

SAM – REVISION SUMMARY

Revision bars are not inserted for format changes, non-substantial technical changes, and fully rewritten chapters. Revision bars appear on the right sides of all pages. Vertical (addition) bars indicate added and rewritten matter, and horizontal (deletion) bars indicate deleted matter.

**** Click on the Chapter Number to be taken to the actual SAM Chapter ****

CHAPTER/ SECTION	SUMMARY
<u>CHAPTER 1</u>	
10	Updated SAM at Libraries information
20	Updated REVISION PACKAGE (<i>Author Checklist is no longer required</i>)
30	Updated contact information for SAM 4100 & 5900
<u>CHAPTER 700</u>	
751	Updated Employer Pull Notice (EPN) Program information and Vehicle Code 1808.1 hyperlink
<u>CHAPTER 1300</u>	
1315	Deleted and replaced
1315.1	Updated content and moved to 1315
1320 - .1	Updated
1321	Deleted
1321.12 - .13	Reviewed and Revised
1322 - .12	Updated name to The Real Estate Leasing and Planning Section (RELPS)
1325	Newly added content
1326	Updated content
1327 - .14	Deleted
1330	Updated content
1330.1 - .8	Content reviewed and is still current
<u>CHAPTER 1800</u>	
1820-1820.4	Newly Added
<u>CHAPTER 2800</u>	
2870-2880	Reviewed; Still Current
<u>CHAPTER 3600</u>	
3612	Reviewed
3613	Deleted
3631	Deleted
3661 – 3611.2	Deleted
3661.3	Revised: Language and naming conventions. Hyperlink added.
3672	Revised: Hyperlink to SCM Volume 2.
3673 - 3678	Deleted
3680 - 3686	Deleted
3687.1 - .2	Deleted
3689.1 - .2	Deleted
3690 - 3691	Deleted
3692.1	Deleted
3693 - 3695	Deleted

SAM – REVISION SUMMARY

CHAPTER/ SECTION	SUMMARY
<u>CHAPTER 3700</u>	
Entire Chapter was reviewed and content is still current.	
<u>CHAPTER 6000</u>	
Section: 6409	Deleted
Section: 6867	Deleted; No longer applicable

SAM - INTRODUCTION

ACCESS TO SAM (Revised 10/2014)

0010

Paper SAM....

Contact the SAM Unit for information on how to purchase a paper SAM and subscription to SAM revisions.

SAM at Libraries....

The online version of the SAM can be accessed at ~~The-the~~ State Library Government Publications Desk (located within Sacramento) and Complete Depository Libraries (located within metropolitan areas of California) ~~have paper copies of SAM that are available for public use. Contact the SAM Unit for library addresses.~~

SAM on Internet....

The SAM is available free on the Internet at: <http://www.sam.dgs.ca.gov>. Its query feature can help locate SAM topics.

SAM - INTRODUCTION

(Continued)
REVISING SAM
 (Revised 10/2014)

0020 (Cont. 1)

Completing Revisions/Reviews to SAM

When it has been determined that revisions or reviews to the SAM are necessary, the following steps should be taken by the SAM Author and Coordinator to complete revisions/reviews:

	<u>Step</u>	<u>Action(s) Taken</u>
SAM Author	1	Receives working Word Version for SAM Chapter/Section(s) to be revised/reviewed from SAM Coordinator.
	2	Reviews SAM Chapter/Section(s) <ul style="list-style-type: none"> • <i>If it is determined that content is current and still in practice, go to 2a</i>
	2a	Gives authorization (via email) to SAM Coordinator to change reviewed date to current date. No further action required.
	3	Revises SAM Chapter/Section(s) and completes the Revision Package sent from the SAM Coordinator (via email). <ul style="list-style-type: none"> • Revision Package consists of the following: <ul style="list-style-type: none"> ○ <i>Author Revisions</i> ○ <i>Revision Summary</i> ○ <i>Author Checklist</i>
	4	Submits the Completed Revision Package to SAM Coordinator via email.
SAM Coordinator	5	Receives Completed Revision Package and incorporates the Author Revisions into the Author Revision-Website Version.
	6	Cross-references revised SAM material with Management Memorandums (MMs), Budget Letters (BLs), Technology Letters (TLs), and other mentioned agencies, departments, and sections to ensure accuracy and validity.
	7	Sends Author-Draft Revision-Website Version back to SAM Author for Final Author Review

(Continued)

SAM - INTRODUCTION

SECTION NUMBERS & CHAPTER TITLE	DEPT./ PROGRAM	INTERNET & PUBLICATIONS CITED & AVAILABLE THROUGH PROGRAM	CONTACT & PHONE
3800-3885 Transportation Management	General Services Procurement, Transportation Management Unit	http://www.dgs.ca.gov/pd/programs/transportation.aspx Robert.ullrey@dgs.ca.gov	Robert Ullrey (916) 375-4431
4100 Transportation Services	General Services, Fleet Administration	Office of Fleet And Asset Management State Fleet Handbook eric.mayes@dgs.ca.gov	Eric Mayes 916-928-7898
4500-4555 Telecommunications	California Technology Agency	http://www.cta.ca.gov/PSCO/index.html Public Safety Communications Office Stevens.colin@state.ca.gov	Stevens Colin (916) 657-9454
4700-4705 Merit Award Program	Personnel Administration, Merit Award Bd.	Scott.kingsbury@calhr.ca.gov	Scott Kingsbury 916-324-4660
		Kari.ehrman@calhr.ca.gov	Kari Ehrman 916-324-0522
4800-5180 Information Technology	California Department of Technology	ITPolicy@State.ca.gov	Policy Officer Manveer Bola (916) 403-9624
5200-5291 Information Technology	Department of General Services, Procurement	http://www.dgs.ca.gov/pd	Bernard Quinn 916-375-4360
		Bernard.quinn@dgs.ca.gov	
5300-5399 Information Security	California Technology Agency, Office of Information Security	http://www.cio.ca.gov/	Manveer Bola 916-403-9624
		Manveer.bola@state.ca.gov	
5900 Information Technology	General Services, Office of Fleet & Asset Mgmt	eric.mayes@dgs.ca.gov	Eric Mayes 916-928-7898
6000-6680 Budgeting	Finance, Budget Operations Support	http://www.dof.ca.gov/foinbox@dof.ca.gov	(916) 322-5540
6700-6780 Budgeting Information Technology	Finance, Information Technology Consulting Unit	Susan.davisjames@dof.ca.gov	Susan Davis-James (916) 445-1777 Ext. 3238
6801-6899 Capital Outlay	Finance, Capital Outlay	Andrea.Scharffer@dof.ca.gov	Andrea Scharffer (916) 445-9694 Ext. 2242
6900-6965 Budgeting	Finance, Budget Operations Support	http://www.dof.ca.gov/	(916) 322-5540

-OPERATOR REQUIREMENTS 0751

(Revised ~~129/1407~~)

Agencies shall participate in the Department of Motor Vehicles (DMV) "~~Employer~~ Pull Notice Program" (EPN) if they have employees who operate vehicles on official business as a condition of employment for Class A, B, or Class C drivers' licenses with special certificates. See ~~Vehicle Code Section 1808.1 Vehicle Code Section 1808.1~~.

Agencies may participate in the DMV ~~EPN~~"Pull Notice Program" on a voluntary basis for other employees who frequently operate vehicles on state business.

To enroll in the "~~Pull Notice Program~~"EPN program contact:
Department of Motor Vehicles, Office of Information Services, ~~Account Processing Unit at Government Processing Section, P.O. Box 944231, MSH221, Sacramento, CA 94244-2310, Telephone:~~
(916) 657-~~63465564~~- or see ~~EPN for additional information~~.

Employees who operate vehicles on official State business must have a valid driver's license, insurance, and a good driving record. To determine if a driver has a valid license and a good driving record, agencies should request drivers' records annually.

Employees who operate vehicles on official State business shall use, and ensure all passengers use, all available safety equipment in the vehicle being operated.

Frequent drivers should attend and successfully complete an approved defensive driver training course at least once every four years.

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http://www.dmv.ca.gov/portal/dmv/?1dmy&urile=wcm:path:/dmv_content_en/dmv/pubs/vctop/vc/d2/c1/a3/1808.1

SAM—REAL ESTATE SERVICES DIVISION

~~PROJECT MANAGEMENT BRANCH~~

~~PROGRAM SUMMARY, RESOURCES, AND CONTACTS~~ ~~1315~~

~~(Revised 06/05)~~

~~The mission of the Project Management and Development Branch (PMDB) within the RESD is to deliver quality, cost effective and timely real estate services to State Agencies. This includes management of the design and construction of major and minor capital projects and major leasing projects, within the scope, budget, and schedule that meet the program facilities requirements of our clients and the authorization of the Legislature. This may be done either through the capital outlay process or alternative forms of delivery financing. The PMDB services also include architectural and engineering, space planning and interior design, leasing and lease management, real estate sales, appraisals, and acquisitions, environmental services and other related competencies such as seismic retrofits, toxic site investigation and remediation, etc. is also responsible for the management of the design and construction of major capital outlay and major leasing projects.~~

~~The RESD's Asset Management Branch CAMB is the initial point of entry for requesting new services through. Clients wishing to engage the services of the PMB should contact their RESD CAM or they may call the CAMB at (916) 376-1800 or CALNET 480-1800. For more information about the CAMB, see SAM Section 1305. CRUISE (Customer Requests: Upgraded Information Sharing Environment) is the DGS/RESD web based electronic business application located at:~~

~~http://www.webapps.dgs.ca.gov/resd/cruise/Common/CRUISE_FAQ.PDF~~

~~State Agencies use CRUISE to submit requests for real estate services. CRUISE replaces paper Forms 9 and 29.~~

~~Additional information on PMDB's services and operations may be accessed from our [the RESD home page](#) located at . If you wish to write or call us, our mailing address and telephone numbers are:~~

~~Project Management and~~

~~Telephone: (916) 376-1700 or~~

SAM—REAL ESTATE SERVICES DIVISION

~~Development Branch~~

~~CALNET 480 1700~~

~~Real Estate Services Division~~

~~FAX: (916) 376 1677 or~~

~~707 Third Street, ^{4th}~~3~~ Floor~~

~~CALNET 480 1677~~

~~West Sacramento, CA 95605~~

~~(HMS Code Z-01)~~

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SAM—REAL ESTATE SERVICES DIVISION

CAPITAL OUTLAY PROJECTS

1315.1

(New 3/00)

The PMDB manages the planning, design, and construction of projects that are the responsibility of the Director of DGS. The PMDB also directs planning, design, and construction for facilities funded through means other than capital outlay.

The SAM Sections [6801 through 6899](#) provide a detailed explanation of PMB's role in the state's capital outlay process.

SAM—REAL ESTATE SERVICES DIVISION

~~PROFESSIONAL SERVICES BRANCH~~

~~PROGRAM SUMMARY, RESOURCES, AND CONTACTS~~ ~~1320~~

~~(Revised 06/05)~~

~~The Professional Services Branch (PSB) provides quality, cost effective, and timely professional real estate and property management services to all state agencies. These services include architectural and engineering services, space planning and interior design, leasing and lease management, real estate sales, appraisals, and acquisitions, environmental services, and other related competencies such as seismic retrofits and toxic site investigation and remediation. The RESD's CAMB is the initial point of entry for requesting new services. Clients wishing to engage the services of the PSB should contact their RESD CAM or they may call CAMB at (916) 376 1800 or CALNET 480 1800. For more information about the CAMB, see SAM Section 1305.~~

~~Additional information on the PSB services and operations may be obtained from our home page located at <http://www.dgs.ca.gov/resd/psb/main.asp>. You may also contact PSB at:~~

Professional Services Branch	Telephone (916) 375 4700 or
Real Estate Services Division	CALNET 480 4700
707 Third Street, 4th Floor	FAX: (916) 375 4704 or
West Sacramento, CA 95605	CALNET 480 4704
(HMS Code Z 1)	

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PROJECT MANAGEMENT AND DEVELOPMENT BRANCH

PROGRAM SUMMARY

1320

(Revised 12/14)

The mission of the Project Management and Development Branch (PMDB) within the RESD is to deliver quality, cost effective and timely real estate services to State Agencies. This includes management of the planning, design and construction of major and minor capital projects and leasing projects, within the scope, budget, and schedule that meet the program requirements of our clients and the authorization of the Legislature. This may be done either through the capital outlay process or alternative forms of delivery. The PMDB services also include architectural and engineering, space planning and interior design, leasing and lease management, real estate sales, appraisals, acquisitions, and environmental services (including toxic site investigation and remediation) etc.

The SAM Sections 6801 through 6899 provide a detailed explanation of PMDB's role in the state's capital outlay process.

The RESD's Asset Management Branch AMB is the initial point of entry for requesting new services through CRUISE (Customer Requests: Upgraded Information Sharing Environment) is the DGS/RESD web based electronic business application located at:

<http://www.webapps.dgs.ca.gov/resd/cruise/Common/CRUISE-FAQ.PDF>

State Agencies use CRUISE to submit requests for real estate services.

Additional information on PMDB's services and operations may be accessed from the RESD home page located at www.dgs.ca.gov/resd . If you wish to write or call us, our mailing address and telephone numbers are:

Project Management and
Development Branch

Telephone: (916) 376-1700

SAM—REAL ESTATE SERVICES DIVISION

[Real Estate Services Division](#)

[707 Third Street, 4th Floor](#)

[West Sacramento, CA 95605](#)

[\(IMS Code Z-01\)](#)

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ORGANIZATIONAL STRUCTURE

1320.1

(Revised [06/0512/14](#))

The services provided by PMDB include:

~~Design Services Section. Provides architectural, engineering, space planning, and interior design services. See SAM Section 1321 for more details.~~

Real Estate Leasing and [Management Planning](#)

Provides services to assist state agencies in acquiring leases for office, warehouse, labs, and other specialized facilities in privately owned buildings. These services include space planning, lease negotiation, execution and lease management services.

See SAM Section 1322 for more details.

Real Property Services

Provides appraisal services, appraisal review, acquisition services, real property transaction review, leases of State-owned property, and telecommunications leases to State agencies, and executes the sale of surplus state-owned property. See SAM Section 1323 for more details.

[Architecture and Engineering Services](#)

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Provides in-house architectural services, civil engineering, structural engineering, mechanical engineering, electrical engineering,

Program and Project Management

Provides management of large and/or complex projects and programs including capital outlay projects and programs, design-build, lease build-to-suit, special repairs, hazardous materials assessments and remediation, underground storage tank programs, and energy projects. Strategic planning, budgeting, estimating.

Energy and Sustainability

The Energy and Sustainability program's mission is to progressively move state agencies towards compliance with the Administration's sustainability initiatives. Services include research and project implementation for green and sustainable projects and buildings, Clean Renewable Energy Projects, Power Purchase Agreement (PPA) Programs, Energy Retrofit Projects/Programs, Zero Net Energy (ZNE) Building Design Program, Electric Vehicle Charging Program, State/Investor-Owned Utility Partnership Liaison, and LEED and Sustainability Consultation. See SAM Section 1325 for more details.

Environmental Services

The Environmental Services program provides environmental due diligence studies and compliance, including the preparation, review and oversight of Environmental Impact Reports/Statements, Initial Studies/Negative Declarations, and permits as required by the California Environmental Quality Act (CEQA), the National Environmental Policy Act (NEPA), and other environmental laws, hazardous materials assessments and remediation, consultation/permitting with regulatory agencies, and construction monitoring. See SAM Section 1325 for more details.

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DESIGN SERVICES SECTION

PROGRAM SUMMARY, RESOURCES AND CONTACTS 1321

(Revised 06/05)

The Design Services Section (DSS) is the state's in-house planning, architectural and engineering organization. Its mission is to ensure quality, cost effective and timely architectural, engineering, space planning, and other related services as requested by client agencies.

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REQUEST FOR PROJECT UNDERTAKING BY

STATE AGENCY (RES. FORM 23)

1321.12

(New 3/00)

The erection, construction, alteration, repair, or improvement of any state structure, building, road, or other state improvement of any kind is generally under the sole charge and direct control of DGS as authorized by [Public Contract Code Section 10108](#). **Exceptions** from this requirement may be granted if DGS determines its services in connection with such projects are not required.

When state agencies request authorization to carry out a project costing between \$111,000 and \$250,000 themselves, they must use the Request for Project Undertaking by State Agency, RESD Form 23. Departments within the Resources Agency must request RESD Form 23 authorization to undertake a project with a value of between \$111,000 and \$500,000. *Note: All projects must be reviewed and signed by the appropriate requesting agencies before Form 23 is submitted to DGS.*

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AGENCIES WITH SEPARATE AUTHORITY TO UNDERTAKE PROJECTS

1321.13

(New 3/00)

The following agencies have authority to execute projects without DGS review or oversight:

Board of State Harbor Commissioners Department of Water Resources

Department of Boating and Waterways Regents of the University of California

Department of Transportation Trustees of the California State University
and Colleges

Community Colleges [CalFire \(as determined on a project by project basis\)](#)

[Sis by DOF](#)

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ENERGY AND SUSTAINABILITY PROGRAM

PROGRAM SUMMARY

1325

(Revised 12/14)

The Energy and Sustainability Program provides research and project implementation for green and sustainable projects and buildings. The program’s mission is to progressively move state agencies towards compliance with the Administration’s sustainability initiatives.

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- Clean Renewable Energy Projects – Consultation and management of projects involving clean renewable energy sources including solar photovoltaic systems and wind turbines.

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- Power Purchase Agreement (PPA) Programs – Statewide program that provides clean renewable on-site solar and wind energy that does not require up-front capital and generally costs less than grid-based energy.

- Energy Retrofit Projects/Programs – Statewide program that offers a no up-front capital, budget-neutral opportunity to participating agencies to reduce their electricity, gas and water consumption while addressing deferred maintenance and improving the environment of state facilities.

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- Zero Net Energy (ZNE) Building Program – Project consultation program where a new or existing building is designed to produce as much on-site energy as it consumes over the course of a year.

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- Electric Vehicle Charging Program – Consultation and management of projects for the installation of electric vehicle charging stations.

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- State/Investor-Owned Utility (IOU) Partnership Liaison – Liaison with the IOU companies regarding incentive programs, Demand Response (DR), grid stability, and renewable energy interconnections.

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- LEED and Sustainability – Consultation on achieving LEED building certification and other sustainable measures.

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ENVIRONMENTAL SERVICES ~~SECTION~~

PROGRAM SUMMARY, ~~RESOURCES, AND CONTACTS~~

1326

(Revised ~~06/05~~12/14)

The Environmental Services ~~Section (ESS) program~~ has extensive experience in environmental due diligence including the preparation, review and oversight of environmental studies and documents, including environmental impact reports/statements, and permits as required by the California Environmental Quality Act (CEQA), and the National Environmental Policy Act (NEPA), and other environmental laws. ~~The ESS Environmental Services~~ staff prepares environmental documents and analyses for a full range of projects and programs such as institutional State facilities (e.g., offices, communication towers, fire stations, hospitals, ~~armories, correctional facilities,~~ parks, and museums, hatcheries, laboratories), infrastructure improvements, environmental restoration, and regulatory programs.

~~The~~ CEQA requires consideration of the environmental impacts of specific state public projects, including the leasing of office space, including but not limited to those involving public works, improvements to public structures, leases and permits, and laws and plans involving such projects. It is ~~generally~~ the responsibility of the requesting agency (lead agency) to comply. Refer to the Public Resources Code 21000 California Administrative Code Section 1300 et seq. for more information. ~~The Environmental Services Section is staff~~ are available on a fee basis to handle complete environmental studies, compliance, and State and federal CEQA filing requirements. ~~Please contact your Customer Account Manager to obtain this service.~~ Specialized services include:

- ~~1.—Development~~ Permits and/or consultation with regulatory and environmental agencies for issues such as wetlands, waste discharge, endangered species, stream crossings, and traffic studies, including SHPO, US Army Corps of Engineers, US Dept of Fish and Wildlife, California Dept of Fish and Wildlife, Coastal Conservancy, FAA, Water Quality Control Board, Dept. of Toxic Substances Control, local and regional agencies.
- ~~2.—~~ Site suitability studies as part of site selection and acquisition.

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~~3.— Assistance with community planning~~Community planning meetings, consensus building, and public outreach and involvement.

~~4.— Environmental resources and site development studies.~~

~~5.— Studies and assessments include c~~Cultural resources (archaeology, architectural history, historic resources), and historical resource consultation and site surveysbiological resources (wetlands, endangered species, stream crossings), visual impacts, traffic, air quality/greenhouse gas emissions, geology/soils, hydrology/water quality, toxics.

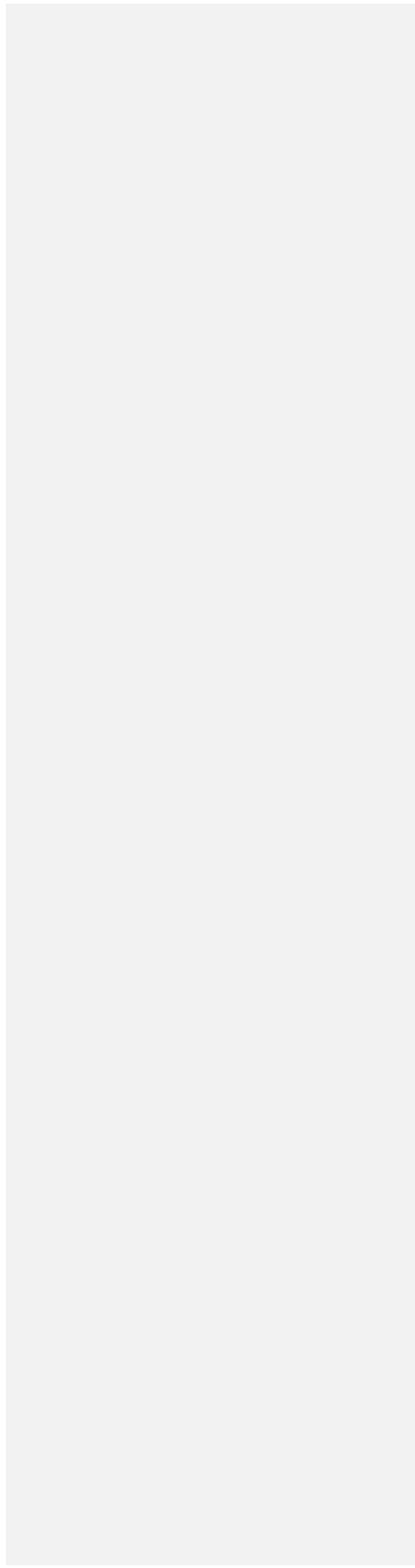
~~6.— Assistance on Environmental~~ project management, planning, budgeting, and site acquisition.

~~Hazardous Materials investigation and remediation, Underground Storage Tank Compliance~~

~~Construction monitoring, SWPPP, Mitigation Monitoring and Reporting Plans~~

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SPECIAL PROGRAMS SECTION

PROGRAM SUMMARY, RESOURCES, AND CONTACTS **1327**

(New 2/00)

The Special Programs Section is responsible for managing the following mandated programs:

- 1.— Seismic Building Program
- 2.— Asbestos Program
- 3.— Polychlorinated Biphenyl Program
- 4.— Underground Storage Tanks Program

The Special Programs Section is also responsible for the Local Government Grant Program, the Earthquake Activated Gas Shut-off Devices Program, the Water Heater Bracing Program, and the Emergency Response Management Program.

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~~SEISMIC BUILDING PROGRAM~~ ~~1327.1~~

~~(New 3/00)~~

~~The State Seismic Building Program involves the categorization and seismic structural evaluation of state facilities and determination of which buildings will be retrofit. Services provided include:~~

- ~~1.—Evaluations of buildings~~
- ~~2.—Development of conceptual solutions and cost estimates~~
- ~~3.—Management of retrofit project implementation~~
- ~~4.—Database information on statewide seismic inventory~~

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~~ASBESTOS PROGRAM~~ ~~1327.12~~

~~(New 3/00)~~

~~The State Asbestos Program comprises four functions:~~

- ~~1.—Asbestos survey and reporting~~
- ~~2.—Asbestos abatement~~
- ~~3.—Operation and maintenance~~
- ~~4.—Property damage claims program~~

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~~POLYCHLORINATED BIPHENYLS PROGRAM~~ ~~1327.13~~

~~(New 3/00)~~

~~The Polychlorinated Biphenyls (PCB) Program is a program of remediation to comply with the Federal Toxic Substances Control Act of 1976 (40 CFR 761). Services include surveys and sampling of fluid filled electrical equipment to identify PCB contamination; development of contract plans and specifications to remove and replace hazardous PCB contaminated equipment; plans and specifications for the transportation and approved disposal of PCB contaminated equipment and articles including PCB contaminated fluorescent lighting ballasts.~~

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~~UNDERGROUND STORAGE TANKS PROGRAM~~ ~~1327.14~~

~~(New 3/00)~~

~~The Underground Storage Tanks (UST) Program is responsible for bringing the state-owned underground storage tanks into compliance with federal and state requirements. It also provides engineering and construction services for sites believed to be contaminated with toxics and/or hazardous wastes.~~

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BUILDING AND PROPERTY MANAGEMENT BRANCH

[\(NOT PMDB program\)](#)

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PROGRAM SUMMARY, ~~RESOURCES, AND CONTACTS~~

1330

(Revised 06/05)

The Building and Property Management Branch (BPMB) manages, maintains, and operates state buildings and grounds. BPMB is a statewide operation with management units located in major cities throughout California. Its mission is to provide tenants and the public with a safe and healthy environment in which to conduct business, and to preserve the state's investment in real property and equipment through an efficient and effective centralized maintenance and operations program. BPMB offers full building and grounds maintenance and operations, including all labor, materials, and equipment, in most locations where services are provided.

BPM services include:

Building Cleaning	Contract Administration and Management: - Security Guard Service
Routine Building Management Inspections - Assess conditions of material and equipment - Detect deterioration - Follow-up and evaluate maintenance and repairs	- Elevator Maintenance Service - Window Cleaning - Projects and Repairs Oversight and Routine testing: - Security Systems - Switch Gear - Fire Life Safety Systems - Energy Management Systems
Groundskeeping	Equipment Operation, Maintenance and Warranty Compliance

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Facility Operation and Maintenance	Heating, Ventilating and Air Conditioning
Trades, Crafts and Engineering Services	Energy Management
Emergency Preparedness and Response	Special Repair Projects
Environmental Health and Safety Management	Structural Maintenance
	Tenant Space Changes

(Continued)

SAM—REAL ESTATE SERVICES DIVISION

(Continued)

PROGRAM SUMMARY, ~~RESOURCES, AND CONTACTS~~

1330 (Cont. 1)

(Revised 06/05)

~~The RESD'S CAMB is the initial point of entry for requesting new services. Clients wishing to engage the services of BPMB should contact their RESD CAM or they may call CAMB at (916) 376-1800 or CALNET 480-1800. For more information about CAMB, see SAM Section 1305.~~

Information pertaining to the location and/or use of a building's facilities and amenities (e.g., auditoriums, conference rooms, atriums, cafeteria, breakrooms, restrooms, concession stands, and other rooms); building directory services and bulletin boards; building services such as elevators, office temperatures, and lighting; hazardous or dangerous conditions and other related facility related areas can be directed to the building manager's office.

Additional information on BPMB's services and operations may be accessed from our home page located at <http://www.dgs.ca.gov/resd/bpm/main.asp>. If you wish to write or call us, our mailing address and telephone number are:

Building and Property Management Branch	Telephone: (916) 375-4967 or CALNET 480-4967
Real Estate Services Division	Fax: (916) 375-4968 or CALNET 480-4980
707 Third Street, 5th Floor 1304 O Street	
West Sacramento, CA 95605	
(HMS Code Z-1)	

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COST OF SERVICES

1330.1

(Revised 06/05)

Agencies pay rent for the space they use in buildings owned and operated by DGS. The rent covers regular building services, including all labor, materials and equipment. The DGS' Price Book lists the BPMB's hourly rates for services not covered in the rent. Your building manager may be contacted to answer any billing questions. Monthly invoices are generated directly to the requesting agency for:

1. Special building services that are not included in the rent, i.e., tenant services such as locksmithing, painting, carpentry, minor repairs, etc. Charges for special services are based on costs for time and materials. Your building manager can provide information on the services included in standard and special building services.
2. Services to special-funded buildings where costs are not recovered through rent. Charges to special fund agencies who own their building(s) are based on the actual costs of providing services.

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BUILDING ALTERATIONS

1330.2

(Revised 06/05)

When an agency determines the need for a building alteration in a DGS-owned or managed building and funding of the proposal is approved, BPMB will complete the project with its in-house staff, or hire a private contractor. If a private contractor is hired, BPMB will let the contract and supervise the completion of the job.

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USE OF BUILDINGS OUTSIDE REGULAR WORKING HOURS

1330.3

(New 3/00)

The DGS-owned and managed buildings are typically in operation from 7:00 a.m. to 6:00 p.m. In light of resource conservation, personal safety, and building security concerns, agencies are encouraged to minimize the use of state buildings outside of these hours. In many buildings, use outside of the regular operation hours requires the heating or cooling of the entire building.

If your agency's operations require use of a building outside of regular operation hours, please contact your building manager so appropriate staffing and other arrangements can be made.

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PARKING IN LOADING DOCK AREAS OF STATE BUILDINGS

1330.4

(New 3/00)

Assigned parking is not permitted in loading dock areas in buildings under the jurisdiction of the DGS. Unauthorized vehicles may be towed at the vehicle owner's expense.

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SMOKING IN STATE BUILDINGS

1330.5

(New 3/00)

[Government Code Section 19994.30-35](#) bans smoking in state-owned and state-leased space. This prohibition applies to any area enclosed by the outermost walls of the building. Atriums, balconies, stairwells, and other similar building features are considered within a building.

SAM—REAL ESTATE SERVICES DIVISION

OFFICE PLANTS

1330.6

(Revised 06/05)

Purchase and care of office plants are not a service of BPMB. Budgetary justification, purchase, or lease of office plants by state personnel or by a service contract is the responsibility of the agency.

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DISPLAY OF ART, POSTERS, AND NOTICES IN STATE BUILDINGS

1330.7

(New 3/00)

Posting signs, notices, or other written material in DGS-owned and managed office buildings is not allowed except on bulletin boards or other display equipment designed for this purpose. This policy is designed to prevent damage to painted surfaces and maintain a clear entry and exit. Commercial or political notices are not permitted. Artwork displayed in lobby areas will be shown only with the approval of the Director of DGS. The Director will designate a location and duration for display. If you plan a display, your justification should follow these guidelines:

1. Display will include work by more than one artist.
2. Display is not controversial.
3. Display is not commercial and/or not for sale.
4. State will not be liable for damaged or stolen artwork.

Further information on the display of artwork may be obtained by contacting your building manager. Information on the Art in Public Buildings Program can be found in [Government Code Section 15813 et seq.](#)

SAM—REAL ESTATE SERVICES DIVISION

PURCHASE AND DISPLAY OF FLAGS AT STATE BUILDINGS

1330.8

(Revised 06/05)

General

Government Code Sections [420](#) and [430-439](#) provide basic information regarding the State Flag of California and the Flag of the United States. A pamphlet entitled *California Bear Flag* is available from DGS, Office of Procurement, Documents and Publications Section. Information pertaining to the Flag of the United States is available at a nominal charge from the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C., 20402. The [Flags of the World](#) web site also has information and links on this topic.

Purchase and Display

State law requires the State and American flags to be displayed at all state buildings when the state is the sole or major tenant of the building (occupying more than 50 percent of the available space). The flags must be flown outside the building and must be prominently placed although a freestanding flagpole is not necessarily required. Flying any other flags outside or on state buildings will require the approval of the Director of DGS.

The responsibility for purchase and display of flags is:

1. With an individual state agency when the agency is the sole or major tenant of the building, and the building is not maintained by DGS, BPMB.
2. With BPMB where that it manages and maintains the buildings and grounds.

Should a duly elected California official on behalf of a democratic sovereign nation or its duly appointed representative(s) request the flying of its national flag at a state building to commemorate or honor the special day, such request should be made in writing to the Director of DGS 60 days in advance of the event, when practical.

SAM—REAL ESTATE SERVICES DIVISION

The Governor annually proclaims the third Friday of September to be known as Prisoner-of-War/Missing in Action (POW/MIA) Recognition Day. On that day the flag of the National League of POW/MIA Families shall be flown over certain prescribed state buildings and public buildings and grounds as specified in Military and Veterans Code Section 1831.

Flying the Flag at Half-mast

Generally the American flag is flown at half-mast at state buildings only by presidential and/or gubernatorial decree. In the event a state agency wishes to fly flags at half-mast, authorization will be obtained from their agency secretary. The state flag shall be displayed in the same manner as the American flag.

SAM – SUSTAINABLE OPERATIONS AND PRACTICES

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SAM – SUSTAINABLE OPERATIONS AND PRACTICES

ENERGY EFFICIENCY IN DATA CENTERS AND SERVER ROOMS 1820

(New 10/2014)

The intent of this section is to provide direction to all state agencies under the Governor's executive authority to meet data center and server room energy efficiencies as required in the [Green Building Action Plan Section 10.7](#).

SAM – SUSTAINABLE OPERATIONS AND PRACTICES

POLICY

1820.1

(New 10/2014)

State agencies will achieve energy operating efficiency in data centers and server rooms in state owned and state leased buildings.

SAM – SUSTAINABLE OPERATIONS AND PRACTICES

AUTHORITY

1820.2

(New 10/2014)

[Executive Order B-18-12](#) mandates that DGS work with other state agencies to develop and implement policies and procedures for the operation and maintenance of state buildings to achieve operating efficiency improvements and water and resource conservation, and to continually update and incorporate these into the State Administrative Manual (SAM); pursuant to the [Green Building Action Plan section 10.7](#).

SAM – SUSTAINABLE OPERATIONS AND PRACTICES

REQUIREMENTS OF DATA CENTERS AND SERVER ROOMS 1820.3
 (New 10/2014)

1. By December 31, 2014, all state-owned and leased data centers and server rooms greater than 200 square feet shall be operated within the 2011 ASHRAE - TC 9.9, Class A1 – A4, recommended guidelines for temperature and humidity in addition to all applicable [2013 Title 24 Building Energy Efficiency Standards](#). In most cases it will not be necessary to control humidity and/or dew point in order to stay within the specified ASHRAE- recommended guidelines. If this becomes a problem, the Department of Technology can assist agencies by recommending solutions.

Temperature and humidity in data centers and server rooms shall be measured at the information technology (IT) equipment air inlets for temperature and humidity compliance. It is recommended that supply air inlet temperatures in data centers remain in the 23 to 27 degree Celsius (C) (73 to 81 degrees Fahrenheit) range.

Class	Equipment Environmental Specifications	
	Product Operations	
	Dry-Bulb Temperature (°C)	Humidity Range, Non-condensing
A1 to A4	18 to 27	5.5°C Dew Point to 60% Relative Humidity and 15°C Dew Point

2. All state data centers that exceed 1,000 square feet shall measure and report their power usage effectiveness (PUE) annually by December 31 (beginning December 31, 2014) to the Department of Technology using the Power Usage Effectiveness Report (TECH 408). For agencies whose cooling is supplied through the downtown Sacramento Central Plant, the Department of Technology can provide specific instructions for the calculations. Agencies are responsible for submitting these reports, and must base their PUE calculations on the criteria outlined in the [Green Grid publication](#).

Data centers that exceed a PUE of 1.5 shall reduce their PUE by a minimum of 10 percent per year until they achieve a 1.5 or lower PUE. These reductions can be achieved through energy saving measures and/or through scheduled and budgeted power and cooling supply equipment replacements. If agencies that manage data centers 1,000 square feet or larger do not have the expertise to reduce PUE, the Department of Technology can provide suggestions. The Department of General Services and local utilities also are excellent resources to suggest energy savings measures.

(Continued)

SAM – SUSTAINABLE OPERATIONS AND PRACTICES

(Continued)

REQUIREMENTS OF DATA CENTERS AND SERVER ROOMS 1820.3 (Cont. 1)

(New 10/2014)

3. When purchasing network switches and routers, all state agencies must specify the Energy Efficient Ethernet IEEE (Institute of Electrical and Electronics Engineers) 802.3-2012 Section 6 standard to the maximum extent possible. (Download a free copy of this IEEE standard from (the [IEEE Standards Association](#)).
4. All state agencies must consider virtualization (options when refreshing equipment or standing up new systems. Virtualization is the creation of a virtual rather than actual version of something such as an operating system a server a storage device or network resources. Use of the most energy efficient power supplies available should be included in the purchase of new IT equipment.

SAM – SUSTAINABLE OPERATIONS AND PRACTICES

RESOURCES

1820.4

(New 10/2014)

1. Power Usage Effectiveness Report <http://www.cio.ca.gov/pdf/PUE-Reporting-Report.pdf>
2. Institute of Electrical and Electronics Engineers (IEEE) Standards <http://standards.ieee.org/about/get/802/802.3.html>

SAM – PUBLISHING/PRINTING

STATEWIDE POLICY

UNION LABEL ON PRINTING

2870

(Reviewed 11/2014)

All documents printed in-house by Bargaining Unit 14 members or produced by OSP shall have the Bargaining Unit 14, Printing and Allied Trades, union label displayed.

When individual state agencies or [OSP](#) vends printed material out, state agencies must adhere to the [Public Contract Code](#) when soliciting bids for state printing. This assures that no vendor will be excluded from bidding and winning a state project based on union affiliation or lack thereof. Unionized printing vendors will be required to display the appropriate union label on the printed product.

State agencies are not to add the union label to artwork or include it in electronic files unless the work is going to the agencies own Bargaining Unit 14 in plant operation. OSP will add the union label to artwork prior to printing or the private printer will affix their own union label if the job is awarded to union printers. Private printers that are not unionized are not allowed to use any union label or facsimile thereof.

SAM – PUBLISHING/PRINTING

COPYING AND DUPLICATING LIMITATIONS

2880

(Reviewed 11/2014)

State-owned copying and duplicating equipment will not be used for other than official state business. In accordance with Government Code Section [6253](#) (b), a charge for a copy of a public record is limited to the actual cost of providing the copy, or the prescribed statutory fee, if applicable.

SAM-PURCHASES (Cont.d)

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SAM-PURCHASES (Cont.d)

TRADING STAMPS

3613

(Reviewed 12/12)

~~State employees must not accept trading stamps issued in connection with State purchases; for example, when buying gasoline for State cars. The State has a statewide contract under which credit cards are used, which affords favorable prices to the State. Service station operators have no obligation to issue trading stamps or any other considerations for services to State vehicles under this contract.~~

~~If, however, contrary to regulation a State employee does receive trading stamps in connection with any State purchase, such stamps are the property of the State and under no circumstances may an employee use them for his/her personal benefit. It is the responsibility of the employee to immediately transmit them to the accounting office of his/her agency.~~

~~When the agency accounting officer has accumulated a sufficient quantity of trading stamps, he/she should contact an institutional agency to arrange for transmittal of the stamps to an institution where they can be used to secure items for inmate or patient recreation such as athletic equipment, stationery, etc.~~

SAM-PURCHASES (Cont.d)

HEAVY EQUIPMENT **3615**
(Reviewed 12/12)

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Agencies submitting purchase estimates for heavy equipment items of the type included in the Statewide Mobile Equipment Inventory will include a statement, on the purchase estimate, that the availability of surplus equipment for interagency purchase or rental has been investigated and no suitable equipment is available. Copies of the inventory can be obtained from the Office of Fleet Administration, Department of General Services, Sacramento. See SAM Section [3522.1](#).

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SAM-PURCHASES (Cont.d)

ACQUISITION OF VEHICLES **3620** (Revised 12/06)

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Purchase of State vehicles will be made by consolidation of agency annual requirements in order to effect savings by volume buying. See Government Code Section [14615](#) and Public Contract Code Section 10308. In addition, Government Code Section 13332.9 provides that:

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"No purchase order or other form of documentation for acquisition or replacement of motor vehicles shall be issued against any appropriation until the Department of General Services has investigated and established the necessity therefor. No surplus mobile equipment may be acquired from any source by any State agency for program support until the Department of General Services has investigated and established the need therefor."

Purchase estimates for all motor vehicle purchase requests shall be sent directly to the Office of Fleet Administration, Department of General Services, to determine whether available surplus vehicles can be utilized in lieu of a new vehicle purchase and to investigate and establish the necessity therefor. See SAM Sections [4111](#), [4113](#).

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For an additional vehicle or for replacement of a vehicle not meeting replacement criteria specified in SAM, recommendation of the Office of Fleet Administration Automotive Inspector in the area where the vehicle will be or has been used will be required. To expedite processing of such purchase estimates, departments are requested to secure a Report of Findings in advance from the area inspector. A copy of the report should be attached to the estimate. See SAM Section [4111](#).

The Office of Fleet Administration will review the estimate and related documents, approve the estimate on behalf of the Director of General Services, and forward the estimate to the Office of Procurement, Department of General Services.

Agencies shall accept delivery of any make automobile regardless of the make specified on the purchase estimate. All passenger type motor vehicles purchased will be the typical Fleet vehicle, except for those purchased for elected officials and other special uses deemed appropriate by Office of Fleet Administration.

All vehicles shall be inspected for acceptance at the delivering dealer's place of business prior to delivery to the purchasing State agency. See SAM Section [4112](#). This inspection determines that all specifications are met and that the dealer has performed properly the pre-delivery inspection and servicing. The Department of General Services will provide the services of Inspectors of Automotive Equipment to perform the acceptance inspection prior to delivery for all departments in the Inspection Services Program. The owning agency, on receipt of vehicle, should check for any damage incurred in transit from dealer to point of delivery. It is the owning agency's responsibility to license the vehicles and put them in service.

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Rental of vehicles from non-State sources for over seven (7) days must have prior approval from Office of Fleet Administration. See SAM Section [4117.2](#).

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SAM-PURCHASES (Cont.d)

TYPICAL FLEET VEHICLE

3620.1

(Revised 9/83)

Typical fleet vehicles are two-door and four-door sedans with interior volume, passenger and luggage area combined, less than 110 cubic feet. Each agency's annual purchases for basic fleet needs must average at least 23 miles per gallon, Environmental Protection Agency combined city/highway mileage. The Director of General Services may adjust the average miles per gallon figure upward each year if examination of the mileage performance of vehicles that will meet the State's needs shows there will be at least two competing manufacturers that can meet higher mileage requirements. Colors will be mixed factory colors. The Director of General Services may approve requests for special colors as required for law enforcement and other specific use.

SAM-PURCHASES (Cont.d)

SPECIAL PASSENGER VEHICLES 3620.2
(Revised 9/85)

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Elective constitutional officers and members of the Governor's Cabinet may be provided with the make and model of vehicle the officer deems necessary, equipped as they desire.

Vehicles other than types listed in SAM Section 3620.1, such as trucks, buses, station wagons, and small equipment, will be authorized as the needs of the operating agency justify. Such vehicles will be equipped as required at the time of purchase. No modifications will be made to any vehicle without approval of Office of Fleet Administration, Department of General Services.

SAM-PURCHASES (Cont.d)

SAFETY STANDARDS FOR ALL STATE VEHICLES **3622**
(Renumbered from 4106 5/72)

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The safety standards appearing in the following subsection are to be included in the specifications for all applicable State-owned vehicles.

SAM-PURCHASES (Cont.d)

BACK-UP ALARMS **3622.2**
(Revised 6/80)

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Back-up alarms are required for every truck that has a body capacity of 2-1/2 cubic yards or more that is used to haul dirt, rock, concrete, or any construction material. The standard alarm to be used is a mechanical or approved electronic alarm that automatically emits a warning sound when the vehicle is moving in a reverse direction. Alarms used shall be listed as acceptable by the Department of Industrial Relations.

Such back-up alarms are recommended for use on other vehicles at installations where pedestrians are or may be exposed to the hazard of backing vehicles.

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SAM-PURCHASES (Cont.d)

TRAILER HITCHES AND COUPLINGS

3622.3

(Revised 1/88)

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All trailer hitches and couplings that are installed on towing vehicles and trailers shall comply with Society of Automotive Engineering (SAE) Specification J 684f. Standard hitches will be Class 2, 3, or Class 4. The following rules also apply:

- Minimum equipment for vehicles used to tow trailers with a Gross Trailer Weight (GTW) up to 3,500 lbs. shall be an SAE Class 2 hitch (2" ball on a 1" shank).
- Minimum equipment for vehicles used to tow trailers with a GTW 3,500 lbs. to 5,000 lbs. shall be an SAE Class 3 hitch (2" ball on a 1" shank).
- Minimum equipment for vehicles used to tow trailers with a GTW over 5,000 lbs. shall be either (a) a SAE Class 4 hitch (2-5/16" ball on a 1-1/4" shank), or (b) a pintle and eye hook type hitch provided and attached in accordance with SAE J 847 standards.
- All hitches shall be frame attached (no bumper hitches permitted). "Barden" or similar type bumpers shall be attached to the frame and installed or be attached to and/or reinforced to constitute a suitable Class 3 hitch.
- All installations shall be in compliance with the specifications and recommendations of the Society of Automotive Engineers, the manufacturer of the towing vehicle and the manufacturer of the towed vehicle.

SAM-PURCHASES (Cont.d)

TRAILER WIRING CONNECTIONS

3622.4

(Renumbered from 4106.3 5/72)

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Trailer lights and connections shall be in accordance with Society of Automotive Engineering (SAE) Specification J 560 A. Connecting cable and conductors shall meet the standard of SAE J 559.

SAM-PURCHASES (Cont.d)

STANDARD EQUIPMENT

3624

(Revised 9/91)

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The typical vehicle is equipped with automatic transmission. The following items of equipment, optional or standard for the model under contract, are provided:

- Installed safety seat belts and shoulder harness
- Directional signal with emergency flasher, and backup lights
- Rearview mirrors, inside and remote left-hand outside, right-hand manual
- Electric intermittent windshield wipers and manual windshield washer
- Manually controlled air conditioner, factory installed
- Tinted glass all around
- Fresh air heater and defroster, with multi-speed control
- Rear window defroster
- Oil filter, air cleaner, and high temperature thermostat
- Required emission control device(s)
- Dual padded sun visors, padded dash, and front seat padded with foam
- Glove compartment with lock
- Coat hook on each side of rear compartment
- Floor covering in front, rear, and luggage compartments
- Arm rests on left and right sides
- Cigarette lighter, ash receivers in front and rear compartments
- Power steering
- Tilt steering wheel

(Continued)

SAM-PURCHASES (Cont.d)

(Continued)

STANDARD EQUIPMENT

3624 (Cont. 1)

(Revised 9/91)

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- Power brakes, disc front
- Cruise control
- Manufacturer's standard radio with push button tuning and antenna
- Radial tires
- Maintenance free batteries
- Coolant recovery system
- Inside hood release

SAM-PURCHASES (Cont.d)

AUTOMOTIVE EQUIPMENT, SPARE PARTS AND REPLACEMENT ITEMS 3626
(Revised 12/06)

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Whenever feasible, agencies should avoid maintaining a stock of repair parts, tires, tubes, batteries, and spark plugs. These items and other common automotive supplies should generally be obtained at the time of need from the State garages in Fresno, Los Angeles, Oakland, Sacramento, San Diego, or from contract vendors. Tires and batteries are available at San Bernardino State Garage (pool office). Stocking of parts by agencies may result in increased costs due to the parts becoming obsolete, being of the wrong size or design, loss, or having unnecessary surplus supplies accumulate in agency stockrooms.

SAM-PURCHASES (Cont.d)

ANTIFREEZE **3626.1**
(Revised 12/06)

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All agencies will make the necessary arrangements early in the Fall to protect State equipment which will be operated in freezing weather. Antifreeze may be purchased from the State garages in Fresno, Los Angeles, Oakland, and Sacramento, where it will be installed for a fee. This is billed to the agency by the garage. State departments with automotive fleets may purchase and install supplies of antifreeze in assigned vehicles. The purchases may be made either through the Office of Procurement or via a department's delegated purchase authority. In an emergency, officers and employees may purchase antifreeze for their vehicles. See SAM Section 3629.

SAM-PURCHASES (Cont.d)

AUTOMOBILE BATTERIES **3626.2**
(Revised 12/06)

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Automobile batteries are to be secured through the State contract or, in an emergency, may be secured by a credit card purchase. See SAM Section 3629. Officers and employees who purchase batteries other than as authorized will be required to personally pay the difference between the State contract price and the price billed to the State by the vendor from whom the battery was obtained. No trade-in allowance is made for batteries.

Where feasible, agencies should accumulate junk batteries and sell them to recognized junk dealers by the bid process. Agencies with offices in the vicinity of Fresno, Los Angeles, Oakland, and Sacramento, may turn old batteries in at State garages for sale by the Department of General Services.

SAM-PURCHASES (Cont.d)

OIL FILTER ELEMENTS **3626.3**
(Revised 12/06)

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Oil filter elements (not the complete filter) may be purchased on the credit card of the contracting company; however, when convenient, the State garages in Fresno, Los Angeles, Oakland, and Sacramento should be called upon for this service.

State agencies are encouraged to use re-refined oil when replacing the oil for vehicle maintenance.

SAM-PURCHASES (Cont.d)

SPARK PLUGS **3626.6**
(Renumbered from 3623 5/72)

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Spark plugs will be ordered by model number if known, or the make, year, and model number of the equipment requiring the spark plugs. Emergency purchases of complete sets will be authorized only if request for payment is on an automotive repair shop (not a service station) invoice for engine repair or tune-up. Emergency replacement of single spark plugs is authorized and may be charged on a credit card.

SAM-PURCHASES (Cont.d)

TIRES AND TUBES

3626.7

(Revised 12/06)

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A new tube should be installed in a new tire only when the condition of the old tube is such that it is no longer usable. If the old tube is blown out, has been patched a number of times, has grown in size (a good indication of this is chafing where the tube meets the rim), or has some other fault, it should not be used in a new tire. No trade-in allowance is made for old tires. In an emergency, tires or tubes may be purchased on a credit card providing SAM Section 3629 is followed.

Where feasible, agencies should accumulate old tires and tubes and sell them to recognized junk dealers by the bid process. Agencies with offices in the vicinity of Sacramento and Los Angeles may turn old tires or tubes in at state garages for sale by the Department of General Services.

Purchase of any special noncontract tires and tubes (such as puncture-proof tubes) must be approved by the Office of Fleet Administration, Department of General Services, and will be requested on regular purchase estimates. Bias-ply belted tires, nylon or polyglass are recommended as replacement except when replacing radial tires. Radial tires should be replaced with comparable grade radial tires. White sidewall tires may be accepted on the State Tire Contract in the event black wall tires are not available from the contractor. However, any white wall tires furnished must be mounted with the white wall turned in so it is not visible. White wall tires may be installed on vehicles with undercover plates.

Vehicles delivered with white sidewall tires by the vendor should not have the tires changed. When radial tires must be replaced and the worn tires being replaced were mounted with white walls outside, they may be replaced with white walls mounted outside provided there is no added cost to the State.

SAM-PURCHASES (Cont.d)

EMERGENCY PURCHASE OF AUTOMOTIVE EQUIPMENT **3629** (Revised 12/06)

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It is permissible to charge against credit cards items which are needed for real emergencies, such as damaged individual spark plugs (not sets), automatic transmission oil, light bulbs, fan belts, windshield wiper blades, cable for battery terminals, gasoline tank caps, tire or tube valve core, etc.

Purchases of antifreeze may be made on credit cards only in an emergency when the vehicle has lost its coolant due to a water hose or pump failure or is subjected to unseasonable freezing temperatures. This provision does not relieve agency officials of the responsibility for anticipating antifreeze requirements and ordering sufficient supplies in accordance with SAM Section 3626.1.

Purchase of tires, tubes or batteries may be made on credit cards under the following conditions:

1. Locations where the State's regular contractors have no outlets or stock or where the distance is too great to purchase from contractors' regular stock locations because of the time or expense involved; or
2. Special situations in an emergency where travel is required and purchase is necessary during hours when the regular contractor is closed (between 6 p.m. and 8 a.m. or on Sundays and holidays).

When a bona fide emergency requires the user of a General Services pool car to pay cash for repairs or for items included in the pool car rental charges, he/she may be reimbursed. See SAM Section [0758](#).

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The usual product guarantees apply to these items. Trade-in allowance is applicable under certain conditions; if service station allows credit for old battery or tire, apply it toward purchase of new battery or tire.

It is the responsibility of the employee to justify the appropriateness of all emergency purchases as soon as possible. The Department of General Services will review the purchases when billed, and those not justified will be sent to the employee's agency for remittance from the employee. See SAM Section [4109](#) for auditing of charges.

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SAM-PURCHASES (Cont.d)

CONSTRUCTION AND MAINTENANCE

LIGHT GLOBES _____ **3631**

(Revised 7/64)

~~Light globes will be ordered on sub-purchase orders prepared to include exact nomenclature which may be obtained from past purchase orders, by consultation with the Office of Procurement, Department of General Services, or from the purchase contract distributor.~~

SAM-PURCHASES (Cont.d)

~~MEDICAL AND PERSONAL~~

~~DRUGS, GENERAL~~

~~3661~~

~~(Revised 7/64)~~

~~Agencies ordering drugs should specify the largest size package feasible. Where available, information as to the relative costs should be reviewed and the possible savings compared with such factors as shelf life, repackaging facilities, and whatever safeguards are necessary. When packaging is not an important factor to the agency, only the quantity required should be given and packaging will be specified by the Office of Procurement, Department of General Services. When a package size is specified that is essential to the agency, the estimate should so indicate. The Office of Procurement will change packaging specifications (not the total quantity required) whenever it is in the State's best interest. Agencies will be contacted if the Office of Procurement is uncertain as to the feasibility of the change.~~

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SAM-PURCHASES (Cont.d)

~~HYPNOTIC AND NARCOTIC DRUGS~~

~~3661.1~~

~~(Revised 9/91)~~

~~State agencies may purchase certain hypnotic and narcotic drugs for less than \$1,000 by sub-purchase order. All orders for drugs as defined in the Controlled Substance Act of 1970, et seq., must be in accordance with State and Federal laws and regulations pertaining to the purchase of such drugs. State agencies responsible for the purchasing and administration of drugs will apply for registration to the Drug Enforcement Administration (DEA Form 225) and will maintain their own DEA order forms.~~

~~All sub-purchase orders containing a drug as defined in the DEA Schedule II (narcotic) shall be submitted to the vendor with Narcotic Order Form DEA222C.~~

~~All sub-purchase orders containing a drug, as defined in the DEA Schedule III, IV or V, must have the agency's DEA Registration Number noted on the face.~~

SAM-PURCHASES (Cont.d)

~~SURPLUS DRUGS AND MEDICAL SUPPLIES~~ ~~3661.2~~

~~(Revised 7/64)~~

~~When appreciable quantities of surplus drugs and medical supplies accumulate at institutions, they will be reported in detail to the Office of Procurement, Department of General Services, which will attempt to return these items to the vendor for credit or to sell them to another State agency. Any refund, credit, or income from sale or another State agency will be returned to the agency surrendering the surplus items.~~

~~Substantial quantities of drugs that are out of date may be reported to the Office of Procurement which will see if any credit or replacement is available from the vendor. The Office of Procurement is not equipped and will not be expected to determine or advise agencies whether drugs or medical supplies are still usable or should be discarded.~~

SAM-PURCHASES (Cont.d)

TAX-FREE ALCOHOL

3661.3

(Revised ~~1089/1482~~)

State agencies may purchase tax-free alcohol under their delegated purchasing authority. Agencies responsible for the purchase and administration of alcohol ~~must~~ will apply for ~~a~~ permit ~~the following permits~~ from the ~~Assistant Regional Commissioner~~ (Alcohol ~~and~~ Tobacco ~~Tax and Trade Bureau, and Firearms~~), Department of the Treasury, Internal Revenue Service. Use this link to obtain information regarding obtaining a permit. Further guidance can be found in Tax free alcohol information at this link: http://www.ttb.gov/tax_audit/p51504.pdf

~~Form 2600 — Application for Permit to Use Alcohol Free of Tax.~~

~~Form 1450 — Application and Withdrawal Permit to Procure Spirits Free of Tax.~~

~~Form 1450 must accompany all delegated orders issued to vendors.~~

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SAM-PURCHASES (Cont.d)

OFFICE EQUIPMENT

UTILIZATION OF SURPLUS PROPERTY 3671

(Revised 3/89)

A review procedure will be established within each agency or institution to determine that the expenditure is necessary and that all possible sources of surplus office equipment, including the Office of Procurement, Surplus Property Section, Department of General Services, have been considered. See SAM Section [3520](#), [3521.1](#).

The Office of Procurement will not process any purchase estimate for office equipment which does not include signed statements by the officer responsible for equipment requests that: (a) the expenditure is necessary, and (b) there is no current surplus property available to meet the agency or institution's need.

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SAM-PURCHASES (Cont.d)

DESKS AND RELATED ITEMS OF WOOD FURNITURE

3672

(Revised ~~109/1485~~)

~~Insofar as is practicable and consistent with matching of existent equipment, furniture manufactured by the Prison Industry Authority will be used by all State agencies. Refer to the State Contracting Manual Volume 2, Chapter 2, Section C, Topic 3 for more information on purchasing furniture.~~

SAM-PURCHASES (Cont.d)

RUGS AND CARPETS

3673

(Revised 7/97)

~~The purchase of rugs or carpeting for any State office, employees' living quarters, or any other facility shall be in accordance with Section 24 and 25 of the Budget Act and standards issued by the Director of the Department of General Services.~~

SAM-PURCHASES (Cont.d)

TYPEWRITERS

3674

(Revised 3/89)

All typewriter purchases by the Office of Procurement, Department of General Services, will be made by competitive bid, using State of California Specifications and Qualified Products List, obtainable from the Office of Procurement, Department of General Services. The lowest responsible bidder offering a product listed in the Qualified Products List will receive the contract.

Purchase estimates for manual typewriters will not be approved by the Department of General Services unless the Office of Procurement, Surplus Property Section, certifies on the estimate that substantially comparable used manual typewriters are not available from State Surplus Property stock.

Elite type face permits typing of 20 percent more copy than pica type in the same space, without significant loss of legibility. Therefore, elite type should, in general, be specified in requesting purchase of typewriters. Type larger or smaller than elite should be requested only when the intended use makes such an exception necessary.

SAM-PURCHASES (Cont.d)

~~PENCILS, PENS, AND INK~~

~~3676~~

~~(Revised 3/89)~~

~~It is generally State policy to provide employees with only such personal writing equipment as ordinary wooden lead pencils, inexpensive mechanical lead pencils, and standard desk pens where needed. Ink and lead may be furnished for refill purposes.~~

~~Although unit prices of such items as pencils, pens, desk sets, and bottles of ink are relatively small, the large orders for these items have resulted in surprisingly large dollar amounts. In the past, the total number of such items purchased has not appeared to present a reasonable relationship to the expected normal usage. All agencies are expected to exercise reasonable management care to avoid excessive usage and losses.~~

SAM-PURCHASES (Cont.d)

BOOKKEEPING MACHINES

3678

(Revised 1/77)

This section applies to the acquisition of types of bookkeeping machines which are not classified as electronic data processing equipment by SAM Section 4803. If after a review of SAM Section 4803 you have any doubts about the EDP vs. non-EDP classification of your particular application, please contact the Office of Information Technology.

Agencies will analyze their need for such bookkeeping machines on a cost/benefit basis before ordering them and will retain such analyses in their files for three years. Departments with institutions or branch offices will provide appropriate central direction to assure uniformity in the power of bookkeeping machines acquired except where differences in capabilities are warranted by differences in the volume or nature of the work that must be done.

SAM-PURCHASES (Cont.d)

~~REVIEW/APPROVAL OF MAILROOM EQUIPMENT~~ ~~3680~~ ~~(New 1/86)~~

~~All requests for the acquisition of addressing, mailing, or related equipment require the review and approval by Business Equipment Management Services of the Office of Support Services. If the request involves leasing equipment, a lease/purchase approval is needed from the Office of Procurement.~~

~~The purpose of the review by Business Equipment Management Services is to ensure the State will obtain the maximum utilization of the proposed equipment.~~

~~Agencies requiring addressing, mailing or related equipment must attach an Equipment Request (Mailroom Equipment), Form OSS-BEMS 76, to their purchase requisition and send them to the Office of Support Services, Department of General Services, 3301 "S" Street, Sacramento, CA 95816. A copy of the Property Survey Report, STD. 152, should also be attached if the requested equipment is replacing existing equipment. The Office of Support Services will forward the request to the Office of Procurement for further action.~~

~~In order to properly evaluate agencies' addressing or mailing requirements, the Equipment Request (Mailroom Equipment) form should be fully completed. All requests for special features must be supported and justified by detailed explanations of the need for that feature. Samples of work to be performed by such special features are helpful and should be attached to the justification. All requests for a specific make and model (sole source) must be supported as outlined in SAM Section 3555 which governs "Limiting of Competitive Bidding".~~

SAM-PURCHASES (Cont.d)

~~FUELS AND PETROLEUM PRODUCTS~~

~~FUEL OIL~~ **~~3681~~**

~~A single sub-purchase order may be issued to provide blanket authority for delivery under a single contract for a desired period.~~

SAM-PURCHASES (Cont.d)

~~DIESEL OIL~~

~~(Revised 1/70)~~

~~3682~~

~~State cars or trucks requiring diesel fuel oil may purchase this fuel on regular credit cards.
(For bulk purchases see SAM Sections 3681 and 3684.)~~

SAM-PURCHASES (Cont.d)

STOVE OIL **3683**
~~(Same as SAM Section 3681.)~~

SAM-PURCHASES (Cont.d)

KEROSENE

~~(BULK ONLY)~~

~~3684~~

~~(Same as SAM Section 3681.) Small amounts of kerosene or diesel oil (too small to purchase in bulk) to be used in road flares, etc., may be charged on credit cards. Such purchases must not be more than five gallons for any one purchase.~~

SAM-PURCHASES (Cont.d)

CLEANING SOLVENT
(BULK ONLY)

3685

~~(Same as SAM Section 3684)~~

SAM-PURCHASES (Cont.d)

NAPHTHA

(BULK ONLY)

3686

(Same as SAM Section 3681)

SAM-PURCHASES (Cont.d)

GASOLINE

~~AUTOMOTIVE~~ ~~3687.1~~
(Revised 12/12)

~~The purchase of unleaded gasoline, alternative fuels such as biodegradable diesel, E-85, CNG, or propane is authorized when conducting official State business. Unless specifically required by the vehicle manufacturer, the purchase of mid-grade or premium (supreme) unleaded gasoline is strictly prohibited. Where state alternative fuel vehicles support multiple fuels, one of which is gasoline, drivers should use alternative fuels wherever feasible.~~

SAM-PURCHASES (Cont.d)

BULK **3687.2**
(Reviewed 12/12)

~~Bulk gasoline will be purchased only from contract vendors and State facilities. A single Sub-Purchase Order, STD. 40-A, may be issued to provide blanket authority for delivery under a single contract for a desired period.~~

SAM-PURCHASES (Cont.d)

~~GREASES (SAME AS SAM SECTION 3681)~~

~~LUBRICATING OIL~~

~~AUTOMOTIVE~~ ~~3689.1~~

~~(Reviewed 12/12)~~

~~Lubrication oil to be used in State-owned automotive equipment (other than law enforcement or heavy-duty equipment) will be a heavy-duty type of detergent multiviscosity oil. The oil will be purchased from contract sources, including the following:~~

- ~~1. The current service station contract.~~
- ~~2. Department of General Services State Garages.~~
- ~~3. Any other State source securing oil on the bulk contract.~~

~~Lubrication oil purchases will be in compliance with the annual contract terms with the following exceptions:~~

- ~~1. In connection with a repair requiring the draining of oil or with a 12,000-mile preventive maintenance service at a dealership of the make of car being serviced.~~
- ~~2. With credit cards that have been authorized by the Department of General Services because the contracting company facilities are not available in certain areas.~~
- ~~3. If the available facilities of the contract company will not accommodate outside vehicles.~~
- ~~4. Purchases from State facilities.~~

~~If purchases not in conformity with the contract terms or these exceptions are made, the officers and employees who purchase the oil will be required to personally pay the difference between the contract price and the price billed to the State.~~

SAM-PURCHASES (Cont.d)

~~BULK (LUBRICATING OIL)~~ ~~3689.2~~

~~(Reviewed 12/12)~~

~~A single Sub-Purchase Order, STD. 40-A, may be issued to provide blanket authority for delivery under a single contract for a desired period.~~

SAM-PURCHASES (Cont.d)

PAPER AND PRINTED MATTER

~~PRINTED MATTER~~ ~~3690~~

~~(Reviewed 12/12)~~

~~When ordering printed materials, the agencies are not to solicit bids themselves, but they may contact vendors to determine the purchase costs. When the purchase cost exceeds \$100, a Purchase Estimate, STD. 66, should be submitted to the Department of General Services, Office of Procurement.~~

SAM-PURCHASES (Cont.d)

BOOKS AND PUBLICATIONS

3691

~~(Reviewed 12/12)~~

~~Books will be purchased where the greatest discounts can be obtained. Books and periodicals will be circulated rather than purchasing duplicate copies.~~

~~Publication subscriptions will be obtained by competitive bidding whenever possible. Subscription lists will be checked to determine the continued need, and unnecessary subscriptions will be eliminated or terminated.~~

SAM-PURCHASES (Cont.d)

FORMS

~~INTER-DEPARTMENTAL COMMUNICATION FORMS~~ ~~3692.1~~
(Reviewed 12/12)

~~Order annually. See SAM Section 2838.2.~~

SAM-PURCHASES (Cont.d)

EQUIPMENT IDENTIFICATION **3693** (Reviewed 12/12)

~~Agencies will estimate annually their fiscal year requirements for equipment Identification tags. See SAM Section 8637. A purchase estimate will be submitted to the Office of Procurement, Department of General Services, to be received by the last work day in March, and will show the quantity of tags needed, together with the agency name or abbreviation and the inclusive serial numbers, when needed.~~

SAM-PURCHASES (Cont.d)

~~MAPS, U.S. GEOMAPS, U.S. GEOLOGICAL SURVEY~~

~~(Revised 9/85)~~

~~3695~~

~~Quadrangle maps prepared by the U.S. Geological Survey and covering areas within the boundaries of the State of California may be purchased by other State agencies from the Department of Water Resources, Central Records. Maps may also be obtained by submitting cash in advance to the U.S. Geological Survey, Denver Federal Center, Denver, Colorado or from other distributors.~~

SAM - BUDGETING

(Continued)

POSITION/PERSONNEL YEARS/SALARY COST ESTIMATES PRESENTATION

6406 (Cont. 3)

(Revised 09/10)

Totals, Proposed New Positions. Show totals for proposed new positions. Place a dash in the Column, headed Salary Range.

Totals, Salaries and Wages. Enter the totals of the Authorized Positions; Totals, Workload and Administrative Adjustments; and Proposed New Positions.

The Changes in Authorized Positions schedule is summarized in the Expenditures by Category. The following additional personnel data is also required in the Expenditures by Category.

~~Estimated Salary Savings. See SAM section [6409](#).~~

Net Totals, Salaries, and Wages. Subtract the Estimated Salary Savings from the Totals, Salaries, and Wages. Enter the balance here.

Staff Benefits. See SAM section [6412](#) and the Annual Price Letter.

Totals, Personal Services. Enter totals of Salaries and Wages, Estimated Salary Savings, and Staff Benefits.

SAM - BUDGETING

~~ESTIMATED SALARY SAVINGS~~

~~6409~~

~~(Revised 09/10)~~

~~The Totals, Personal Services entry in the Expenditure by Category shows the gross total of the positions and salaries of authorized positions. In practice, due to leaves of absence, vacancies, downward reclassifications, and turnover (inability to fill a position immediately and at the same step), it is generally not possible to keep all authorized positions filled at the budgeted level for the entire year.~~

~~The amount not expended and the number of personnel years not used result in savings which are subtracted from the gross level to reflect the net levels of position usage and dollars that are likely to occur.~~

~~The position count shown with salary savings represents estimated vacant position levels only and does not necessarily have a direct relationship to the dollar amounts. Care should be exercised in computing the personnel-year counts and dollar amounts to avoid erroneous impressions of vacancies and levels of service.~~

~~The amount of savings should be estimated partly on the basis of the past year experience of departments. Factors to be considered include the experience in the past year in obtaining qualified personnel to fill vacancies, the turnover rate, and the employment conditions. Departments should also consider other factors that would affect current and budget years.~~

~~New positions for the budget year are reflected in the salaries and wages totals at the full salary level. A salary savings adjustment for new positions must be incorporated in the estimated salary savings entry based on the time each new position is expected to be vacant.~~

~~Five percent is generally acceptable as a minimum dollar value for salary savings on new positions if the position is to be authorized on July 1.~~

~~If a department is proposing additional funding in order to reduce an excessively high budgeted salary savings amount, they must submit a BCP to Finance to explain the basis for their request. Any BCP must meet the guidelines and policy provided by Finance through Budget Letters or other notification process. The justification should include documentation of turnover experience, leaves of absence, projected retirements, vacancies, levels of positions originally funded vs. current/projected levels of filled positions, and any other factors which are expected to have an impact on the departmental funding needs.~~

(Continued)

CHAPTER 6000 INDEX (Cont. 7)

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(Continued)

(New 5/98)

Program overview (see also Section 6873): Cost-effective energy conservation projects reduce the cost of running state government. When PWB issues Energy Efficiency Revenue Bonds (see Section 6873), the proceeds are loaned to state agencies to build projects that conserve energy at state institutions. Loans made to state institutions are structured so that the energy savings generated are always greater than the loan payment. The savings that remain after the loan payment is made are split equally between the General Fund and the department conducting the project.

The facility's share of savings must be dedicated to maintenance, energy projects or infrastructure improvements. This approach reduces the overall cost of state government, allows institutions to modernize facilities without using capital funds, and funds continued infrastructure improvement. DGS' Office of Energy Assessments (OEA) staffs this PWB program. OEA identifies energy savings projects, performs technical and financial analyses, and structures the loans.

In the development of projects for potential financing, two important guidelines are followed: 1) conservative financial and technical assumptions are used, and 2) only proven energy-savings technologies are implemented. These guidelines help ensure that the projects produce the anticipated energy and dollar savings. They also eliminate the requirement for expensive project metering since projected energy-saving assumptions can be accepted with confidence.

The energy service contract: The energy service contract is the legal loan agreement that defines the project and ensures repayment of the borrowed monies. The department is required to repay the loan regardless of the success of the project. This is necessary to assure bondholders they will be repaid.

The contract contains the "boiler plate" contract language, a project description, cash flow, payment schedules and the department's intention to apply for benefit sharing. It is signed by the participating department, OEA and PWB. Once the contract is in final form, it must be submitted to the Legislature for comment at least 45 days prior to PWB taking action to approve the loan. When the project is completed, the department applies for benefit sharing by submitting a BCP to request retention of half of the projected savings (intended use must be described).

Agenda requirements: PWB agenda requests are prepared by OEA on behalf of participating departments. In addition to information required in Section 6845, OEA reports the contract amount by cost component, the payment structure (amounts and due dates), and the net benefit to the state over the life of the contract.

Client Department Key Responsibilities Related to Financing (DGS may handle certain tasks if managing the project)	Type of Project				
	GO Bonds	PWB Lease-Revenue	JPA Lease-Revenue	Financing Lease	Securitized Operating Lease/ Contract
Explain project requirements; determine which other responsibilities DGS will handle	Yes	Yes	Yes	Yes	See Sec 6867
Notify DOF and STO, at least eight months in advance—preferably one year—of any pending project outside the normal budget process <i>which may require the services of STO as agent for sale or continuing disclosure agent</i> . Meet as necessary with STO to clarify agent-for-sale role. Make no commitments to local government entities or private vendors regarding financing structure, timing, teams, or use of state credit until concurrence is received from STO. Meet DOF requirements for economic analysis.	NA	NA	Yes	Yes	See Sec 6867
Request placement on STO's bond sale calendar, as necessary, at least eight months in advance of desired bond sale date for project—preferably one year.	Yes	Yes	Yes	Yes	See Sec 6876
Projections of cash flow needs for design and construction					
Make projection	Yes	Yes	Yes	No	No
Review vendor projections	NA	NA	NA	Yes	See Sec 6876
Submit all required information to issuer on a timely basis for authorizing resolutions for bond sales and interim financing.	Yes	Yes	Yes	See Sec 6876	No
Submit requests for interim financing to PMIB or other provider of interim financing	Yes	Yes	Yes	No	No
Participate in pre-sale meetings, including document review and due diligence; provide information necessary to meet initial <i>and continuing</i> disclosure requirements.	Yes	Yes	Yes	Yes	See Sec 6876

(Continued)

STATE PUBLIC WORKS BOARD (PWB)

LEASE-REVENUE BOND PROGRAMS

(New 5/98)

6873 (Cont. 1)

Energy and Water Conservation Revenue Bond Projects. PWB may issue revenue bonds pursuant to Government Code Section 15814.15 to finance the cost of alternative energy equipment and for energy and water conservation measures in state public buildings, defined to include local school districts' (K-12) buildings. The total amount of revenue bonds authorized to be issued is \$500 million through January 1, 2000. The client department is responsible for payment of debt service on issued bonds under an energy service contract. Proposed energy service projects, agreements and leases must be reported to the appropriate legislative committees at least 30 days prior to PWB action. DGS implements this program on behalf of PWB. ~~See also Section 6867.~~

Fiscal highlights:

1. PWB issues the bonds. The board adopts resolutions authorizing sales/interim financing and setting policy guidelines for the issuance, works with STO in preparing for the bond sale and sizing the bonds, executes sales documents, has responsibility for providing certain disclosure information on an initial and continuing basis, and periodically reviews balances in bond fund accounts to determine surplus status.
2. DOF has general powers of fiscal supervision pursuant to Government Code Section 13070, works with STO in preparing for the bond sale, may participate in rating agency meetings, prepares fund condition statements as required for the bond sale and for continuing disclosure, and evaluates (in conjunction with STO) the disposition of surplus bond funds, if any. In addition, DOF includes appropriations in the annual Budget Act for lease-revenue rental payments based on calculations of need provided by STO.
3. SCO and the State Auditor participate in the due diligence process and provide certain financial information necessary for General Fund disclosure.
4. The State Attorney General's Office also participates in the due diligence process and, together with bond counsel, provides a legal opinion required for the issuance of the bonds.
5. If the bond sale is for a DGS-managed project, DGS provides project time tables, makes recommendations to PWB/DOF on bond sizing, participates in due diligence meetings, and keeps PWB, DOF and STO informed of any events with material impact on project status or budget. If DGS manages the facility after construction, it is responsible for obtaining rental interruption, casualty (fire) and liability insurance. (Otherwise, the owning department is responsible for obtaining this insurance.)

(Continued)