
Director, Department of General Services

Attachment 1 State Authorized Travel Agency Contact Information

STATE AUTHORIZED TRAVEL AGENCY CONTACT INFORMATION

July 1, 2007 through June 30, 2008

<u>SB/DVBE*</u>	<u>Travel Agency</u>	<u>Contact Name</u>	<u>Address</u>	<u>City</u>	<u>Zip</u>	<u>Telephone</u>
	APF Travel, Inc.	Regina Cheng-Shue	1721 W. Garvey Ave., 2nd Floor	Alhambra, CA	91803	(626) 282-9988
SB	Arbor Travel Associates, Inc.	Michael Madison	335 West Arbor Vitae Str., Suite I	Inglewood, CA	90301	(310) 419-0235
SB	Away We Go Travel, Inc.	Rickie M. Hanamoto	2908 Westminster Ave.	Seal Beach, CA	90740	(562) 596-5501
	Balboa Travel	James Falter	5414 Oberlin Drive, Suite 300	San Diego, CA	92121	(858) 678-3410
	Boersma Travel Service	Jim Kimble	7879 Jackson Road, Suite 130	Ann Arbor, MI	48104	(734) 424-3996
SB	Brooke's Travel, Inc.	Brooke Phayer	1229 J Street	Sacramento, CA	95814	(916) 442-3233
	Bulldog Travel	Keith Johnson	2225 W. Shaw Ave., Suite 101	Fresno, CA	93711	(559) 224-8900
	Carlson Wagonlit Travel	Leslie Velasco	10860 Gold Center Drive, #110	Rancho Cordova, CA	95670	(916) 638-3935
	Corporate Travel Planners	Travis Blount	7550 IH-10 West, Suite 1300	San Antonio, TX	78229	(210) 293-8603
	Davisville Travel	Shirlee McKibbin	420 2nd Street	Davis, CA	95616	(530) 758-4510
	Fell Travel	Thomas Fell	400 Oyster Point Blvd.	So. San Francisco, CA	94080	(650) 827-7300
	Giselle's Travel	Steven S. Oates	1300 Ethan Way, Suite 100	Sacramento, CA	95815	(916) 679-3002
SB	Norwalk Travel Center	Nada Holder	11983 E. Firestone Blvd.	Norwalk, CA	90650	(562) 868-1703
	Palo Alto Village Travel	Martin Liu	230 S. California Ave, #106	Palo Alto, CA	94306	(650) 326-0510
	Plaza Travel	Steve Orens	16545 Ventura Blvd.	Encino, CA	91436	(818) 990-4053
	Rainbow Tours & Travel	Maria Pritkin	P.O. Box 803398	Santa Clarita, CA	91380	(888) 571-3999
SB	Sacramento Travel Service	Vivan Hawkins	3121 Arden Way	Sacramento, CA	95825	(916) 974-6855
	Santa Barbara Travel Bureau, Inc.	David M. de L'Arbre	1028 State Street	Santa Barbara, CA	93101	(805) 966-3116
SB	Stiles In Travel	Judith Ann Stiles	4945 Hilhurst Drive	Fair Oaks, CA	95628	(916) 864-4302
	Sundancer Travel	Joann Ritter	3805 Taylor Road, Suite 7	Loomis, CA	95650	(916) 652-2533
	Sunward Adventures	Gary Davis	14420 Elsworth, Suite 103	Moreno Valley, CA	92553	(909) 697-6895
	Travel Consultants	Patrick Moore	1245 Market Street	San Francisco, CA	94103	(415) 558-9796
	Travel Shoppe	Cheri Verrasto	7461 N. First Str., #102	Fresno, CA	93720	(559) 447-5767
	TravelStore	Trudy Flores	855 Howe Ave., Suite 5	Sacramento, CA	95825	(916) 929-3661
	Uniglobe Golden Empire Travel	Ray W. Watson	1820 Chester Ave.	Bakersfield, CA	93301	(661) 323-1213

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