

REQUEST FOR QUALIFICATIONS (RFQ) FOR AUTOMOTIVE REPAIR/SERVICE VENDORS

Thank you for your interest in the Department of General Services (DGS), Office of Fleet and Asset Management (OFAM)'s Automotive Repair/Service Program. The attached Request for Qualifications, RFQ DGS-OFA-VQ-1 (RFQ), solicits vendors interested in providing automotive repair/services for State vehicles.

The Office of Fleet and Asset Management issues Nonexclusive Agreements to automotive repair/service vendors agreeing to the terms and conditions of this RFQ.

OFAM maintains an internet-based list of automotive repair/service vendors who are authorized to provide service for all State agencies and the California State University System. This list is available on [DGS Website](https://approvedauto.apps.dgs.ca.gov/) (<https://approvedauto.apps.dgs.ca.gov/>). Additionally, current vendors who wish to continue providing services to the State of California must also participate in this RFQ.

If you have any questions or need additional information, contact the Statewide Mobile Equipment Coordinator, at DGSVendorProgram@dgs.ca.gov.

**STATE OF CALIFORNIA
DEPARTMENT OF GENERAL SERVICES
OFFICE OF FLEET AND ASSET MANAGEMENT**

REQUEST FOR QUALIFICATIONS (RFQ)

REQUEST Number: RFQ DGS-OFA-VQ-1

Contact:

Statewide Mobile Equipment Coordinator
Department of General Services
Office of Fleet and Asset Management
1700 National Drive
Sacramento, CA 95834
Email: DGSVendorProgram@dgs.ca.gov

Request Return:

Department of General Services
Office of Fleet and Asset Management
1700 National Drive
Sacramento, CA 95834

Request Return Information:

Request for Qualifications (RFQ) responses submitted are subject to the stipulated Terms and Conditions and in accordance with the specifications set forth and/or attached, will be accepted continuously at the Office of Fleet and Asset Management, 1700 National Drive, Sacramento, CA 95834. All RFQ responses must include: completed Response Check List; Attachment A; a completed Vendor Application Form (OFAM 50); Attachment 8, and all other required attachments.

DESCRIPTION OF SERVICES

This RFQ is a solicitation by the State of California for automotive repair/service vendors interested in providing services for State vehicles. It is the State's intention to issue Nonexclusive Agreements to qualified automotive repair/service vendors agreeing to the terms and conditions of this Request for Qualifications. This solicitation is not a competitive procurement, and the State makes no guarantee of business to any recipient of a Nonexclusive Agreement.

Once approved, the period of this Agreement is continuous, pending an annual renewal. The renewal must include the following information: proof of an updated BAR License from the Bureau of Automotive Repair; evidence of insurance maintained on an ongoing basis, and proof of an updated Business License or any other required business registration (where applicable). The OFAM reserves the right to cancel this Agreement at any time.

From this solicitation, an authorized automotive repair/service vendor listing will be developed, published and distributed annually to all State agencies and the California State University system.

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RFQ OGS-OFA-VQ-1 SECTION I
GOALS AND BACKGROUND

GOALS

The State's primary goal in issuing this RFQ is to extend the automotive repair/service dollars it spends by increasing the efficiency and economy of its automotive expenditures. The State intends to provide State agencies with a choice of qualified Vendors statewide, encourage the use of available technology provided by vendors, and assist State employees with the most efficient and economical automotive repair/services by granting Nonexclusive Agreements to automotive repair/service vendors. Approved automotive repair/service vendors desiring to do business with the State of California will be provided a Nonexclusive Agreement from the Department of General Services (DGS), OFAM as a result of this RFQ.

BACKGROUND

The State of California's annual expenditure for automotive repair/services is estimated to be \$5 to \$10 million. The State owns and operates approximately 35,000- 40,000 pieces of mobile equipment ranging from passenger sedans to heavy duty construction equipment.

The OFAM provides administrative assistance to State agencies for automotive repair/services. Our focus is to provide the best value for our customer's repair/service dollars.

RFQ DGS-OFA-VQ-1 SECTION II
TERMS AND CONDITIONS

Reponses to this RFQ are subject to the Terms and Conditions herein.

- 1.0 **RESPONSE CHECK LIST AND VENDOR APPLICATION FORM.** Vendor must return a completed Response Check List, Attachment A, a completed Vendor Application Form, OFAM 50, Attachment 8, and all required attachments. The Vendor Application Form shall be signed in ink by an individual who is authorized to bind the Vendor contractually, and must indicate the title or position that the individual holds in the company. An unsigned form will be rejected. Vendor should not rely on verbal statements that alter any specification or any term or condition of this RFQ. Responses must be submitted without conditions.
- 2.0 **SPECIFICATIONS.** Specifications are provided to identify the service required and to establish an acceptable quality level. State agencies selecting automotive repair/service vendors will be the sole judge in determining comparable levels of service and quality in all offers.
- 3.0 **INFORMATION REQUIRED.** Vendor shall furnish the information required and is expected to examine all specifications, all instructions and the terms and conditions prior to submittal of offer.
- 4.0 **PRODUCTS/SERVICES PROVIDED.** Vendor shall furnish all services in strict accordance with the specifications set forth for each item in this RFQ. The use of reconditioned, rebuilt or aftermarket automotive parts is strongly urged by the State. At the discretion of an OFAM Automotive Inspector, the use of new Original Equipment Manufactured (OEM) parts may be authorized. In addition, the use of re-refined motor oil and/or synthetic lubricants is highly desirable.
- 5.0 **PAYMENT FOR SERVICES RENDERED.** Vendor shall submit invoices to the owning agency for all services rendered. No other method of billing is permissible. See § III, 9.0 of this RFQ for further information about invoicing procedures.
- 6.0 **COMPLIANCE WITH LAWS, RULES AND REGULATIONS.** Vendor shall comply with any and all federal, State or local laws and official rules and regulations, now in effect or hereafter promulgated, which apply to automotive repair/service operations specified herein.
- 7.0 **DISPUTE RESOLUTION.** In the event a dispute arises with respect to the interpretation or performance of or the relationship created by all or any part of this Agreement, the parties shall attempt in good faith to resolve the dispute. If such efforts prove unsuccessful, each party agrees to consider the use of mediation, mini-trial, arbitration or other alternative dispute resolution techniques prior to resorting to litigation. If mediation, mini-trial, arbitration or other alternative dispute resolution techniques are utilized by the parties, each party agrees that no award or decision resulting therefrom shall include punitive damages.
- 8.0 **EVALUATION AND AUTHORIZATION.** Agreements will be made to Vendors in accordance with the criteria described in this RFQ.

- 9.0 **NOTICE OF AGREEMENT.** Vendors deemed authorized will be mailed a Nonexclusive Agreement.
- 10.0 **VENDOR ELIGIBILITY.** Vendor eligibility expires on an annual basis. In order to retain eligibility, vendor shall complete and submit OFAM Vendor Extension Form. See Attachment H of this RFQ.
- 11.0 **VENDOR RELOCATION.** In the event a vendor relocates, the vendor **MUST** notify the OFAM, in writing, and submit a new RFQ.
- 12.0 **TRANSFER OF OWNERSHIP.** In the event an approved vendor sells or transfers ownership of the business to another party, the vendor must notify the OFAM, in writing, and the non-exclusive agreement between the approved vendor and the OFAM is terminated. The new owner may request an RFQ from the OFAM if they wish to become an approved vendor.
- 13.0 **TERMINATION.** The State reserves the right to terminate this Agreement if the automotive repair/service vendor fails to meet the requirements during the Agreement period.
- 14.0 **NEWS RELEASES.** News releases pertaining to Agreements resulting from this RFQ shall not be made without prior written approval by the Chief of the OFAM.
- 15.0 **NONEXCLUSIVE AGREEMENT.** The State shall have the right to go outside of this Agreement to obtain similar services from another source or, when necessary, add new vendors to meet program requirements of the State.
- 16.0 **MULTIPLE AWARDS.** In order to ensure adequate service levels and coverage of State agency requirements, a State agency may select and use multiple automotive repair/service vendors.
- 17.0 **EXISTING CONTRACTS.** Some client agencies (departments, offices and CSU campuses) may have existing contracts with various vendors. Subject to the terms of the contract, at their discretion, the State agency or campus may continue under the terms of the existing contract or seek services pursuant to this RFQ.
- 18.0 **USE BY OTHER STATE GOVERNMENT BRANCHES.** Other branches of State and local governments may request services from authorized automotive repair/service vendors under the terms and conditions of this Agreement.
- 19.0 **USE OF STATE EMPLOYEES' NAMES.** Vendor agrees not to use the names and addresses of State of California employees for any purpose not directly related to, and necessary for providing automotive repair/services for State agencies.
- 20.0 **NATIONAL LABOR RELATIONS.** Vendor, by signing the Vendor Application Form, OFAM 50, Attachment 8, swears under penalty of perjury that no more than one final unappeasable finding of contempt of court by a federal court has been issued against the Vendor within the immediately preceding two-year period because of the Vendors failure to comply with an order of a federal court which orders the Vendor to comply with an order of the National Labor Relations Board.
- 21.0 **VENDOR DATA RECORD.** Vendor shall prepare, sign and return a Vendor Data Record, STD. 204, provided as Attachment C.

- 22.0 **DRUG-FREE WORKPLACE CERTIFICATION.** Vendor shall prepare, sign and return a Drug-Free Workplace Certification, STD. 21, provided as Attachment D.
- 23.0 **NONDISCRIMINATION CLAUSE.** Nondiscrimination clause (OCP-1), STD. 17A, Attachment E, is attached and made part of the terms and conditions of this RFQ.
- 24.0 **PREVENTATIVE MAINTENANCE SCHEDULE/SAFETY INSPECTION WORK SHEET.** Preventative Maintenance Schedule/Safety Inspection Work Sheet, OFA 35, Attachment F, is attached and made part of the terms and conditions of this RFQ. Vendor must provide a required 6 months, 6,000-mile minimum warranty on all parts, labor and repairs
- 25.0 **STATEMENT OF COMPLIANCE.** Vendors signature affixed hereon and dated shall constitute a certification under penalty of perjury under the laws of the State of California that the Vendor has, unless exempted, complied with the nondiscrimination program requirements of Government Code Section 12990 (a-f) and Title 2, California Code of Regulations, Section 8103.
- 26.0 **AUTHORIZATION TO DO BUSINESS.** Vendor must be authorized to do business in California. Vendor shall provide a copy of a current business license issued in California. Business Licenses **MUST** be kept current. Vendor shall provide updated copies to OFAM as they are renewed.
- 27.0 **AUDIT.** Vendor agrees that the DGS or its delegates will have the right to review, obtain and copy all records pertaining to services rendered. Vendor agrees to provide the State of California or its delegates with any relevant information requested and shall permit the State of California or its delegates access to its premises, upon reasonable notice, during normal business hours for the purpose of interviewing employees and inspecting and copying such books, records, accounts and other material that may be relevant to any matter relating to Vendors performance of its obligations under this Agreement. Vendor further agrees to maintain such records for a period of three (3) years after final payment for services. Under the terms and conditions of this Agreement and in accordance with Government Code Section 10532, Vendor is subject to the examination and audit by the Auditor General for a period of three (3) years after final payment for services rendered.
- 28.0 **AMENDMENT.** This Agreement may be amended in writing by either party at any time by mutual consent.
- 29.0 **BUREAU OF AUTOMOTIVE REPAIR LICENSE.** Vendor shall provide a copy of a current Bureau of Automotive Repair (BAR) License issued in California (if applicable). BAR Licenses **MUST** be kept current. Vendor shall provide updated copies to OFAM as they are renewed.

A BAR License is required for any business that performs for compensation, repairs to, maintenance of or diagnosis of malfunctions of any of the following automotive or motorcycle components:

**AIR CONDITIONER
BODY AND FRAME
BRAKES**

**TRANSMISSION
STEERTING GEAR
EXHAUST SYSTEM**

CLUTCH
DRIVE TRAIN ASSEMBLY
ELECTRICAL SYSTEM
ENGINE
OTHER AUTOMOTIVE/MOTORCYCLE
COMPONENTS*

(Not specifically excluded)

FUEL SYSTEM
HEATER SYSTEM
GLASS COMPONENTS
SUSPENSION

A BAR License is *not* required for the following:

- A business that services only vehicles over 6,000 GVW.
- A business that performs only minor maintenance services to motor vehicles, i.e., window tinting, upholstery, etc.
- A business that provides only towing/auto transport services.
- Machine shops that meet all of the following criteria:
 1. Primary business is the wholesale supply of new or rebuilt automotive parts, and
 2. Solely engages in the remanufacturing of individual automotive parts without compensation for warranty adjustments, and
 3. Does not engage in repairing or diagnosing malfunctions of motor vehicles or motorcycles.

Information concerning the CA Bureau of Automotive Repair and licensing procedures may be found on the [California Bureau of Automotive Repair](https://www.bar.ca.gov/) (<https://www.bar.ca.gov/>).

- 30.0 **CLAIMS AND LOSSES.** Vendor agrees to indemnify, defend and save harmless the State, its officers, agents and employees from any and all claims and losses accruing or resulting to any and all contractors, subcontractors, material men, laborers and any other person, firm or corporation furnishing or supplying work services, materials or supplies in connection with the performance of services to the State, and from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged by Vendor in the performance of services to the State.
- 31.0 **CONFIDENTIALITY.** Vendor shall keep information related to all contracts and subcontracts in strict confidence. Other than reports submitted to the State and client agencies, Vendor shall not publish, reproduce or otherwise divulge such information in whole or in part, in any manner or form, or authorize or permit others to do so, taking such reasonable measures as are necessary to restrict access to the information while in Vendors possession to those employees on Vendors staff who must have the information on a "need-to-know" basis, and Vendor agrees to immediately notify, in writing, the client agency in the event Vendor determines or has reason to suspect a breach of these requirements.
- 32.0 **SUPERVISION.** Vendor agrees to have a supervisor or a responsible managing employee available during hours of service operation for customer contact and quality control purposes.

33.0 **SECURITY.** Vendor agrees to provide safe off street parking and locked storage for State vehicles.

34.0 **INSURANCE.** Vendor must have or obtain the following types of general business insurance and return the insurance certification with your response to this RFQ:

- *Garagekeepers Legal Liability Insurance:* Vendor shall maintain garagekeepers legal liability insurance covering physical damage sustained to State vehicles while in the possession of Vendor. Coverage shall be written for sufficient limits to cover any and all vehicles in custody of the Vendor at a given time.
- *Garage Liability Insurance:* Vendor shall maintain garage liability insurance with limits of not less than \$1,000,000 per occurrence for bodily injury and property damage liability combined. The policy shall include coverage for liabilities arising out of premises, operations, independent contractors, products, completed operations, personal and advertising injury, and liability assumed under an insured contract. Coverage limits shall apply separately to each location at which the Vendor operates.

Please Note: The following additional insurance language MUST be included with the Garage Liability and Garagekeepers Legal Liability insurance certification sheet or your company will not become an approved vendor with the State of California and your response to this RFQ will be returned to you:

"The State of California, its officers, agents, employees and servants are additional insureds, but only insofar as the operations under this Agreement are concerned."

- *Standard Workers Compensation and Employers Liability Insurance:* Vendor shall maintain statutory workers' compensation and employers' liability coverage for all its employees who will be engaged in the performance of this Agreement, including special coverage extensions where applicable. Employers liability limits of \$1,000,000 shall be required.
 1. Insurance companies must be acceptable to the OFAM. If self-insured. Review of financial information may be required.
 2. Insurance coverage must be in force for complete term of this Agreement. If insurance expires during term of this Agreement, a new certificate must be received by the OFAM within 10 (ten) days of the expiration date. The new insurance must meet the terms and conditions of this Agreement.
 3. Vendor is responsible for any deductible or self-insured retention contained within the insurance program.
 4. In the event Vendor fails to keep in effect at any times the specified insurance coverage, the OFAM may, in addition to any other remedies it may have, terminate this Agreement upon the occurrence of such event, subject to the provisions of this Agreement.
 5. Any insurance required to be carried shall be primary, and not excess, to any other insurance carried by the State.
 6. Certificates of Insurance-must be provided as evidence of insurance for each of the coverages listed above. Each certificate shall provide that the State of

California receives thirty (30) days advance notice of cancellation. The required certificates must be on file with the OFAM prior to the automotive repair/service vendor providing services to the State. (Submit required certificates with Response Check List, Attachment A) **Questions concerning insurance coverage should be directed toward insurance brokers or carriers.**

All insurance certificates **MUST** be kept current. Vendor shall provide updated copies to OFAM as they are renewed.

35.0 **ESTABLISHED AUTOMOTIVE REPAIR/SERVICE VENDORS.** Vendors seeking to be authorized to do business with the State must have been in business as an automotive repair/ service vendor for a minimum of one year prior to date the Vendor Application Form, OFAM 50, Attachment B, is completed and signed.

36.0 **FALSE CERTIFICATION.** Failure to comply with the above requirements may result in termination of this Agreement to provide services, and Vendor may be ineligible for future Nonexclusive Agreements if the State determines that either of the following has occurred:

1. Vendor has made false certification, or
2. Vendor violates the certification by failing to carry out the requirements as noted above.

37.0 **RFQ RESPONSE.** The RFQ response may be sent by mail, courier service or submitted in person. Send the RFQ response to:

Department of General Services
Office of Fleet and Asset Management
Statewide Mobile Equipment Coordinator
1700 National Drive
Sacramento, CA 95834

38.0 **This RFQ is not to be altered or changed. Keep a copy of this RFQ and response for your file.** Upon approval, Vendor will receive a Nonexclusive Agreement.

RFQ DGS-OFA-VQ-1 SECTION III **POLICIES AND PROCEDURES**

By responding to this RFQ and receiving a Nonexclusive Agreement, automotive repair/service vendors desiring to do business with the State agree to comply fully with the following policies and procedures.

REPAIR AUTHORIZATION

- 1.0 State Inspectors of Automotive Equipment use an authorization numbering system for all automotive and equipment repairs exceeding \$750. Invoices without proper prior authorization numbers will not be approved for payment.
- 2.0 Authorization numbers will only be used for tracking and processing invoices.
- 3.0 All estimates for repairs exceeding \$750 **MUST** be sent to the Inspector for authorization prior to any service being completed.
- 4.0 The \$750 repair limit may be adjusted periodically by the OFAM.
- 5.0 Inspectors **DO NOT** approve invoices for the Department of Forestry, California Highway Patrol, Department of Transportation and State Universities. Please see Attachment I for a complete list of the State Agencies subject to OFAM repair approval.
- 6.0 When contacting an Inspector for authorization, please have the following information:
 1. Owning agency,
 2. Vehicles Mobile Equipment number (This is an 8-digit #, beginning with either a "800" sequence for DGS owned vehicles or a "900" sequence for agency owned vehicles.)
 3. E# (license number),
 4. Mileage of vehicle,
 5. Complete description of repairs needed and cost estimate,
 6. Drivers name and telephone number, and
 7. Make, model and year of equipment.
- 7.0 If a driver is unable to provide the name and telephone number of the local Inspector, visit the [Directory of Regional State Automotive Inspectors](https://www.dgs.ca.gov/OFAM/Resources/Page-Content/Office-of-Fleet-and-Asset-Management-Resources-List-Folder/Directory-of-Automotive-Inspectors) on OFAM's website (https://www.dgs.ca.gov/OFAM/Resources/Page-Content/Office-of-Fleet-and-Asset-Management-Resources-List-Folder/Directory-of-Automotive-Inspectors).
- 8.0 **DO NOT USE AN INSPECTOR'S AUTHORIZATION NUMBER AS A PURCHASE ORDER NUMBER.** Vendors must also obtain approval from the owning agency's Business Services Office to pay for the repair.

INVOICE INFORMATION

1.0 The following information is needed on all invoices:

1. Repair Authorization Number.
2. License number. All State vehicles have an assigned "E" number. Additionally, some vehicles also have undercover license plates. Obtain the license number from the driver of the vehicle or the Automobile Maintenance Booklet, STD. 271, in the vehicle.
3. Vehicle make, year, model engine (number of cylinders), **COMPLETE VIN** and mileage or hours.
4. Vehicles Mobile Equipment number.
5. Labor rate - itemized per task, itemized list of all parts used and parts discount.
6. Owning agency, address and telephone number.
7. Driver's name and work telephone number.
8. Specific repairs done by shop and any sublet repairs.

2.0 Invoiced are to be submitted in the following manner:

1. For DGS owned vehicles (vehicles with an "800" equipment#), invoices are forwarded directly to OFAM HQ via one of the following methods:

Fax: 916-928-2571 or 916-928-2573
Email: DGSFleetinvoices@dgs.ca.gov
Mail: Department of General Services
Office of Fleet & Asset Management
Attention: Fleet Invoicing Unit
1700 National Drive
Sacramento, CA 95834

2. For non-DGS owned vehicles (vehicles with a "900" equipment #), invoices are forwarded directly to the owning agency for payment.
3. Invoices may be submitted via U.S. Mail or electronically (fax or email).

CUSTOMER SERVICE

1.0 State agencies have varying priorities in selecting automotive repair/service vendors; therefore, the selection criteria may vary.

- A. Qualified. Courteous and efficient staff.
- B. Competent service reception personnel who are trained to advise customers regarding repair and service.
- C. Facility externally attractive and internally clean.
- D. Telephone services.
- E. Backroom accounting and reporting capabilities.
- F. On-going training programs to keep employees up to date on new technology.

RFQ DGS-OFA-VQ-1 SECTION IV
SMALL BUSINESS CERTIFICATION PROGRAM

To ensure that a fair proportion of California state contracting is placed with certified small business enterprises, the OFAM promotes the use of certified small business vendors who provide repairs/services for State vehicles/ If certified. Vendors will be listed on the [Directory of Approved Auto Repair Facilities](https://approvedauto.apps.dgs.ca.gov/) on OFAM's website (<https://approvedauto.apps.dgs.ca.gov/>).

To request a small business application, or for questions regarding the small business application, contact a small business certification analyst at (916) 375-4940 or visit DGS [Procurement Division website](https://www.dgs.ca.gov/PD/Services/Page-Content/Procurement-Division-Services-List-Folder/Certify-or-Re-apply-as-Small-Business-Disabled-Veteran-Business-Enterprise) (<https://www.dgs.ca.gov/PD/Services/Page-Content/Procurement-Division-Services-List-Folder/Certify-or-Re-apply-as-Small-Business-Disabled-Veteran-Business-Enterprise>).

When small business certification is received, please send a copy of the certification letter to:

Statewide Mobile Equipment Coordinator
Department of General Services
Office of Fleet and Asset Management
1700 National Drive
Sacramento, CA 95834

ATTACHMENT – A
RESPONSE CHECKLIST

Business Name:

ATTACHMENTS

- ☐ Check here and attach OFAM 50 – Vendor Application Form, Attachment B
- ☐ Check here and attach completed, signed STD. 204 - Payee Data Record, Attachment C
- ☐ Check here and attach completed, signed STD. 21 - Drug-Free Workplace Certification, Attachment D
- ☐ Check here and attach a copy of current Business License
- ☐ Check here and attach a copy of current Bureau of Automotive Repair License
- ☐ Check here and attach Certificates of Insurance as required on pages 9 of this RFQ. This certificate should include:
 - A. Garagekeepers Legal Liability Insurance
 - B. Garage Liability Insurance
- ☐ Check here and attach Certificate of Standard Workers Compensation and Employers Liability Insurance as required on pages 9 and 10 of this RFQ, unless this coverage is noted on the certificates shown above.

Return the response checklist and attachments to:

Statewide Mobile Equipment Coordinator
Department of General Services
Office of Fleet and Asset Management
1700 National Drive
Sacramento, CA 95834

ATTACHMENT – B
VENDOR APPLICATION FORM

DGS OFAM 50 – Vendor Application Form can be found and downloaded from the [California State Forms Directory](http://www.documents.dgs.ca.gov/dgs/fmc/dgs/ofam050.pdf) (<http://www.documents.dgs.ca.gov/dgs/fmc/dgs/ofam050.pdf>).

ATTACHMENT – C
STD. 204 – Payee Data Record

STD. 204 – Payee Data Record can be found and downloaded from the [California State Forms Directory](http://www.documents.dgs.ca.gov/dgs/fmc/pdf/std204.pdf) (<http://www.documents.dgs.ca.gov/dgs/fmc/pdf/std204.pdf>).

ATTACHMENT – D
STD. 21 DRUG-FREE WORKPLACE CERTIFICATION

STD. 21 Drug-Free Workplace Certification can be found and downloaded from the [California State Forms Directory](http://www.documents.dgs.ca.gov/dgs/fmc/pdf/std021.pdf) (<http://www.documents.dgs.ca.gov/dgs/fmc/pdf/std021.pdf>).

ATTACHMENT – E
STD. 17 A - NONDISCRIMINATION CLAUSE (OCP-1)

STD. 17 A – Nondiscrimination Clause can be found and downloaded from the [California State Forms Directory](http://www.documents.dgs.ca.gov/dgs/fmc/pdf/std017A.pdf) (<http://www.documents.dgs.ca.gov/dgs/fmc/pdf/std017A.pdf>).

ATTACHMENT – F
DGS OFAM 35 – Safety Inspection Work Sheet

DGS OFAM 35 - Safety Inspection Worksheet can be found and downloaded from the [California State Forms Directory](http://www.documents.dgs.ca.gov/dgs/fmc/dgs/ofam035.pdf) (<http://www.documents.dgs.ca.gov/dgs/fmc/dgs/ofam035.pdf>)

ATTACHMENT – G
Insurance Certificate Example

ACORD™ CERTIFICATE OF LIABILITY INSURANCE		OP ID NA SUPER-4	Date (MM/DD/YYYY)
PRODUCER INSURANCE SAMPLE	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW		
INSURED REQUIRED INFORMATION IS HIGHLIGHTED BELOW	INSURERS AFFORDING COVERAGE	NAIC #	
	INSURER A:		
	INSURER B:		
	INSURER C:		
	INSURER D:		
	INSURER E:		

COVERAGE
THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRAC OR OTHER DOCUMENT WITH RESPOECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN. THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJEC TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	ADD'L INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE	POLICY EXPIRATION DATE	LIMITS	
		GENERAL LIABILITY				EACH OCCURRENCE	\$
						DAMAGE TO RENTED PREMISES	\$
						MED EXP	\$
						PERSONAL & ADV INJURY	\$
						GENERAL AGGREGATE	\$
						PRODUCTS- COMP/OP AGG	\$
		AUTOMOBILE LIABILITY - ANY AUTO - ALL OWNED AUTOS - SCHEDULED AUTOS				COMBINED SINGLE LIMIT	\$1,000,000
						BODILY INJURY	\$
						PROPERTY DAMAGE	\$
		GARAGE LIABILITY - ANY AUTO - OTHER THAN AUTO				AUTO ONLY – EA ACCIDENT	\$1,000,000
						OTHER THAN AUTO ONLY	\$
						AGGREGATE	\$1,000,000

INSR LTR	ADD'L INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE	POLICY EXPIRATION DATE	LIMITS	
		WORKERS COMPENSATION AND EMPLOYERS LIABILITY ANY PROPRIETOR/PARTNER/ EXECUTIVE OFFICER/ MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISION below				WC STATUTORY LIMITS	
						E.L. EACH ACCIDENT	\$1,000,000
						E.L. DISEASE OF EACH EMPLOYEE	\$1,000,000
						E.L. DISEASE – POLICY LIMIT	\$1,000,000
		OTHER GARAGE KEEPERS LEGAL LIABILITY					\$30,000

Please see reverse for details of coverage required

DESCRIPTION OF OEPRATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS

"The State of California, its officers, agents, employees, and servants are added as additional Insureds, but only insofar as the operations under this Agreement are concerned."

Liability Insurance Certificate Instructions:

On your liability insurance certificate, we need evidence of at least 1 million garage or general liability, and also evidence of **garagekeeper's legal liability** coverage for sufficient limits to cover any and all vehicles in custody of the Vendor at a given time.

We also need you to add an additional insured statement with these exact words:

"The State of California, its officers, agents, employees and servants are additional insureds, but only insofar as the operations under this Agreement are concerned."

Please Note: The above additional insurance language MUST be included with the Garage Liability insurance certification sheet or your company will not become an approved vendor with the State of California

And finally, we need to be listed as certificate holders. Here is the name and address: State of California

Department of General Services Office of Fleet and Asset Management 1700 National Drive
Sacramento, CA 95834

For your Worker's Compensation Insurance, if it is a separate certificate, we need to be added as certificate holders. No additional wording is required for the Worker's Compensation Certificate.

If you have questions please email DGSVendorProgram@dgs.ca.gov or Fax certificates to (916) 928-9895.

ATTACHMENT – H
DGS OFAM 7 – VENDOR EXTENSION FORM

DGS OFAM 7 – Vendor Extension Form can be found and downloaded from the [California State Forms Directory](http://www.documents.dgs.ca.gov/dgs/fmc/dgs/ofam007.pdf) (<http://www.documents.dgs.ca.gov/dgs/fmc/dgs/ofam007.pdf>).

ATTACHMENT – I
State Agencies Subject to OFAM Repair Approval

Emergency Management Agency, California Emergency
Medical Services Authority
Employment Development Department
Employment Training Panel
Energy Commission, California
Environmental Health Hazard Assessment, California
Equalization, State Board of
Exposition and State Fair, California
Exposition Park Management, Office of
Fair Employment and Housing Commission
Fair Employment and Housing, Department of
Fair Political Practices Commission
Finance, Department of
Financial Institutions, Department of
First 5 California
Fish and Game Commission
Fish and Game, Department of
Food and Agriculture, Department of
Forestry and Fire Protection, CA Department of*
Franchise Tax Board
Gambling Control Commission, California
General Services, Department of
Governor's office
Governor's Office of Economic Development
Governor's Office of Planning and Research
Health and Human Services Agency
Health Care Services, Department of
Highway Patrol, California*
Horse Racing Board, California
Housing Finance Agency, California
Industrial Relations, Department of
Inspector General, Office of the
Insurance, Department of
Judicial Council of California, Justice
Department of
Labor and Workforce Development Agency
Lands Commission, State
Legislative Budget Committee
Legislative Counsel Bureau
Library California State
Lieutenant Governor, Office of
Little Hoover Commission

Lottery commission, California State
 Managed Health Care, Department of
 Managed Risk Medical Insure Board
 Mental Health, Department of
 Military Museum, California
 Military, Department of
 Motor Vehicles, Department of
 Natural Resources Agency
 Parks and Recreation, Department
 Peace Officer Standards and Training, Commission on
 Personnel Administration, Department of
 Personnel Board, State
 Pesticide Regulation, Department of
 Pilot commissioners, Board of
 Prison Industry Authority, California
 Public Employees' Retirement System, California
 Public Employment Relations Board
 Public Health, Department of
 Public Utilities Commission, California
 Real Estate Appraisers, Office of
 Real Estate, Department of
 Rehabilitation, Department of
 Resources, Recycling, and Recovery, Department of
 Science Center, California
 Senate Rules Committee
 SF Bay Conservation and Development Commission
 Social Services, Department of
 State and Consumer Services Agency
 State, Secretary of
 Statewide Health Planning and Development, Office of
 Student Aid Commission, California
 Systems Integration, Office of
 Teachers' Credentialing Commission
 Teachers' Retirement System, California State
 Toxic Substances Control, Department of
 Traffic Safety, Office of
Transportation, Department of*
 Treasurer, State
 Unemployment Insurance Appeals Board
University of California*
 Veterans Affairs, Department of
 Victim Compensation and Government Claims Board
 Water Resources Control Board, State
 Water Resources, Department of
 Workforce Investment Board, California

***NOTE:** OFAM Inspectors DO NOT approve invoices for these state agencies.