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| DGS_logo | FORM 23MEMORANDUM |

Date: Date

Form 23 Request #: 20XX-Dept Abbrev – Seq.# (000X)

Project #: **00000000000XXXX**

To: **Project Contact**

 Department

 Address

 Address

 City, State, Zip

 Phone

**From:** Department of General Services, Real Estate Services Division,

 Project Management and Development Branch,

 Architecture and Engineering (AE) Sections 1 and 2

 707 3rd Street, Suite 4-105, West Sacramento, CA 95605

**Subject:** **FORM 23 DENIAL OF DELEGATION**; CRUISE #**XXXXX**

**Building:** Building name and number (if applicable)

**Location:** building address and room location

The Department of General Services (DGS), Real Estate Services Division (RESD) hereby denies the AGENCY delegation to enter into contracting for project description. This Form 23 Denial of Delegation is rejected due to the following conditions:

[ ] The estimated cost of the proposed scope of work for the project exceeds the statutory limits set under Public Contract Code 10108 or 10108.5 as applicable.

[ ] In our opinion, the services of the Dept. of General Services are required due to the complexity and nature of the proposed scope of work for the project. See below for additional information.

**Explanation of Denial:**

Additional information, if applicable

If you have any questions, please contact me at (916) 375-xxxx.

Sincerely,

Name, Principal Architect

AE Section #

CC:

Jason Kenney, Assistant Deputy Director, DGS - Real Estate Services Division

AMB CSM, Customer Service Manager, DGS – RESD - Asset Management Branch

AMB RPM, Asset Manager, DGS – RESD – Asset Management Branch

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