

State of California
Department of General Services
2018-19 Price Book

October 1, 2018

STATE OF CALIFORNIA
DEPARTMENT OF GENERAL SERVICES
2018-19 PRICE BOOK

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Office of Administrative Hearings (TT CODE 5110, 5120, 5130)

The Office of Administrative Hearings (OAH) conducts administrative hearings and provides alternative dispute resolution services for a wide variety of state and local agencies.

OAH provides highly-trained, unbiased and professional administrative law judges, arbitrators, and mediators who preside over a wide variety of disputes and claims such as disputes involving professional and occupational licenses (doctors, dentists, real estate agents, vehicle salespersons, day care providers, registered nurses, etc.) developmental disability services, special education services, teacher disciplinary actions, teacher reduction in force (layoff), retirement, local ordinance violations, bid protests, audit appeals, etc.

For state agencies whose proceedings are subject to the Administrative Procedure Act (APA) (Gov. Code, §11370, et seq.), an interagency agreement is not required. Once an agency is established with OAH, OAH will direct-bill the state agencies using the agencies' bill code.

For state agencies and local agencies not subject to the APA, an interagency or local agency agreement is required before a case may be filed with OAH.

For additional information, please contact the Office of Administrative Hearings at (916) 263-0550 or visit our website at:

<http://www.dgs.ca.gov/oah/About/OAHOffices.aspx>

	<u>2018-19:</u>	<u>Proposed 2019-20:</u>
Administrative Law Judge		
- General Jurisdiction	\$280.00 per hour	\$295.00 per hour
Staff Counsel		
- General Jurisdiction	\$266.00 per hour	\$280.00 per hour
Hearing Reporter	Contract Rate	Contract Rate
Transcript Rate	Contract Rate	Contract Rate
Filing Fee		
- General Jurisdiction	\$100.00 per case	\$100.00 per case

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Facilities Management Division

Facilities Management Division (TT Code 3310)

FULL SERVICE: Property management, heating ventilating, air conditioning, general maintenance, electrical, painting, carpentry, plumbing, locksmith services, and operation services including; custodial services, grounds maintenance, environmental health and safety, industrial hygiene investigations, pest abatement, security, fire and life safety, utilities, elevator services, and window cleaning.

For (1) special services to tenants, such as alterations, which are above or beyond normal maintenance, and for (2) service to buildings where costs are not recovered through rent, the following rate schedule will apply:

Hourly Rates:

	<u>2018-19:</u>	<u>Proposed 2019-20:</u>
Associate Industrial Hygienist	\$150.50 per hour	\$160.80 per hour
Assistant Industrial Hygienist	\$105.78 per hour	\$105.78 per hour
Associate Electrical Engineer	\$184.15 per hour	\$191.15 per hour
Office Building Maintenance Worker	\$77.75 per hour	\$83.20 per hour
Office Building Manager I	\$118.75 per hour	\$130.00 per hour
Office Building Manager II	\$132.95 per hour	\$141.45 per hour
Office Building Manager III	\$139.25 per hour	\$148.35 per hour
Carpenter I	\$90.95 per hour	\$95.80 per hour
Carpenter Supervisor	\$83.48 per hour	\$83.48 per hour
Chief Engineer I	\$128.70 per hour	\$137.10 per hour
Chief Engineer II	\$124.55 per hour	\$131.05 per hour
Clerical Support	\$68.75 per hour	\$73.25 per hour
Custodian	\$53.65 per hour	\$56.50 per hour
Custodian Supervisor II	\$67.70 per hour	\$72.20 per hour
Custodian Supervisor III	\$72.25 per hour	\$77.05 per hour
Electrician I	\$98.65 per hour	\$105.35 per hour
Electrician II	\$100.80 per hour	\$109.55 per hour
Electronic Technician	\$93.75 per hour	\$100.55 per hour
Groundskeeper	\$67.50 per hour	\$72.30 per hour
Lead Custodian	\$51.24 per hour	\$51.24 per hour
Lead Groundskeeper	\$75.25 per hour	\$80.75 per hour
Locksmith I	\$87.00 per hour	\$91.60 per hour
Maintenance Mechanic	\$93.45 per hour	\$100.05 per hour
Mechanical Engineer	\$176.05 per hour	\$182.70 per hour

A portion of the standard rental rate covers the cost for this level of service.

A portion of the standard rental rate covers the cost for this level of service.

Estimates available upon request. Estimates available upon request.

Facilities Management Division (cont'd)

Facilities Management Division (TT Code 3310) (cont'd)

<i>Hourly Rates (cont'd):</i>	<u>2018-19:</u>	<u>Proposed 2019-20:</u>
Painter I	\$90.90 per hour	\$96.35 per hour
Painter II	\$86.65 per hour	\$86.65 per hour
Plumber I	\$94.15 per hour	\$100.50 per hour
Service Assistant - Maintenance	\$49.39 per hour	\$49.39 per hour
Associate Landscape Architect	\$186.80 per hour	\$193.90 per hour
Stationary Engineer	\$114.35 per hour	\$119.80 per hour
Stationary Engineer Apprentice	\$88.50 per hour	\$96.40 per hour
Supervising Groundskeeper I	\$87.30 per hour	\$91.90 per hour
Supervising Groundskeeper II	\$90.70 per hour	\$96.90 per hour
Supervisor of Building Trades	\$108.65 per hour	\$114.45 per hour
Tree Maintenance Lead Worker	\$78.00 per hour	\$86.15 per hour
Tree Maintenance Worker	\$77.90 per hour	\$83.25 per hour
Warehouse Worker	\$70.90 per hour	\$74.70 per hour

For additional information regarding building maintenance, contact the Facilities Management Division at (916) 322-8779 or visit our website at:

<http://www.dgs.ca.gov/FMD/Home.aspx>

Facilities Management Division (cont'd)

Facilities Management Division (TT Code 3310) (cont'd)

Rent (TT Code 3310)

2018-19:

Proposed 2019-20:

Building Rental Account (BRA) Buildings (Bay Area, Sacramento, San Diego, LA)

Office Space	\$2.12 / month per sq. ft.	\$2.36 / month per sq. ft.
Storage Area	\$0.48 / month per sq. ft.	\$0.57 / month per sq. ft.

Building Rental Account - BRA Buildings (Redding, Central Valley, Riverside)

Office Space	\$2.12 / month per sq. ft.	\$2.36 / month per sq. ft.
Storage Area	\$0.48 / month per sq. ft.	\$0.57 / month per sq. ft.

The following buildings have individual rates:

Attorney General - 1300 I Street, Sacramento

Office Space	\$2.43 / month per sq. ft.	\$2.61 / month per sq. ft.
Storage Space	\$0.78 / month per sq. ft.	\$0.84 / month per sq. ft.

Board of Equalization, 450 N Street, Sacramento

Office Space	\$3.76 / month per sq. ft.	\$3.89 / month per sq. ft.
Storage Space	\$1.22 / month per sq. ft.	\$1.26 / month per sq. ft.

Cal Trans District #3, 703 B Street, Marysville

Office Space	\$5.89 / month per sq. ft.	\$5.89 / month per sq. ft.
Storage Space	\$1.93 / month per sq. ft.	\$1.93 / month per sq. ft.

Cal Trans District #11, 4050 Taylor Street, San Diego

Office Space	\$4.28 / month per sq. ft.	\$4.41 / month per sq. ft.
Storage Space	\$1.39 / month per sq. ft.	\$1.40 / month per sq. ft.

Central Plant – 625 Q Street, Sacramento

Usage Rate	\$0.57 / month per sq. ft.	\$0.57 / month per sq. ft.
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East End – Sacramento

Office Space	\$3.73 / month per sq. ft.	\$3.96 / month per sq. ft.
Storage Space	\$1.21 / month per sq. ft.	\$1.29 / month per sq. ft.

Elihu Harris - 1515 Clay Street, Oakland

Office Space	\$3.67 / month per sq. ft.	\$3.80 / month per sq. ft.
Storage Space	\$1.15 / month per sq. ft.	\$1.23 / month per sq. ft.

Food and Agriculture, 1220 N Street, Sacramento

Office Space	\$3.25 / month per sq. ft.	\$3.25 / month per sq. ft.
Storage Space	\$1.05 / month per sq. ft.	\$1.05 / month per sq. ft.

Facilities Management Division (cont'd)

Facilities Management Division (TT Code 3310) (cont'd)

Rent (TT Code 3310) (cont'd)

	<u>2018-19:</u>	<u>Proposed 2019-20:</u>
Franchise Tax Board Complex, 9645 Butterfield Way, Sacramento		
Office Space	\$2.00 / month per sq. ft.	\$2.22 / month per sq. ft.
Storage Space	\$0.63 / month per sq. ft.	\$0.71 / month per sq. ft.
Junipero Serra - 320 West 4th Street, Los Angeles		
Office Space	\$3.18 / month per sq. ft.	\$3.18 / month per sq. ft.
Storage Space	\$1.03 / month per sq. ft.	\$1.03 / month per sq. ft.
Library and Courts, 914 Capitol Mall		
Office Space	\$7.78 / month per sq. ft.	\$7.85 / month per sq. ft.
Storage Space	\$2.56 / month per sq. ft.	\$2.58 / month per sq. ft.
Office Building #08, 714 P Street, Sacramento		
Office Space	\$3.67 / month per sq. ft.	\$3.75 / month per sq. ft.
Storage Space	\$1.19 / month per sq. ft.	\$1.22 / month per sq. ft.
Office Building #09 – 744 P St, Sacramento		
Office Space	\$3.67 / month per sq. ft.	\$3.75 / month per sq. ft.
Storage Space	\$1.19 / month per sq. ft.	\$1.22 / month per sq. ft.
Office Building #10 - 721 Capitol Mall, Sacramento		
Office Space	\$3.17 / month per sq. ft.	\$3.17 / month per sq. ft.
Storage Space	\$1.02 / month per sq. ft.	\$1.02 / month per sq. ft.
Riverside Tower - 3737 Main Street, Riverside		
Office Space	\$5.44 / month per sq. ft.	\$5.44 / month per sq. ft.
Storage Space	\$1.78 / month per sq. ft.	\$1.78 / month per sq. ft.
Ronald Reagan State Building		
Office Space	\$2.27 / month per sq. ft.	\$2.51 / month per sq. ft.
Storage Space	\$0.48 / month per sq. ft.	\$0.57 / month per sq. ft.
San Diego Mission Valley-7575 Metropolitan Drive, San Diego		
Office Space	\$2.71 / month per sq. ft.	\$2.89 / month per sq. ft.
Storage Space	\$0.87 / month per sq. ft.	\$0.93 / month per sq. ft.
San Francisco Civic Center, San Francisco		
Office Space	\$4.37 / month per sq. ft.	\$4.37 / month per sq. ft.
Storage Space	\$1.42 / month per sq. ft.	\$1.42 / month per sq. ft.

Facilities Management Division (cont'd)

Facilities Management Division (TT Code 3310) (cont'd)

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Office of Fleet and Asset Management

Vehicle Acquisitions (TT CODE 5680)

[Management Memo \(MM\) 13-01 State Fleet Annual Acquisition Plan \(PDF\)](#)

[Management Memo \(MM\) 16-02 State Fleet Asset Acquisition Plan \(PDF\)](#)

For more information on vehicle acquisitions, contact State Fleet Asset Management at (916) 928-2550, Fax: (916) 928-9896 or view the OFAM website at:

<http://www.dgs.ca.gov/ofam/Programs/FARS/VehicleAcq.aspx>

Office of Fleet and Asset Management (cont'd)

Automobile Rental (TT CODE 5640)

To rent a vehicle on a long term basis you will need to submit an approved annual fleet acquisition plan approved by the Office of Fleet and Asset Management.

For additional information, contact the Fleet Asset Management System (FAMS) Manager at (916) 928-5831, (855) 611-6326, or view the OFAM website at:

<http://www.dgs.ca.gov/ofam/Programs/FARS/VehicleAcq.aspx>

MONTHLY RENTAL RATES BY VEHICLE TYPE:

SEDAN - INTERNAL COMBUSTION ENGINE

	<u>2018-19:</u>	<u>Proposed 2019-20:</u>
Sedan - Compact		
Rate A- 0 - 1,250 miles	\$440.00 per month	
Rate B- 1,251 - 2,000 miles	\$535.00 per month	N/A
Rate C- 2,001 - 3,000 miles	\$619.00 per month	
Rate D- over 3,000 miles	\$757.00 per month	
Sedan - Compact		
Monthly Base Rate	N/A	\$404.00 per month
Mileage Rate		\$0.10 per mile
Sedan - Midsize		
Rate A- 0 - 1,250 miles	\$460.00 per month	
Rate B- 1,251 - 2,000 miles	\$555.00 per month	N/A
Rate C- 2,001 - 3,000 miles	\$639.00 per month	
Rate D- over 3,000 miles	\$777.00 per month	
Sedan - Midsize		
Monthly Base Rate	N/A	\$430.00 per month
Mileage Rate		\$0.10 per mile
Sedan - Full Size		
Rate A- 0 - 1,250 miles	\$480.00 per month	
Rate B- 1,251 - 2,000 miles	\$575.00 per month	N/A
Rate C- 2,001 - 3,000 miles	\$659.00 per month	
Rate D- over 3,000 miles	\$797.00 per month	
Sedan - Full Size		
Monthly Base Rate	N/A	\$470.00 per month
Mileage Rate		\$0.10 per mile

SEDAN - HYBRID

Hybrid - Compact		
Rate A- 0 - 1,250 miles	\$500.00 per month	
Rate B- 1,251 - 2,000 miles	\$595.00 per month	N/A
Rate C- 2,001 - 3,000 miles	\$679.00 per month	
Rate D- over 3,000 miles	\$817.00 per month	
Hybrid - Compact		
Monthly Base Rate	N/A	\$389.00 per month
Mileage Rate		\$0.10 per mile
Hybrid - Midsize		
Rate A- 0 - 1,250 miles	\$520.00 per month	
Rate B- 1,251 - 2,000 miles	\$615.00 per month	N/A
Rate C- 2,001 - 3,000 miles	\$699.00 per month	
Rate D- over 3,000 miles	\$837.00 per month	
Hybrid - Midsize		
Monthly Base Rate	N/A	\$432.00 per month
Mileage Rate		\$0.10 per mile

Office of Fleet and Asset Management (cont'd)

Automobile Rental (TT CODE 5640) (cont'd)

SEDAN - HYBRID (cont'd)

2018-19:

Proposed 2019-20:

Hybrid - Full Size

Rate A- 0 - 1,250 miles	\$540.00 per month	
Rate B- 1,251 - 2,000 miles	\$635.00 per month	
Rate C- 2,001 - 3,000 miles	\$719.00 per month	
Rate D- over 3,000 miles	\$857.00 per month	

N/A

Hybrid - Full Size

Monthly Base Rate	N/A	
Mileage Rate		

\$450.00 per month
\$0.10 per mile

Hybrid - Station Wagon

Rate A- 0 - 1,250 miles	\$540.00 per month	
Rate B- 1,251 - 2,000 miles	\$635.00 per month	
Rate C- 2,001 - 3,000 miles	\$719.00 per month	
Rate D- over 3,000 miles	\$857.00 per month	

N/A

SEDAN - PLUG-IN HYBRID (PHEV)

PHEV Low Range

Rate A- 0 - 1,250 miles	\$540.00 per month	
Rate B- 1,251 - 2,000 miles	\$635.00 per month	
Rate C- 2,001 - 3,000 miles	\$719.00 per month	
Rate D- over 3,000 miles	\$857.00 per month	

N/A

PHEV Low Range

Monthly Base Rate	N/A	
Mileage Rate		

\$403.00 per month
\$0.10 per mile

PHEV Long Range

Rate A- 0 - 1,250 miles	\$560.00 per month	
Rate B- 1,251 - 2,000 miles	\$655.00 per month	
Rate C- 2,001 - 3,000 miles	\$739.00 per month	
Rate D- over 3,000 miles	\$877.00 per month	

N/A

PHEV Long Range

Monthly Base Rate	N/A	
Mileage Rate		

\$403.00 per month
\$0.10 per mile

SEDAN - BATTERY ELECTRIC (BEV)

BEV

Rate A- 0 - 1,250 miles	\$400.00 per month	
Rate B- 1,251 - 2,000 miles	\$495.00 per month	
Rate C- 2,001 - 3,000 miles	\$579.00 per month	
Rate D- over 3,000 miles	\$717.00 per month	

N/A

BEV

Monthly Base Rate	N/A	
Mileage Rate		

\$375.00 per month
\$0.10 per mile

SEDAN - FUEL CELL VEHICLE (FCV)

FCV

Rate A- 0 - 1,250 miles	\$610.00 per month	
Rate B- 1,251 - 2,000 miles	\$705.00 per month	
Rate C- 2,001 - 3,000 miles	\$789.00 per month	
Rate D- over 3,000 miles	\$927.00 per month	

N/A

FCV

Monthly Base Rate	N/A	
Mileage Rate		

\$500.00 per month
\$0.10 per mile

Office of Fleet and Asset Management (cont'd)

Automobile Rental (TT CODE 5640) (cont'd)

SEDAN - OTHER

Police Package

Rate A- 0 - 1,250 miles	\$490.00 per month	
Rate B- 1,251 - 2,000 miles	\$585.00 per month	
Rate C- 2,001 - 3,000 miles	\$669.00 per month	
Rate D- over 3,000 miles	\$807.00 per month	

Police Package

Monthly Base Rate	N/A	\$451.00 per month
Mileage Rate		\$0.10 per mile

CNG Vehicles

Rate A- 0 - 1,250 miles	\$410.00 per month	
Rate B- 1,251 - 2,000 miles	\$505.00 per month	
Rate C- 2,001 - 3,000 miles	\$589.00 per month	
Rate D- over 3,000 miles	\$727.00 per month	

SUV - INTERNAL COMBUSTION ENGINE

SUV - Small

Rate A- 0 - 1,250 miles	\$550.00 per month	
Rate B- 1,251 - 2,000 miles	\$645.00 per month	
Rate C- 2,001 - 3,000 miles	\$729.00 per month	
Rate D- over 3,000 miles	\$867.00 per month	

SUV - Small

Monthly Base Rate	N/A	\$466.00 per month
Mileage Rate		\$0.10 per mile

SUV - Medium

Rate A- 0 - 1,250 miles	\$570.00 per month	
Rate B- 1,251 - 2,000 miles	\$665.00 per month	
Rate C- 2,001 - 3,000 miles	\$749.00 per month	
Rate D- over 3,000 miles	\$887.00 per month	

SUV - Medium

Monthly Base Rate	N/A	\$487.00 per month
Mileage Rate		\$0.10 per mile

SUV - Large

Rate A- 0 - 1,250 miles	\$590.00 per month	
Rate B- 1,251 - 2,000 miles	\$685.00 per month	
Rate C- 2,001 - 3,000 miles	\$769.00 per month	
Rate D- over 3,000 miles	\$907.00 per month	

SUV - Large

Monthly Base Rate	N/A	\$526.00 per month
Mileage Rate		\$0.10 per mile

SUV - Extra Large

Rate A- 0 - 1,250 miles	\$610.00 per month	
Rate B- 1,251 - 2,000 miles	\$705.00 per month	
Rate C- 2,001 - 3,000 miles	\$789.00 per month	
Rate D- over 3,000 miles	\$927.00 per month	

Office of Fleet and Asset Management (cont'd)

Automobile Rental (TT CODE 5640) (cont'd)

SUV - HYBRID

SUV Hybrid - Small

Rate A- 0 - 1,250 miles	\$580.00 per month	
Rate B- 1,251 - 2,000 miles	\$675.00 per month	N/A
Rate C- 2,001 - 3,000 miles	\$759.00 per month	
Rate D- over 3,000 miles	\$897.00 per month	

SUV Hybrid - Small

Monthly Base Rate	N/A	\$459.00 per month
Mileage Rate		\$0.10 per mile

SUV Hybrid - Medium

Rate A- 0 - 1,250 miles	\$600.00 per month	
Rate B- 1,251 - 2,000 miles	\$695.00 per month	N/A
Rate C- 2,001 - 3,000 miles	\$779.00 per month	
Rate D- over 3,000 miles	\$917.00 per month	

SUV Hybrid - Medium

Monthly Base Rate	N/A	\$479.00 per month
Mileage Rate		\$0.10 per mile

SUV - PLUG-IN HYBRID (PHEV)

PHEV SUV

Monthly Base Rate	N/A	\$456.00 per month
Mileage Rate		\$0.10 per mile

PICKUP TRUCKS - INTERNAL COMBUSTION ENGINE

Pickup Truck - Mini

Rate A- 0 - 1,250 miles	\$490.00 per month	
Rate B- 1,251 - 2,000 miles	\$585.00 per month	N/A
Rate C- 2,001 - 3,000 miles	\$669.00 per month	
Rate D- over 3,000 miles	\$807.00 per month	

Pickup Truck - Mini

Monthly Base Rate	N/A	\$509.00 per month
Mileage Rate		\$0.10 per mile

Pickup Truck - 1/2 Ton

Rate A- 0 - 1,250 miles	\$510.00 per month	
Rate B- 1,251 - 2,000 miles	\$605.00 per month	N/A
Rate C- 2,001 - 3,000 miles	\$689.00 per month	
Rate D- over 3,000 miles	\$827.00 per month	

Pickup Truck - 1/2 Ton

Monthly Base Rate	N/A	\$524.00 per month
Mileage Rate		\$0.10 per mile

Pickup Truck - 3/4 Ton

Rate A- 0 - 1,250 miles	\$530.00 per month	
Rate B- 1,251 - 2,000 miles	\$625.00 per month	N/A
Rate C- 2,001 - 3,000 miles	\$709.00 per month	
Rate D- over 3,000 miles	\$847.00 per month	

Pickup Truck - 3/4 Ton

Monthly Base Rate	N/A	\$584.00 per month
Mileage Rate		\$0.10 per mile

Office of Fleet and Asset Management (cont'd)

Automobile Rental (TT CODE 5640) (cont'd)

VANS - INTERNAL COMBUSTION ENGINE

	<u>2018-19:</u>	<u>Proposed 2019-20:</u>
Vans - Various		
Rate A- 0 - 1,250 miles	\$480.00 per month	
Rate B- 1,251 - 2,000 miles	\$575.00 per month	N/A
Rate C- 2,001 - 3,000 miles	\$659.00 per month	
Rate D- over 3,000 miles	\$797.00 per month	
Vans - Various		
Monthly Base Rate	N/A	\$465.00 per month
Mileage Rate		\$0.10 per mile
Minivan		
Monthly Base Rate	N/A	\$440.00 per month
Mileage Rate		\$0.10 per mile
Cargo Van		
Rate A- 0 - 1,250 miles	\$580.00 per month	
Rate B- 1,251 - 2,000 miles	\$675.00 per month	N/A
Rate C- 2,001 - 3,000 miles	\$759.00 per month	
Rate D- over 3,000 miles	\$897.00 per month	
Cargo Van		
Monthly Base Rate	N/A	\$465.00 per month
Mileage Rate		\$0.10 per mile

VANS - PLUG-IN HYBRID (PHEV)

Minivan PHEV		
Rate A- 0 - 1,250 miles	\$600.00 per month	
Rate B- 1,251 - 2,000 miles	\$695.00 per month	N/A
Rate C- 2,001 - 3,000 miles	\$779.00 per month	
Rate D- over 3,000 miles	\$917.00 per month	
Minivan PHEV		
Monthly Base Rate	N/A	\$428.00 per month
Mileage Rate		\$0.10 per mile

Office of Fleet and Asset Management (cont'd)

Automobile Rental (TT CODE 5640) (cont'd)

MONTHLY RENTAL RATES BY VEHICLE TYPE:

2018-19:

Proposed 2019-20:

Fuel and Maintenance Service Fee (TT Code 5694)

Fuel and Maintenance Service Fee - The Office of Fleet and Asset Management procures and manages the Statewide Fuel Card vendor (currently Voyager) for use by all state and local government agencies to purchase fuel, preventative maintenance services, and authorized repairs for state and local government agencies.

1.50% of total fuel,
maintenance,
and repair
expense

1.75% of total fuel,
maintenance,
and repair
expense

Office of Fleet and Asset Management (cont'd)

State Fleet Asset Management Program (TT CODE 5610)

The State Fleet Asset Management Program provides a variety of services aimed at controlling expenses and protecting the state's multi-billion dollar investment in its fleet assets, including:

1. Oversight of fleet acquisitions
2. Establishment of utilization criteria
3. Collection of statewide fleet information and trend analysis
4. Periodic assessment of fleet size and composition
5. Control of on-going fleet costs
6. Equipment and site inspection
7. Disposal of surplus fleet assets
8. Fleet related contract administration

Fleet Asset Management Fee

2018-19:

Proposed 2019-20:

This fee is based on the total number of motor vehicles and general purpose mobile equipment owned and leased by those state agencies governed by state mandates and rules (see Management Memo 13-01 at www.dgs.ca.gov/ofam for a listing of specific fleet mandates and rules). This fee supports the data management, analysis and reporting, and authorizations for vehicle repair, maintenance and inspections by the Office of Fleet and Asset Management to properly oversee the state fleet.

\$121.00 per asset
annually

\$130.00 per asset
annually

For additional information, contact the Office of Fleet and Asset Management, (916) 928-2550 or view the OFAM website at:

<http://www.dgs.ca.gov/ofam>

Office of Fleet and Asset Management (cont'd)

Surplus Property (TT CODE 5611):

State Surplus Property

The State Surplus Property and Reutilization (SP&R) Program is responsible for the proper disposal of all state-owned surplus personal property, vehicles, and other mobile equipment. Public auctions are held multiple times per year throughout the state for the disposal of state surplus property.

	<u>2018-19:</u>	<u>Proposed 2019-20:</u>
Vehicle Disposition Fee:	\$380.00 per vehicle	\$380.00 per vehicle

Federal Surplus Property (TT CODE 5613)

The Federal Surplus Property Program Office allocates federal surplus personal property to the State of California's qualified recipients. The program office determines an organization's eligibility to receive federal surplus personal property based on stringent federal government guidelines, and ensures that allocated property is being used as the recipient represented it would be used within the time period restrictions established by the federal government

9.00% of acquisition cost or \$100, whichever is greater

10.00% of acquisition cost or \$100, whichever is greater

For more information, contact the State Surplus Property Program at (916) 928-5800, or visit our website at: www.dgs.ca.gov/ofam/Programs/StSurplus.aspx or www.dgs.ca.gov/ofam.

Office of Fleet and Asset Management (cont'd)

Transit Storage (TT CODE 5612)

The Transit Storage Program offers client agencies quality supplemental storage at very competitive rates. Located in Sacramento, the Transit Storage Program can provide either pallet racking, tunnel racking, or bulk storage. Transit storage can also provide higher security storage if needed. High security storage provides 24/7 alarmed badge access and security cameras at all points of entry. Transit storage can receive your materials directly from the supplier. There are no hidden charges or access fees, just low rates based on cubic feet with a \$5.00 monthly minimum for this service.

2018-19:

Proposed 2019-20:

\$0.46 per cu. ft.
Standard
storage

\$0.48 per cu. ft.
Standard
storage

\$0.48 per cu. ft.
Secured storage

\$0.50 per cu. ft.
Secured storage

For more information, contact the Transit Storage Program at (916) 928-5850 or view the OFAM website at:

www.dgs.ca.gov/ofam/Programs/StSurplus/TranStor.aspx

Office of Fleet and Asset Management (cont'd)

Travel Management (TT CODE 5693)

The Statewide Travel Program procures and manages the Statewide Airline Contracts, the Statewide Rental Car Contract, the Statewide Travel Payment Vendor and the State Travel Agency Vendor for use by all state and local government agencies.

2018-19:

Vendor charges for travel services are available upon request.

Proposed 2019-20:

Vendor charges for travel services are available upon request.

For more information, contact the Statewide Travel Program at (916) 376-3974, or visit our website at:
www.dgs.ca.gov/travel

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Office of Human Resources

Human Resources Services (TT Code 8210)

2018-19:

Proposed 2019-20:

Provides the full range of state human resources services to various boards, commissions, and conservancies on a reimbursable basis. Services provided include: classification and pay, recruitment, examinations, payroll, benefit, and leave transactions, disability, grievance handling, and labor relations and performance consulting. Newly established state agencies too small for their own HR shop may contract with DGS OHR to provide these services in lieu of their own.

\$108.00 per hour

\$112.00 per hour

For additional information, contact the Office of Human Resources at (916) 376-5428 or visit our website at:

www.dgs.ca.gov/ohr/Home.aspx

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Office of Legal Services

Bid Protest Services(TT CODE 5830)

Resolution of protests on goods and services contracts.

2018-19:

\$170.00 per hour

Proposed 2019-20:

\$170.00 per hour

Contracts Review and Approval

Contract review for legal sufficiency.

\$335.00 per contract

\$348.00 per contract

Hearing Officer Services

Resolution of protests pursuant to PCC 10345 on consulting services, goods and services contracts using services of the Hearing Officer.

\$170.00 per hour

\$170.00 per hour

Legal Advice Hourly Services

Provide legal services to state departments and entities, including but not limited to, providing legal advice to new and ongoing programs, issuing legal opinions on a variety of matters, providing consultation regarding public records requests, and adjudication of bid protests.

\$170.00 per hour

\$170.00 per hour

For additional information, contact the Office of Legal Services at (916)376-5090 or visit our website at:

<http://www.dgs.ca.gov/ols/home.aspx>

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Procurement Division

Contract Advertising

The Procurement Division (PD) publishes state contracting opportunities daily on the Internet California State Contracts Register (CSCR). State law requires agencies to advertise their construction and service contracting opportunities of \$5,000 or more and commodity contracts over \$50,000 in the CSCR. Advertising exemptions may be requested based upon legal exemption criteria. CSCR services are available to local government and special districts.

California State Contracts Register (TT CODE 6150)

2018-19:

Proposed 2019-20:

Agency Advertising/Exemption Fee

\$50.00 each

\$50.00 each

*All posted events, regardless of the length of time posted, are subject to this fee.

For additional information, contact the Procurement Division at (916) 375-2000 or visit our website at:

<http://www.dgs.ca.gov/pd/home.aspx>

Procurement Division (cont'd)

Moving State and Household Goods

For assistance and information concerning the transportation of state-owned goods, or employee and office moves, send an email to TransportationManagement@dgs.ca.gov, or call the Procurement Division at (916) 376-1888.

2018-19:

Proposed 2019-20:

Estimates available upon request. Estimates available upon request.

Procurement Division (cont'd)

Purchasing Surcharge:

Purchase Order Issuance (TT CODE 6040)

Includes purchase estimate processing, bid preparation and evaluation, product testing, product standards and specifications development, quality control review and product inspection, and materials expediting, including vendor performance follow up.

The Procurement Division provides stimulus and business information services to further small business participation in state contracting. A surcharge is placed on contracts executed by the state of California.

Refer to State Contracting Manual for submission guidelines and due dates. For information contact Procurement Division at: PDInvoiceQuestions@dgs.ca.gov, (916) 375-2010, or visit our Website at: <http://www.dgs.ca.gov/pd/home.aspx>.

Emergency Authorization to Exceed Dollar Thresholds (Form 42) (TT CODE 6040)

Reviewing and processing of associated documents. For information contact Procurement Division at: (916) 375-4471.

Contracts (TT CODE 6040)

Issuance of contracts for use by state and local agencies in obtaining materials directly from the contract vendor. Includes bid preparation and evaluation, product testing, product standards and specifications development, quality control review and product inspection, and materials expediting including vendor performance follow up. Based on participation of state agencies in the various contracts. For information contact Procurement Division at: (916) 375-2010, or visit our website at: <http://www.dgs.ca.gov/pd/home.aspx>.

Purchasing Authority (Delegated Procurements) (TT CODE 6040)

Charge for management and compliance of delegated procurements made directly by state agencies. Charge does not apply to Interagency agreements executed under a state agency's purchasing authority. For information contact the Procurement Division at: PDInvoiceQuestions@dgs.ca.gov, (916) 375-2010, or visit our Website at: <http://www.dgs.ca.gov/pd/home.aspx>

Master Purchase/Rental/Service Agreement (TT CODE 6040)

Issuance of master agreements for use by state and local agencies in acquiring equipment or services. Includes Master Rental Agreements of IT Terminals, Master Purchase Agreements, and Master Service Agreements for IT and telecommunications goods and services. For information contact Procurement Division at: PDInvoiceQuestions@dgs.ca.gov, (916) 375-2010, or visit our Website at: <http://www.dgs.ca.gov/pd/home.aspx>

2018-19:

Proposed 2019-20:

1.35% of value of order*

1.25% of value of order*

1.35% of value of order, maximum of \$20,000*

1.25% of value of order, maximum of \$20,000*

1.35% of value of order*

1.25% of value of order*

1.35% of value of order, maximum of \$250,000 for IT*

1.25% of value of order

1.35% of value of order, maximum of \$250,000 for IT*

1.25% of value of order

Procurement Division (cont'd)

Purchasing Surcharge (cont'd)

**California Multiple Award Schedule (CMAS)
(TT CODE 6040)**

Agreements with manufacturers and suppliers to provide products and services off federal General Services Administration (GSA) schedules. This fee is waived when the CMAS supplier is a small business. For additional information, contact the Procurement Division at: PDInvoiceQuestions@dgs.ca.gov, (916) 375-2010, or visit our website at: <http://www.dgs.ca.gov/pd/home.aspx>.

2018-19:

Proposed 2019-20:

1.35% of value of order, maximum of \$250,000 for IT*

1.25% of value of order

Hourly Rate Services (TT CODE 6040)

Request for processing IT and Non-IT goods and services for NCB's, Limited to Brand (LTB) and IT Contracts. Services include PCC 6611 negotiations, research, review response, approval or denial, and the procurement solicitation process through award.

\$106.00 per hour

\$110.00 per hour

For more information, contact the Procurement Division at (916) 375-4471.

Financing Procurement (TT CODE 6040)

Low interest, lease/purchase financing option for major acquisitions. For additional information on loan contact the GS\$Mart within the Procurement Division at (916) 375-4617.

This service is provided by the fee assessed on the contract.

This service is provided by the fee assessed on the contract.

*Effective July 1, 2019 there is no longer a maximum surcharge for IT procurements.

Procurement Division (cont'd)

Purchasing - Recycled Products

The Procurement Division provides information regarding specifications and sources of supply for purchases of products made all or in part from recycled materials.

For additional information, refer to the Procurement Division Environmentally Preferable Purchasing (EPP) [*Buying Green Guide*](#).

Procurement Division (cont'd)

Small Business and DVBE Services (TT Code 6040)

The Procurement Division (PD) provides stimulus and business information services to further small business participation in state contracting. A surcharge is placed on construction contracts and private architectural and engineering contracts awarded by the Real Estate Services Division (RESD).

Public Works and A&E Contracts (TT Code 6040)

The Disabled Veteran Business Enterprise (DVBE) and Small Business (SB) Certification Programs were established to increase business opportunities for the DVBE and SB communities with the State of California. The Programs are designed to help DVBE's and SB's participate in a more level playing field with certain advantages when competing against other non-DVBE's and non-SB's for state contracts and purchases. While SB and DVBE certification is the OSD's primary role, they also assist SB's and DVBE's in a variety of ways including conducting outreach events, providing resource guidance, and supporting the businesses through advocacy.

2018-19:

0.00% of value of
order

Proposed 2019-20:

0.00% of value of
order

This fee is currently being collected by the RESD Surcharge.

Refer to State Contracting Manual for submission guidelines and due dates. For information contact Procurement Division at (916) 375-4471.

Beginning in 2018-19, the RESD surcharge will be removed.

Procurement Division (cont'd)

Small Business and DVBE Services (TT Code 6040) (cont'd)

The following are services provided:

Business Utilization Plan

Certifies businesses to commit to sub-contracting three percent of their annual California business purchases and sub-contracts to the DVBE program. For additional information, call (916) 375-4940.

Small Business Certification

Certifies businesses eligible for the five percent small business preference. For additional information, call: (916) 375-4940 or visit our website at:

<http://www.dgs.ca.gov/pd/Programs/OSDS.aspx>

Small Business Enterprise (S/DVBE) Participation Programs

Serves as a resource agency for information, and consultation regarding state SB/DVBE contracting programs. For additional information, call (916) 375-4940.

Disabled Veteran Business Enterprise (DVBE) Certification

Certifies businesses eligible for the DVBE three percent contract participation goal. For additional information, call (916) 375-4940 or visit our website at:

<http://www.dgs.ca.gov/pd/Programs/OSDS.aspx>

Target Area Contract Preference Act (TACPA)

Serves as the TACPA certifying and resource agency. The TACPA stimulates state contracting opportunities in designated distressed areas. For additional information, call (916) 375-4350.

Prompt Payment

The Prompt Payment Act requires State agencies to pay properly submitted, undisputed invoices within 45 calendar days of initial receipt. If the requirement is not met, State departments must automatically calculate and pay the appropriate late payment penalties as specified in Government Code Section 927, et seq.

For additional information, contact Procurement Division at the number listed after each service.

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Real Estate Services Division

Asset Management Branch

Asset Enhancement

The Asset Management Branch (AMB) is available to help identify and assist in the enhancement of the value of state-owned property prior to disposition.

2018-19: Estimates available upon request. **Proposed 2019-20:** Estimates available upon request.

Portfolio Management

The AMB conducts regional facility planning and maintains a regional profile of the state's real estate portfolio, including the status of state-owned and leased facilities, Real Estate Services Division projects, agency office space occupancy information and utilization, and short and long-term office space requirements. Staff provides administrative support and coordination related to joint powers authorities, business improvement districts, local assessment districts, and other unique facility needs beyond on-site property management. Staff also reviews and assesses relevant local government planning and development proposals that could impact state government properties.

0.60% of all leases,
BRA and IRR

0.60% of all leases,
BRA and IRR

A rental surcharge of 0.6% in 2018-19 and .60% in Proposed 2019-20 will apply to leases, lease consolidations, and DGS state-owned space (Building Rental Account (BRA) and Individual Rental Rate (IRR)) for regional facilities planning services in lieu of the hourly rate.

Statewide Property Inventory (TT CODE 2830):

An inventory of all state proprietary land holdings and leases are maintained and available for reference. Agencies are assessed an annual per record surcharge on proprietary land holding records for maintenance of the inventory system.

\$2.27 per record Ad hoc and standard reports available upon request w/o charge. Fee may be required if request involves a large amount of research.

\$2.36 per record Ad hoc and standard reports available upon request w/o charge. Fee may be required if request involves a large amount of research.

SPI: Lease Management Surcharge

0.06% of all leases,
BRA and IRR

0.06% of all leases,
BRA and IRR

Leasing Services (TT CODE 2890)

Site Survey and search solicitation evaluation of available properties, preparation of bid packages, conduct competitive bidding, lease negotiation and preparation for office, warehouse, laboratory space, lease-purchase and on-going lease management.

1.24% of monthly rent**

1.24% of monthly rent**

Real Estate Services Division (cont'd)

Asset Management Branch (cont'd)

	<u>2018-19:</u>	<u>Proposed 2019-20:</u>
Space Planning-State Leased Facilities (TT CODE 2880):		
Provides programming, space planning, interior design, and project management services for state leased facilities. These services include the site search and survey, evaluation of available properties, the layout, design, plans, specifications and building review of tenant improvements for new facilities, expansion and/or alterations of existing space, and build-to-suit projects; new and reconfigured conventional and modular systems furniture (MSF); cost and time estimates for the acquisition, relocation, and construction of state leased facilities. Provides programming, space planning, interior design and project management services for state leased facilities.	\$142.00 per hour	\$148.00 per hour
State-Owned Facilities Planning (TT CODE 2810):		
Provides programming, space planning, interior design, construction documents and project management services for tenants in DGS operated state office buildings. Services include the evaluation of existing spaces, layout, design, plans specifications, schedules, estimates and construction management of tenant improvements, alterations, and modular systems furniture projects.	\$142.00 per hour	\$148.00 per hour
Build to Suit Facilities (TT CODE 2880)		
Hourly leasing services as outlined above, obtaining assignable options, zoning coordination, client document review, land lease, parking, telecommunication sites, and special studies.	\$142.00 per hour	\$148.00 per hour
Modular Buildings and Mobile Units Leasing Services (TT CODE 2880)		
Hourly leasing services as outlined in (1) will apply if the state lease provides an equity position or option to purchase at any time during the lease term.	\$142.00 per hour	\$148.00 per hour

(1) Site survey and search, solicitation, evaluation of available properties, preparation of bid packages, conduct competitive bidding, lease negotiation and preparation for office, warehouse, laboratory space, lease-purchase, and ongoing lease management.**

*** If there are substantial changes in program scope which require extensive re-planning and/or leasing effort, the project in hand will be canceled and billed at the hourly rate for actual time spent.*

Real Estate Services Division (cont'd)

Asset Management Branch (cont'd)

Real Property Services (TT CODE 2870):

Provide technical real property services including site selection, acquisition/ review in support of the State Public Works Board, title due diligence, appraisal review, transfer of property rights, relocation assistance, telecommunication leasing and leasing of state-owned property.

2018-19:

Proposed 2019-20:

\$142.00 per hour

\$148.00 per hour

For additional information, contact the Asset Management Branch in the Real Estate Services Division at: (916)376-1799 or visit our website at:

<http://www.dgs.ca.gov/resd/Programs/AssetManagement.aspx>

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Real Estate Services Division (cont'd)

Construction Inspection & Management Branch (TT Code 3100)

Construction Services (TT Code 3109):

Construction Supervision

2018-19:

Proposed 2019-20:

Provision of construction supervision, contract compliance, code compliance and/or construction management services through the direct assignment of a Construction Supervisor or Inspector to each project during construction period.

\$170.00 per hour

\$174.00 per hour

For additional information, contact the Construction Management and Inspection Branch in the Real Estate Services Division at (916) 696-3011 or visit our website at:

<http://www.dgs.ca.gov/resd/programs/constructioninspection.aspx>

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Real Estate Services Division (cont'd)

Project Management & Development Branch

Included in cost estimates is the Procurement Division's, Office of Small Business and Disabled Veteran Business Enterprise Services surcharge of .29% in 2017-18 on the dollar value of construction and private architectural and engineering contract awards. The surcharge will be removed beginning FY 2018-19.

Design Services (TT CODE 2820):

Architecture and Engineering – Basic Services

Develops program budget plans, schematic plans, preliminary plans, working drawings, technical specifications, cost estimating, and construction phase architectural and engineering services for Capital Outlay and Special Repair Projects. Access compliance including surveying, recommendations for conformance and managing the design and construction process; special repair program including managing the design and construction process at multiple sites throughout the state. Pre-design architectural programming, facility evaluations, construction, feasibility and infra-structure studies are also available. Design services are provided for architectural needs and all major engineering disciplines, including, civil, electrical, mechanical, structural, and landscape.

2018-19:

\$193.00 per hour

Proposed 2019-20:

\$199.00 per hour

Vault Services

Provides storage of building design and construction plans. Services include records management, storage, duplication, and maintenance.

Cost available upon request.

Cost available upon request.

Environmental Services (TT CODE 2840):

Serves all departments, boards, and commissions with environmental studies and contracts, regulatory agency consultation, and permitting compliance. ESS experienced staff can prepare environmental documents required by the CEQA and NEPA, provide special studies (hazardous materials, due diligence, cultural and natural resources, site suitability, etc.), and manage professional consultant services. CEQA/NEPA and environmental consultants are maintained under retainer contracts for a broad range of specialized assessments and studies, for securing environmental permits, and implementing monitoring requirements. Project-specific environmental services contractors can be secured at the client's request for all project types including CEQA/NEPA, hazardous materials site investigations, remedial design and oversight, adoption of regulations, facility operation permit compliance (monitoring well reporting, UST Designated Operator, Air Quality permits, etc.). ESS offers permit application and compliance assistance (SWPPPs, 404/401s, 1601/1603, storage tank abandonment, site closures, etc.) from Regional Water Quality Control Boards, US Army Corps of Engineers, California Department of Fish and Game, and other state and local regulatory agencies; staff also has expertise in environmental due diligence required for land acquisition including management of preliminary site assessments and reports required by the State Public Works Board.

\$142.00 per hour

\$146.00 per hour

Real Estate Services Division (cont'd)

Project Management & Development Branch (cont'd)

Architectural Assistant Services

Architectural Assistant Services provides design support services and minor design services to Architectural and Engineering staff. These services are technical in nature, but do not need to be performed by more experienced or licensed staff. Examples include minor CAD/REVIT work, 3D modeling, etc.

2018-19:

\$131.00 per hour

Proposed 2019-20:

\$137.00 per hour

External Contract Admin Fee

Administrative support related to external contract includes solicitation, preparation, approval and execution of contracts, project funds certification, approval of encumbrance releases, audit and process vendor invoices, schedule payments and project/contract reconciliation and maintenance of contract payment history and balances.

1.00% of Doc Value

1.00% of Doc Value

Project Management (TT Code 2815):

Project management services for various types of construction projects, provides consulting services for scheduling and estimating the cost of construction of capital outlay projects and manages the preparation of budget packages for capital outlay projects including management services for plan preparation and construction management.

\$193.00 per hour

\$199.00 per hour

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Office of Risk and Insurance Management

Defensive Driver Training (TT CODE 5720)

The Defensive Driver Training Program is designed to encourage drivers to think in terms of managing risks while driving in order to avoid or reduce the severity of accidents. The Office of Risk and Insurance Management has implemented an online defensive drivers training course available to all state employees at no cost.

Additional courses offered include:

	<u>2018-19:</u>	<u>Proposed 2019-20:</u>
Van Driver Classroom Training	Available upon request	Available upon request
Behind-the-Wheel Training	Available upon request	Available upon request
One-on-One Behind-the-Wheel Training	Available upon request	Available upon request

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

statewidehealthandsafety@dgs.ca.gov

Equipment Maintenance Management Program (TT CODE 5714)

The Office of Risk and Insurance Management has implemented an insurance based Equipment Maintenance Management Insurance Program (EMMP) that replaces existing equipment manufacturer and third party service contracts and enables departments to reduce the annual cost of maintaining equipment, improve service performance, and enhance tracking of maintenance events and costs.

3.50% of premium

3.50% of premium

For additional information, contact the Office of Risk and Insurance Management, at (916) 376-5278 or email at:

EMMP@dgs.ca.gov

Office of Risk and Insurance Management (cont'd)

Insurance Procurement (TT CODE 5710)

2018-19:

Proposed 2019-20:

Commercial insurance is purchased to protect state property or to protect from tort liability required by specific statute or contractual agreement. Included in purchasing is policy administration for term of the policy; administration of claims presented under the policy; loss and accident prevention advice which will improve the risk.

6.60% of premium

6.75% of premium

For additional information, contact the Office of Risk and Insurance Management, at (916) 376-5278 or email at:

RiskManagement@dgs.ca.gov

Motor Vehicle Liability (TT CODE 5799)

Insured agencies will be charged a variable rate based on past actual accident and loss experience.

Varies

Varies

For additional information, contact the Office of Risk and Insurance Management, at (916) 376-5425 or email at:

Claims@dgs.ca.gov

Natural Gas Services Program

Reliable natural gas service is available for all large public sector facilities with risk management services that help to stabilize the cost of this volatile commodity. This is the state's largest public sector gas-purchasing program. We obtain competitive bids from private sector gas suppliers for our customers. Where possible, we make advanced purchases of natural gas at favorable prices to help avoid some of the effects of sudden price increases. All necessary purchasing and transportation services are provided, as well as market information, and CPUC representation services. Program costs to public sector members are less than 1/2% of total gas costs, currently \$.0065 per therm delivered.

\$.0065 /therm

\$.0065 /therm

For additional information, contact national Gas Services at (916) 375-5990 or e-mail:

ngs@dgs.ca.gov

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Division of the State Architect

Regulation Services:

Access Compliance:

Review construction plans and specifications for all state funded buildings and facilities. Review is required prior to entering into a construction contract and is necessary to assure compliance with state accessibility requirements for persons with disabilities.

<u>2018-19:</u>	<u>Proposed 2019-20:</u>
0.5% of first \$500,000 of project cost plus 0.25% of excess greater than \$500,000 to \$2,000,000 plus 0.1% of excess greater than \$2,000,000 to \$25,000,000 plus 0.08% of excess greater than \$25,000,000 to \$50,000,000 plus 0.06% of excess greater than \$50,000,000 to \$100,000,000 plus 0.04% of excess greater than \$100,000,000 (Minimum Fee \$500.00).	0.5% of first \$500,000 of project cost plus 0.25% of excess greater than \$500,000 to \$2,000,000 plus 0.1% of excess greater than \$2,000,000 to \$25,000,000 plus 0.08% of excess greater than \$25,000,000 to \$50,000,000 plus 0.06% of excess greater than \$50,000,000 to \$100,000,000 plus 0.04% of excess greater than \$100,000,000 (Minimum Fee \$500.00).

Review construction plans and specifications for elementary, secondary, and California Community Colleges that are funded by any California city, county, or special district. Review is necessary to assure compliance with state accessibility requirements for persons with disabilities.

0.5% of first \$500,000 of project cost plus 0.25% of excess greater than \$500,000 to \$2,000,000 plus 0.1% of excess greater than \$2,000,000 to \$25,000,000 plus 0.08% of excess greater than \$25,000,000 to \$50,000,000 plus 0.06% of excess greater than \$50,000,000 to \$100,000,000 plus 0.04% of excess greater than \$100,000,000 (Minimum Fee \$500.00).	0.5% of first \$500,000 of project cost plus 0.25% of excess greater than \$500,000 to \$2,000,000 plus 0.1% of excess greater than \$2,000,000 to \$25,000,000 plus 0.08% of excess greater than \$25,000,000 to \$50,000,000 plus 0.06% of excess greater than \$50,000,000 to \$100,000,000 plus 0.04% of excess greater than \$100,000,000 (Minimum Fee \$500.00).
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Provide plan review and code analysis consulting services as required by local agencies and design professionals.

Estimates available upon request. Estimates available upon request.

Division of the State Architect (cont'd)

Fire and Life Safety:

Review plans and specifications for the construction of public schools, California Community Colleges, and state-owned/occupied essential services buildings for compliance with the California State Fire Marshal's building standards (authority: California Health and Safety Code). Compliance analysis includes the application of national standards for fire related appliances, systems, and equipment. Review also includes analysis for non-building fire protection measures related to site access, on-site fire emergency roads, fire hydrants, and water fire flow systems. Authority extends to all accessory buildings and structures owned or occupied by the school district.

2018-19:

0.3% of first \$1,000,000 of project cost plus 0.2% of excess greater than \$1,000,000 to \$5,000,000 plus 0.1% of excess greater than \$5,000,000 to \$25,000,000 plus 0.05% of excess greater than \$25,000,000 to \$100,000,000 plus 0.01% of excess greater than \$100,000,000 (Minimum Fee \$300.00).

Proposed 2019-20:

0.3% of first \$1,000,000 of project cost plus 0.2% of excess greater than \$1,000,000 to \$5,000,000 plus 0.1% of excess greater than \$5,000,000 to \$25,000,000 plus 0.05% of excess greater than \$25,000,000 to \$100,000,000 plus 0.01% of excess greater than \$100,000,000 (Minimum Fee \$300.00).

Historical Building Safety Review: (TT CODE 2800)

Review plans and specifications for all state historical buildings to assure compliance with State Historical Building Code.

Estimates available upon request. Estimates available upon request.

Structural Safety:

Review plans and specifications and inspect school building construction to assure structural safety as defined in the "Field Act" for public schools and California Community Colleges.

1.25% of the first \$1,000,000 of project cost plus 1.0% of the project cost exceeding \$1,000,000 (Minimum Fee \$250.00).

1.25% of the first \$1,000,000 of project cost plus 1.0% of the project cost exceeding \$1,000,000 (Minimum Fee \$250.00).

Review plans and specifications and inspect essential services building construction to assure structural safety as defined in the "Essential Services Building Act". This fee includes a charge for Access Compliance review services.

1.5% of the first \$1,000,000 of project cost plus 1.25% of project cost exceeding \$1,000,000 (Minimum Fee \$250.00).

1.5% of the first \$1,000,000 of project cost plus 1.25% of project cost exceeding \$1,000,000 (Minimum Fee \$250.00).

Examine and report on the structural safety of previously constructed California public school buildings.

Estimates available upon request. Estimates available upon request.

DSA Certification and Training Programs

For more information on programs including Certified Access Specialist program (CASp) and the Inspector Program, visit our website at:

dgs.ca.gov/dsa

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Office of State Publishing

Addressing Services

Provides Central Applicant Self Services (CASS) and National Change of Address (NCOA) certification for address verification, standardization, and bar-coding for postal requirements, and discounts.

2018-19:

Estimates and consultation available upon request.

Proposed 2019-20:

Estimates and consultation available upon request.

*An additional surcharge will be included on all invoices. The reason for, and amount of, this surcharge can be viewed at:

[Small Business Certification and Resources \(TT 2830\).](#)

For additional information, contact the Office of State Publishing at (916) 322-1031 or (800) 963-8760. You can also visit our website at:

<http://www.dgs.ca.gov/osp>

Office of State Publishing (cont'd)

State Standard (STD.) Forms Fulfillment Services Program

The STD. Forms Fulfillment Services Program:

The State Standard Forms Fulfillment Services Program, managed by the DGS Office of State Publishing (OSP), ended on June 30, 2017.

PDF versions of State Standard Forms remain available at the Forms Management Center website at:

<https://www.dgsapps.dgs.ca.gov/OSP/StatewideFormsWeb/Forms.aspx/Forms.aspx>

There are 6 special construction STD Forms (STD 269, STD 686, STD 117, STD 350A/350B, STD 218 Cont., and STD 404C) that are available for purchase via the DGS Office of State Publishing (OSP) Web Store Front at:

<https://www.webstore.osp.dgs.ca.gov/WSFdir/Companies/WSFOSP/storefront.aspx>

NOTE: As of 2015-16, the STD 101 State Appointment Calendar is no longer a State Standard Form. It is now an OSP publication, and has been renamed as the OSP 101 State Appointment Calendar. It is available for sale by OSP via the OSP website at:

<http://www.dgs.ca.gov/osp/Programs/FormsManagementCenter/calendar.aspx>

For additional information, contact the Office of State Publishing at (800) 963-7860.

Office of State Publishing (cont'd)

Information and Records Management Services

California Records and Information Management (CalRIM) has moved to the Secretary of State's office.

For additional information, visit their website at:

<http://www.sos.ca.gov/archives/calrim>

Records Center Services (TT CODE 6451):

Operate records centers for the economical storage of records which must be retained, but which need not be kept in high cost office areas.

Provide vault facilities for the permanent storage of the state's vital or essential records in case of a disaster (microfilm copies only).

1. Storage of Records in Records Centers

The basic annual service charge, per cubic foot per year, covers storage services at the Records Center.

2018-19:

\$5.25 per cu. ft. per year

Proposed 2019-20:

\$5.25 per cu. ft. per year

2. Surcharge for Long-Term Records

In addition to the billing rates, a surcharge will be placed on all records stored in records centers 20 years and beyond. The charge is based on the rationale that records centers are not designed to offer permanent storage. This responsibility rests with the State Archives, Office of the Secretary of State. Agencies having long term records should plan to (a) reduce retention periods, (b) microfilm files, or (c) transfer records to the State Archives.

\$2.00 per cu. ft. per year

\$2.00 per cu. ft. per year

3. Offsite Storage of Essential Records

This annual service charge covers storage of essential records, which are maintained in a controlled environment.

\$24.50 per cu. ft. per year

\$24.50 per cu. ft. per year

4. Record Pull

This service charge covers the costs associated with pulling records requested for review by state agencies.

\$2.00 per event

\$2.00 per event

5. Record Restock

This service charge covers the cost associated with returning records to their storage location after a review is complete.

\$2.00 per event

\$2.00 per event

6. Pre-End Retention / Early Withdrawal

This service charge covers administrative and logistic costs resulting from records being removed from SRC prior to the scheduled retention period.

\$5.00 per cu. ft.

\$5.00 per cu. ft.

Office of State Publishing (cont'd)

Destruction Center Services (TT CODE 6453):

1. Destruction of Confidential Records

2018-19:

Proposed 2019-20:

This service charge covers the cost of shredding confidential paper documents by state personnel.

\$0.16 per pound

\$0.16 per pound

2. Destruction of Confidential Plastics

Destruction of microfilm, microfiche, cassette tapes, computer tapes, and other like materials.

\$0.34 per pound

\$0.34 per pound

For additional information, contact the Office of State Publishing at (916) 322-1031 or (800) 963-7860 or visit our website at:

<http://www.dgs.ca.gov/osp>

Office of State Publishing (cont'd)

Mail Services:

Mail Services

Provides complete mailing services, including custom labeling, pressure sensitive labels, CASS and NCOA certification, and bar-coding of documents. Mail Merge is also available. Service includes handling of all incoming and outgoing U.S. Mail, collating, inserting and variable data, parcel services, and related mail services that include:

1. First Class, presorted
2. Standard Mail
3. Special handling
4. Consolidation
5. Parcel Services
6. Priority Mail

Interagency Mail and Messenger Services

Service includes pickup and delivery of mail, as well as the delivery and hauling of boxes (for state offices only within the greater Sacramento area).

2018-19:

Estimates and consultation available upon request.

Proposed 2019-20:

Estimates and consultation available upon request.

For additional information, contact the Office of State Publishing at (916) 322-1031 or (800) 963-7860 or visit our website at:

<http://www.dgs.ca.gov/osp>

Office of State Publishing (cont'd)

Printing and Publishing Services

The Office of State Publishing (OSP) provides a wide range of innovative printing services, which include, but are not limited to the following services:

Advertising in State Publications

When printing at OSP, state agencies may include advertising in their publications. OSP provides the publishing representative and administrative management services that will solicit the advertising companies, generate, record, and reimburse advertising revenue to your agency.

To find out how OSP can save you money and reduce your print expenses please contact Office of State Publishing at (916) 322-1031 or (800) 963-7860 or visit our website at:

<http://www.dgs.ca.gov/osp>

Business Cards

Full color, single color, and custom cards are available through electronic and traditional ordering. See samples of the full color business cards on the internet at:

www.dgs.ca.gov/osp/Programs/CustomerService/BusinessCardOrderInformation.aspx

	<u>2018-19:</u>	<u>Proposed 2019-20:</u>
1-color, multi-color, 1-side or 2-sided cards	\$25.00 per box (200)	\$25.00 per box (200)
1-color, multi-color, 1-side or 2-sided cards	\$30.00 per box (400)	\$30.00 per box (400)
1-color, multi-color, 1-side or 2-sided cards	\$42.00 per box (600)	\$42.00 per box (600)
1-color, multi-color, 1-side or 2-sided cards	\$56.00 per box (800)	\$56.00 per box (800)
Custom cards	Varies	Varies
Desktop Publishing Services	Call for estimate	Call for estimate

Estimates and consultation available upon request. For additional information contact the Office of State Publishing at (916) 322-1031 or (800) 963-7860 or visit our website at:

<http://www.dgs.ca.gov/osp>

Fulfillment Services

Maintains, reviews, develops, publishes, and disseminates client agency materials.

Estimates and consultation available upon request.

Estimates and consultation available upon request.

Various Fulfillment Services –

Publications for sale and subscriptions are located on the OSP website at:

Estimates and consultation available upon request.

Estimates and consultation available upon request.

<http://www.dgs.ca.gov/osp>

Office of State Publishing (cont'd)

Printing and Publishing Services (cont'd)

Graphic Design Services

2018-19:

Proposed 2019-20:

Blending principles of visual communication and creative conceptualization with research, we develop the best graphic communication strategy to meet each customer's unique marketing needs.

\$192.00 Hourly rate

\$192.00 Hourly rate

Digital Print Publishing Services

Digital processing on demand printing, mail merge services, and in-line roll to roll preprinted just in time imprinting finishing services.

Estimates and consultation available upon request.

Estimates and consultation available upon request.

Printing Procurement

Procurement assistance with large and complex commercial orders (under \$50,000) produced outside of the Office of State Publishing printing plant that are competitively bid and managed. Note: This service has been transferred to the Office of Business and Acquisition Services (OBAS).

Printing Publications

Brochures, newsletters, bulletins, catalogs, instructional manuals, booklets, magazines, and others.

Estimates and consultation available upon request.

Estimates and consultation available upon request.

Estimates and consultation available upon request by contacting (916) 375-4736 or (800) 963-7860, or visit our website at:

<http://www.dgs.ca.gov/osp>

For additional information, contact the Office of State Publishing at (916) 322-1031 or visit the OSP website at:

<http://www.dgs.ca.gov/osp>

Office of State Publishing (cont'd)

Printing and Publishing Services (cont'd)

Imaging and Electronic Document Management System Services

OSP Operates secure digital imaging services to convert small to large format paper documents into a digital format for electronic storage, reducing the related costs of storing in office and/or the State Record Center. Digital files can be uploaded and stored in a secure cloud-based electronic document repository.

Imaging Services

2018-19:

Proposed 2019-20:

Scan, index, and covert records to PDF/A (ISO- standardized version of the PDF for archiving and long-term preservation of electronic documents).

Estimates and consultation available upon request.

Estimates and consultation available upon request.

Electronic Document Repository

Set up a customized document library and upload scanned electronic document files into a secured and maintained cloud-based document repository.

Estimates and consultation available upon request.

Estimates and consultation available upon request.

Reproduction

Scanned or digital files printed in small to large formats.

Estimates and consultation available upon request.

Estimates and consultation available upon request.

Estimates and consultation available upon request by contacting (916) 375-4736 or (800) 963-7860, or visit our website at:

<http://www.dgs.ca.gov/osp>

For additional information, contact the Office of State Publishing at (916) 322-1031 or visit the OSP website at:

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Office of Sustainability

Energy Savings Unit

The Energy Savings Unit provides project management of energy retrofit projects in state facilities for small to large and complex energy projects.

2018-19:

\$193.00 per hour

Proposed 2019-20:

\$196.00 per hour

Clean Energy Unit

The Clean Energy Unit provides planning, due diligence, tax analysis, California Environmental Quality Act, power purchase agreement contracting, site license agreements, design and construction oversight for renewable energy projects including solar and wind projects in state facilities. Additionally, as new clean energy options become viable, such as evolving storage technologies, this group will develop new clean energy programs in response to technological and industry developments.

\$193.00 per hour

\$196.00 per hour

Transportation Unit

The Transportation Unit will manage the planning, site assessments, design and construction of electric vehicle service equipment for charging zero emission vehicles in both fleet and workplace applications. Additionally, this group will support the development of other clean transportation options, including fuel cell charging and the Bike Share program.

\$193.00 per hour

\$196.00 per hour

External Contract Administration Fee

Administrative support related to external contract includes solicitation, preparation, approval and execution of contracts, project funds certification, approval of encumbrance releases, audit and process vendor invoices, schedule payments and project/contract reconciliation and maintenance of contract payment history and balances.

1.00% of Doc Value

1.00% of Doc Value

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