



DEPARTMENT OF GENERAL SERVICES
Executive Office

November 24, 2003

All Department Directors
Business Services Officers
Property Controllers
Warehouse Managers

The Department of General Services (DGS) Transit Storage facility at 1700 National Drive in Sacramento must cease further operations. Effective immediately, the Transit Storage Program will cease to accept material and products for storage after December 1, 2003. Affected customers are requested to find alternative arrangements for the current materials in storage by February 15, 2004. Due to individual customer needs, please contact Mr. Dan McDonough, (916) 928-5807, to arrange a customer closing strategy meeting to mutually consider options for an orderly, but rapid cessation of operations.

Closing the Transit Storage Program was not an easy decision. But it is necessary in the face of the severe budget constraints facing the DGS and every agency. Please arrange to review your material in storage at National Drive and begin planning for alternative storage by reevaluating the need to require storage. To best of our ability, we will assist you in the orderly retirement of the centralized state service. If the stored material is surplus to your needs, please immediately initiate the Property Survey Report (STD. 152) process. This will allow for the disposition of unwanted and surplus material into the State Property Reuse Program headquartered and located in the same facility at 1700 National Drive. Your contact for Property Survey Reports is Don Bridges at (916) 928-4641.

Please call Pam Turknott of the Property Reutilization Program, at (916) 928-5839, for additional information, to arrange for pick-up or shipping and final billing.

Sincerely,

William J. Jefferds, Ed. D.
Director, Department of General Services

WJJ:ES

cc: Deborah Hysen, Acting Chief Deputy Director, Department of General Services
Ralph Chandler, Deputy Director, Procurement Division, Department of General Services
Earl Santee, Operations Manager, Procurement Division, Department of General Services
Dan McDonough, Manager, State Property Reutilization, Procurement Division, Department of General Services