

**State of Oregon
2015-17
Price List of Goods and Services**



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ENTERPRISE ASSET MANAGEMENT

Building Space Rental Rates per Square Foot

Uniform Rent Rate

Uniform Rent recovers all building costs in Department of Administrative Services (DAS) Uniform Rent office buildings. Those costs include building maintenance, custodial services, depreciation (to pay for construction and improvement), normal utilities, debt service, building security, recycling, landscaping, and administrative overhead.

For questions or additional information, please call the Operations & Maintenance Manager at (503) 378-2381.

Uniform Rent Rate	
Monthly Rate per Square foot	2015-17
Basic	\$1.45
Storage	\$0.50

Service Agreements and Self Support Rent Rates

The Facilities Division provides services to state agencies, in the buildings listed below, by Interagency Service Agreements. The charges reflect the actual cost of services provided. The following table lists estimated costs. These rates were developed using the historical costs of maintaining and operating these buildings at current service levels. They do not include the costs of special or emergency projects or changes in service levels not anticipated or known at the time of publication. At the conclusion of the biennium, a statement of actual costs will be provided to each agency.

For questions or additional information, please call Operations & Maintenance at (503) 373-2317.

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**Table
2015-17 Biennium Charges
Service Agreement/Self-Support Rent**

Agency Number	Agency Name	2015-17 Estimated Cost
10000	Human Services, Dept. – Health Lab	\$ 3,403,383
10000	Human Services, Dept. – Albina	1,605,041
10700	Admin Services, Dept. – Print Plant – Enterprise Technology Services	246,935
10700	Admin Services, Dept. – Print Plant – Enterprise Goods & Services	1,522,645
10700	Admin Services, Dept. – Print Plant – Enterprise Technology Services/TSC	6,929
10700	Admin Services, Dept. – Surplus Property	553,886
10700	Admin Services, Dept. – Fleet Services	608,955
10700	Admin Services, Dept. – Enterprise Technology Services	5,015,181
10700	Admin Services, Dept. – Enterprise Technology Services –Burns	98,176
14100	State Lands, Department	301,787
16500	Sec of State – Burns Data Warehouse	4,880
17700	Lottery-Burns Data Warehouse	28,309
19800	Judicial, Dept.- Supreme Court Building	270,298
19800	Judicial, Dept. – Anderson Readiness Center	8,740
24800	Oregon Military – Anderson Readiness Center	725,914
25700	State Police, Dept. – Anderson Readiness Center	692,333
25700	State Police, Dept. – Central Point Lab	1,204,343
25700	State Police, Dept. – Pendleton OSP	30,932
25700	State Police, Dept. – Portland Lab	3,834,786
27400	Veterans’ Affairs, Dept. of	313,278
34000	Environmental Quality, Dept. – DEQ	3,599,787
44000	Consumer & Business Services, Dept. – OR OSHA,	169,479
45900	Public Employees Retirement System – PERS Bldg.	617,618
47100	Employment Department –Albina	547,354
47100	Employment Department –Employment	3,315,984
47100	Employment-Pendleton	258,062
58500	Commission for the Blind	458,222
73000	Transportation, Dept., Anderson Readiness Center	106,418
73000	Transportation, Dept., Transportation Bldg.	1,165,777
	Total	\$30,715,432

Project Management

DAS Facilities Division manages capital construction and capital improvement projects for its facilities as well as for other agency facilities. New construction, major renovations or improvements to building structures and systems are part of the Department's Capital Improvement and Capital Construction budget requests. Our Project Managers direct construction of new facilities and remodeling of existing ones for state agencies. We also assist agencies in obtaining project management services through outside consultants when appropriate. This mix of in-house and qualified private sector contract services yield the best results for our customers.

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DAS Project Managers ensure that the design and construction of each project meets the quality requirements set by the State, other involved agencies, and that they meet the code requirements. We regularly compare our costs and performance against private and public sector benchmarks to assure the highest quality service. When requested, the division also manages projects for other agencies' facilities at cost, as staff is available. We also provide space planning services to improve work space. We provide quality design services to our customers to facilitate the efficient use of State-owned and leased office space.

We also are experts in the construction contracting process, working with DOJ on construction projects, invoicing, construction budget management, and project timeline development. All of these services are part of the services that we offer and are charged at a flat 6% of the project cost in addition to the hourly rates below.

For questions or additional information, please call Planning and Construction Management Manager at (503) 373-7211.

Hourly rates for the 2015-17 are shown below.

**Table
Project Management Hourly Rate**

Senior Project Manager	\$136.00
Mid-Level Project Manager	\$108.00
Interior Project Manager	\$ 99.00
Entry Level Project Manager	\$ 84.00

Leasing

The Leasing program provides commercial brokerage services to State agencies in finding suitable locations within the private sector for agency facilities Statewide. The leasing agents further negotiate with Landlords and brokers on behalf of the client agency, draft the lease contract, and expedite the transaction to contract execution. The leasing team also offers lease administration services e.g. contract enforcement, expense reconciliation, landlord management, etc. for any lease within its portfolio at no additional fee. In addition to the private sector portfolio, the leasing team also manages DAS' portfolio of buildings that office space for nearly 80% of State agencies partial facility needs.

Leasing charges the 3.5% of the 2-year net lease value (operating expenses, tenant improvement and taxes excluded from calculation). This fee structure applies only to private sector leases.

For the DAS-owned portfolio, each agency occupying space in a DAS building will be charged one \$500 fee for the biennium.

For questions or additional information, please contact the Leasing Program at (503) 428-3362.

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Portfolio Management (Land Sales)

Portfolio Management was formally referenced as Land Sales in prior Price Lists. This program manages the real estate transactions (purchases, sales, exchanges, easements etc.) by DAS and other state agencies as required/requested (ORS 270). Portfolio Management is an assessment to agencies with FTE => 15.

Surplus Real Property Coordination (Clearinghouse)

ORS 270.100 requires the Facilities Division to manage a statewide clearinghouse and notification process for the acquisition and disposal of state real property. Non-exempt agencies are required to determine if other agencies own property that could fulfill a requirement before going to the private market for additional property, as well as notifying agencies and political subdivisions of availability of surplus state owned property before offering the property for sale, exchange or lease in the open market.

ORS 270.180(1) and (2) require Facilities to develop and maintain an inventory of all state-owned real property. Subsection (3) authorizes the department to charge state agencies that own real property for the cost of managing the state owned real property database. The State Lands Inventory System (SLIS) was implemented in 09-11 by the Department of Administrative Services and the Department of State Lands at a development cost of approximately \$25,000. Almost all state agencies that own real property are participating in the SLIS through a Memorandum of Understanding.

Additionally, the total biennial cost of operating the SLIS is \$50,000. Facilities will charge each agency using a tiered allocation based on the amount of land each agency owns.

2015-17 Statewide Coordination Assessment

Statewide Coordination	Method
Policy	FTE \geq 15
Surplus Real Property Coord. (Clearinghouse)	Assessment to agencies that use the service based on a 2-year rolling average
Salem Metro Area	FTE in Salem-Keizer Area
State Land Inventory System (SFC)	Assessment to agencies by # of Tax of Lots

For questions or additional information regarding real estate transactions or surplus property coordination, please contact (503) 428-3362.

Key Card Program

The Facilities Division provides Photo ID Key Cards as an over the counter service to agencies in DAS owned buildings. The Key Card program provides a variety of basic physical and electronic security services to DAS owned buildings. The program installs, repairs and replaces key card (electronic access) systems on exterior doors and designated interior doors as a DAS standard for its buildings. This provides basic key card controlled access for DAS owned buildings.

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Description	Price
Photo ID Keycard	\$ 23.60
Replacement Photo ID Keycard	\$ 21.75
Photo ID Only	\$ 14.65
Replacement Photo ID Only	\$ 13.00
Prox Card	\$ 12.60
Replacement Prox Card	\$ 11.50
Visitor/Vendor with No Access	\$ 6.60
Vendor No Photo with Access	\$ 17.30

The Key Card program may also, at its discretion, install additional key card readers and other security equipment, requested by a tenant agency to enhance the safety and security of the agency. The costs of installation, maintenance, repair and replacement is the responsibility of the requesting agency. Facilities can assist in estimating the costs for this work.

For questions or additional information, please call Heath Swartwout at (503) 373-7031.

Fleet and Parking Services Program

Fleet Services

Under the authority of ORS 283.310 the Department of Administrative Services (DAS) Fleet shall control and regulate the acquisition, operation, use, maintenance, and disposal of and access to motor vehicles used for state business. In addition, Fleet is responsible for providing safe, dependable transportation in a cost effective manner.

Program Vehicle Requirements:

When an agency adds new programs, expands existing programs, or adds FTE that will require the use of state vehicles, the agency must submit a request for an additional permanently assigned vehicle(s) to the Fleet program as part of the state budgeting process. Fleet uses the agency's additional vehicle request to plan its vehicle purchases. A request for a permanently assigned vehicle requires information about the type of vehicle, the approximate date the vehicle is needed, and signature approval. To obtain more information on how to request an additional vehicle, the length of time needed to fill a request, and the types of vehicles available, contact the Fleet Operations Manager at (503) 378-2132.

Services Provided by Fleet (including a motor pool located in Salem):

Daily Rental Vehicles (less than 30 days)
Monthly Rental Vehicles (30 days or more)
Fueling / Car Wash
Vehicle Repair / Maintenance

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Daily Rental Rates:

The daily rental rate includes administrative overhead and maintenance of the vehicles. Fleet passes through to the user agency the actual cost of fuel with a \$0.11 per gallon markup to cover overhead expenses that pertain to the management of the fuel infrastructure.

Daily Rental Rates

Vehicle Type	Daily Rate
SEDAN – FWD & AWD (Inc. alt-fuel, flex-fuel, hybrid)	\$40
SPORT UTILITY VEHICLE (Inc. flex-fuel and hybrid)	\$60
7 PASSENGER MINI VAN	\$60
12 PASSENGER VAN	\$70
CARGO VAN	\$40
PICKUP	\$60

Monthly Rental Rates:

Fleet bills agencies a monthly rate that includes vehicle acquisition costs and administrative overhead. In addition, Fleet passes the actual cost of vehicle maintenance through to agency customers; Fleet also passes through fuel costs with a \$0.11 per gallon markup to cover overhead expenses that pertain to the management of the fuel infrastructure. Note: Fleet may create unique rates for special use or service vehicles requested by an agency based on cost of acquisition and on depreciation schedule.

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Monthly Rental Rate Table for 2015-17, by Vehicle Model Years Rates are set by depreciation schedule

130,000 Mile Replacement Schedule

CLASS DESCRIPTION	2012-2017						2011 & Prior Avg Mo. Miles 1,354 or less	Fully Depr Avg Mo. Miles 1,354 or less	Billing Code
	Avg Mo. Miles 2,709 or more	Avg Mo. Miles 2,168 - 2,708	Avg Mo. Miles 1,807 - 2,167	Avg Mo. Miles 1,549 - 1,806	Avg Mo. Miles 1,355 - 1,548	Avg Mo. Miles 1,354 or less			
SEDAN - COMPACT	\$383	\$292	\$238	\$202	\$176	\$156	\$150	\$113	SC4
SEDAN - INTERMEDIATE	\$492	\$374	\$303	\$256	\$222	\$197	\$189	\$113	SED
SEDAN - FULL SIZE	\$658	\$499	\$403	\$339	\$293	\$259	\$248	\$113	SIF
STATION WAGON	\$492	\$374	\$303	\$256	\$222	\$197	\$189	\$113	WII
7 PASSENGER MINI VAN (FWD)	\$508	\$386	\$313	\$264	\$229	\$203	\$194	\$113	SBE
8 PASSENGER MINI VAN (AWD)	\$643	\$487	\$394	\$332	\$287	\$254	\$248	\$113	SBB
12 PASSENGER VAN	\$586	\$445	\$360	\$303	\$263	\$232	\$222	\$113	SBC
15 PASSENGER VAN	\$650	\$492	\$398	\$335	\$290	\$256	\$246	\$113	SBD
CARGO VAN - NISSAN NV	\$792	\$606	\$495	\$421	\$368	\$328	\$307	\$113	CVE
CARGO VAN - MINI, 1/2-3/4-1 TON	\$521	\$396	\$320	\$270	\$235	\$208	\$199	\$113	CVN
CARGO VAN - NATURAL GAS (CNG)	\$651	\$493	\$399	\$336	\$290	\$257	\$245	\$113	CVX
CARGO VAN - LOTTERY							\$280	\$113	CVL
CARGO VAN - FREIGHT SPRINTER	\$1,149	\$867	\$698	\$585	\$504	\$443	\$405	\$113	CVB
SUV - COMPACT	\$587	\$445	\$360	\$303	\$263	\$233	\$222	\$113	UTB
SUV - INTERMEDIATE	\$610	\$468	\$383	\$326	\$286	\$256	\$245	\$113	UTC
SUV - FULL SIZE/CARRYALL	\$921	\$696	\$561	\$471	\$406	\$358	\$342	\$113	UTE
PICKUP - COMPACT 4X2	\$387	\$295	\$240	\$203	\$177	\$158	\$151	\$113	CPA
PICKUP - COMPACT 4X4	\$499	\$379	\$307	\$260	\$225	\$200	\$191	\$113	CPD
PICKUP - 1/2 TON 4X2	\$436	\$332	\$269	\$228	\$198	\$176	\$165	\$113	PUA
PICKUP - 1/2 TON 4X4	\$604	\$458	\$370	\$312	\$270	\$239	\$229	\$113	PUB
PICKUP - 3/4 TON 4X2	\$649	\$491	\$397	\$334	\$289	\$256	\$234	\$113	PUC
PICKUP - 3/4 TON 4X4	\$660	\$500	\$404	\$340	\$294	\$260	\$243	\$113	PUD
PICKUP - 3/4 TON DIESEL 4X2	\$676	\$512	\$414	\$348	\$301	\$266	\$249	\$113	PUM
PICKUP - 3/4 TON DIESEL 4X4	\$783	\$593	\$478	\$402	\$347	\$306	\$293	\$113	PUE
PICKUP - 1 TON 4X2	\$690	\$522	\$422	\$355	\$307	\$271	\$258	\$113	PUF
PICKUP - 1 TON 4X4	\$770	\$583	\$470	\$395	\$342	\$301	\$288	\$113	PUH
PICKUP - 1 TON DIESEL 4X4	\$871	\$658	\$531	\$445	\$385	\$339	\$317	\$113	PUL
CAB CHASSIS - 1 TON 4X4	\$739	\$559	\$451	\$380	\$328	\$290	\$265	\$113	CBB
CAB CHASSIS - 15,000 GVW 4X4	\$1,019	\$769	\$619	\$519	\$448	\$395	\$361	\$113	CBC
CAB CHASSIS - 16,500 GVW 4X4	\$1,077	\$813	\$654	\$549	\$473	\$417	\$397	\$113	CBF
CAB CHASSIS 17,500 GVW 4X4	\$1,135	\$857	\$689	\$578	\$498	\$438	\$400	\$113	CBD
7 PASSENGER MINI VAN - ADA ACCESSIBLE	\$995	\$752	\$605	\$508	\$438	\$386	\$368	\$113	SBI
8 PASSENGER MINI VAN - ADA ACCESSIBLE	\$1,387	\$1,045	\$840	\$703	\$606	\$532	\$508	\$113	SBH
ADA ACCESSIBLE BUS WITH LIFT	\$1,710	\$1,287	\$1,034	\$865	\$744	\$654	\$596	\$113	HBS
MEDIUM TRUCK	\$1,336	\$1,007	\$809	\$678	\$584	\$513	\$490	\$113	STM
STEP VAN	\$1,024	\$773	\$622	\$522	\$450	\$396	\$378	\$113	STP
BOX VAN	\$1,160	\$875	\$704	\$590	\$509	\$448	\$428	\$113	STV
GMC T7500	\$1,869	\$1,406	\$1,129	\$944	\$812	\$713	\$680	\$113	STN

175,000 Mile Replacement Schedule

CLASS DESCRIPTION	2012-2017						2011 & Prior Avg Mo. Miles 1,823 or less	Fully Depr Avg Mo. Miles 1,823 or less	Billing Code
	Avg Mo. Miles 3,647 or more	Avg Mo. Miles 2,918 - 3,646	Avg Mo. Miles 2,432 - 2,917	Avg Mo. Miles 2,084 - 2,431	Avg Mo. Miles 1,824 - 2,083	Avg Mo. Miles 1,823 or less			
SEDAN - HYBRID	\$635	\$481	\$389	\$328	\$284	\$251	\$240	\$113	HYB
SEDAN - PLUG-IN HYBRID ELECTRIC	\$907	\$693	\$564	\$478	\$417	\$371	\$353	\$113	PHEV
SEDAN - ELECTRIC	\$907	\$693	\$564	\$478	\$417	\$371	\$353	\$113	EV
SEDAN - NATURAL GAS (CNG)	\$661	\$501	\$405	\$341	\$295	\$260	\$249	\$113	NGV

100,000 Mile Replacement Schedule

CLASS DESCRIPTION	Avg Mo. Miles 2,084 or more	Avg Mo. Miles 1,668 - 2,083	Avg Mo. Miles 1,390 - 1,667	Avg Mo. Miles 1,191 - 1,389	Avg Mo. Miles 1,043 - 1,190	Avg Mo. Miles 1,042 or less	Billing Code
SEDAN - FULL SIZE - POLICE - 2012-2017	\$634	\$480	\$388	\$327	\$283	\$250	SIP
SEDAN - FULL SIZE - POLICE - 2011 & Prior	\$604	\$458	\$371	\$312	\$270	\$239	SIP
SUV - INTERMEDIATE - POLICE - 2012-2017	\$703	\$545	\$450	\$387	\$342	\$308	UTP

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Fully Depreciated Permanently Assigned Vehicles:

Vehicles are depreciated over a period of time to an established salvage value; not to zero value. The salvage value is a calculated percentage of the original acquisition cost of the vehicle based on historical sale revenues for that type of vehicle.

If any vehicle is returned prior to the end of the chosen depreciation schedule, the agency may be charged for the remaining depreciation if Fleet cannot find a new customer to rent the vehicle or if the program must sell the vehicle at a loss.

- Vehicles that are fully depreciated will have a rate of \$113 per month plus fuel and maintenance.
- These vehicles may experience higher-than-normal maintenance costs due to age and miles.

Seasonal Rental Vehicles:

Vehicles rented for more than 30 days and less than one year.

- Non-fully depreciated seasonal vehicles will have the same rate as a permanently assigned vehicle of the same class description plus fuel and maintenance.
- Fully depreciated seasonal vehicles will have a rate of \$377 per month plus fuel. ***Regular maintenance and repair costs are included in the monthly rental rate.*** Accident and body damage repairs and excessive wear and tear repairs will be charged separately and directly to the customer.

Accelerated or Rough Use Vehicles:

Vehicles are depreciated over a period of years. If an agency uses a vehicle at an accelerated rate and the vehicle reaches the replacement mileage criteria before the end of the depreciation schedule, or if the agency has used the vehicle in a way that makes the vehicle not viable for continued use for the extent of the depreciation schedule, the agency will be charged for the remaining depreciation value less what Fleet recovers from salvage or sale of the vehicle.

Example:

An agency receives a new vehicle that cost \$18,000 in 2005 and drives it 35,000 miles per year. The vehicle passes the current 130,000 mile replacement criterion after only half of the vehicle's depreciation schedule; the residual depreciation value is \$8,100. Fleet receives \$5,500 from the sale of the vehicle. The agency owes the remaining \$2,600.

Vehicle Repair/Maintenance:

Shop Services

Motor Pool Shop Labor	\$90.00 per hour
Motor Pool Parts Markup	29%
Miscellaneous Shop Expense	\$3.00 per work order
Motor Pool Vehicle Wash	\$2.50
Shop Rental Vehicle	\$5.00 per day

Additional information can be found at the Fleet Website: <http://www.oregon.gov/DAS/EAM/FPS> or contact Kent Fretwell, Fleet Operations Manager, at (503) 378-2132 or (800) 378-0077.

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Parking Services

Parking Services is self-supporting and manages space assignments and parking enforcement for approximately 4,500 parking spaces for employees, state agency vehicles, and visitors, at state-owned parking lots and buildings in Salem, Portland, and Eugene. The parking program also promotes and manages alternative modes of transportation for state employees, such as carpool and smart commuter incentives. Rates are as follows:

Description	Salem	Portland	Eugene
Uncovered, unreserved - monthly	\$50		
Uncovered, unreserved – monthly half-time rate	\$25		
Uncovered, reserved – monthly	\$55	\$80	\$42
Covered, reserved – monthly	\$65	\$105	
Daily Permit books of 20 @ \$6/day	\$120		
State Parking Meters	0.80 per hr.	1.00 per hr.	
Bicycle Parking – Annual Fee	\$12	\$12	\$12

The Administrative Fee to agencies for managing leased parking spaces for 2015-17 is as follows.

Leased Parking Spaces

Description	Salem
Leased Spaces – per space/month	\$13.00

For questions or additional information, please call Parking Services at (503) 373-7219.

Surplus Property

State Surplus Property

The State Surplus Property program collects and disposes of state and local government surplus personal property. It utilizes a variety of marketing methods, including fixed price sales and online auctions. Customers include state and local governments, qualified non-profit organizations and the public.

Surplus is governed by ORS 279A, which states that the program may recover the cost of property disposal through the amount received through sale of items or that Surplus bills agencies for the difference.

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State Agency Personal Property:

- Personal Property that is ‘sold-on-site’ at the agency’s location, Surplus keeps all proceeds for items which are sold for less than \$250. Any item that is sold for more than \$250, Surplus keeps the first \$250 plus 50% of the remaining sale.
- Personal Property that is sold from the Surplus Property warehouse location, Surplus keeps all proceeds for items which are sold for less than \$500. Any item that is sold for more than \$500, Surplus keeps the first \$500 plus 50% of the remaining sale.

Vehicles and Titled Equipment:

- For property that is ‘sold-on-site’ at the agency’s location: Surplus keeps 13% of each sale.
- For property that is sold from the Surplus Property warehouse location: Surplus keeps 17% of each sale.

Delivery and Pickup Charges: Billed to agencies at \$2.00 per mile plus \$50 per hour for labor, billed in 15 minute increments with a one (1) hour minimum. Surplus reserves the right to add a fuel surcharge to the per-mile fee should fuel costs rise.

Assessment: The total assessment of \$1,200,000 is allocated as follows:

- 20% of the total assessment will cover Surplus policy, consultation and program overhead administrative expenses; allocated to all agencies based on 2013-15 FTE.
- 80% of the total assessment is based on historical personal property transactions conducted on behalf of state agencies utilizing actual 2011-13 personal property transactions per agency.

Federal Surplus Property

The Federal Surplus Property program locates, screens, and assigns federal surplus personal property to state and local governments and qualified non-profit organizations. If the property is handled at Surplus Property, the following service charges apply:

Table

Federal Surplus Basic Rate Structure	
Acquisition Cost	Percent Charge
\$ 0 to \$ 5,000	0– 30 percent (of Acquisition Cost)
\$ 5,001 to \$20,000	0– 25 percent (of Acquisition Cost)
\$20,001 and above	0– 15 percent (of Acquisition Cost)

The Federal Surplus Program may charge additional fees to cover shipping and handling. If the donee screens and arranges delivery of the property, the service charge will be 4 percent to 6 percent. If the Federal Surplus program screens and arranges delivery of the property, the service charge will be 5 percent to 7 percent. The OAR 125-035-0025(4) states: “When the Fund's balance is determined by SASP to be either insufficient or excessive, service charges shall be adjusted accordingly.”

If you have any questions or need additional information, please contact Sven Anderson at (503) 378-6057.