



**The California State University**  
OFFICE OF THE CHANCELLOR

June 21, 2011

**Benjamin F. Quillian**  
*Executive Vice Chancellor and  
Chief Financial Officer*

*Tel 562-951-4600  
Fax 562-951-4971  
bquillian@calstate.edu*

BAKERSFIELD

CHANNEL ISLANDS

CHICO

DOMINGUEZ HILLS

EAST BAY

FRESNO

FULLERTON

HUMBOLDT

LONG BEACH

LOS ANGELES

MARITIME ACADEMY

MONTEREY BAY

NORTHRIDGE

POMONA

SACRAMENTO

SAN BERNARDINO

SAN DIEGO

SAN FRANCISCO

SAN JOSÉ

SAN LUIS OBISPO

SAN MARCOS

SONOMA

STANISLAUS

Hon. Mark Leno, Chair  
Joint Legislative Budget Committee  
State Capitol, Room 5100  
Sacramento, CA 95814

Ana Matosantos, Director  
Department of Finance  
State Capitol, Room 1145  
Sacramento, CA 95814

Diane Boyer-Vine  
Legislative Counsel  
State Capitol, Room 3021  
Sacramento, CA 95814

Mac Taylor  
Legislative Analyst  
925 L Street, #1000  
Sacramento, CA 95814

Gregory Schmidt  
Secretary of the Senate  
State Capitol, Room 400  
Sacramento, CA 95814

E. Dotson Wilson  
Chief Clerk of the Assembly  
State Capitol, Room 3196  
Sacramento, CA 95814

**RE: Government Code 13332.09(g) California State University Vehicle Report**

As required by Section 13332.09 (g) of the Government Code, I am pleased to submit the fourth annual report to the legislature on CSU Vehicles. This fourth report covers the period of July 1, 2009 to June 30, 2010. The DGS control over procurement of CSU vehicles was suspended by AB 262 (Chaptered 10/14/2007) commencing January 1, 2008 for a four and one-half year period. The following are CSU's responses to the five reporting requirements in Government Code 13332.09(g) 1-5.

**13332.09(g) 1 "An inventory of motor vehicles by campus that includes the type of vehicle, consistent with the fleet report to the Department of General Services."**

The CSU inventory report is attached as Attachment A. This report includes all DGS Fleet Asset Types and managed in the Fleet Asset management System (FAMS) as of 12/31/10. This is the first year the entire FAMS asset type list is being included and accounts for the increase from the previous year report of 2,208 assets in the CSU fleet.



## The California State University

OFFICE OF THE CHANCELLOR

Government Code 13332.09(g) CSU Vehicle Report

June 21, 2011

Page Two

**13332.09(g) 2            “The number of motor vehicles purchased during the prior fiscal year, disaggregated by campus and type of vehicle.”**

The report on the number of vehicles purchased is provided as Attachment B. This report also includes electric or gas golf-cart like vehicles (DGS vehicle type “NEV-Other Vehicles – Low Speed Vehicle.”

**13332.09(g) 3            “The average amount of time taken to complete procurement of each motor vehicle purchased during the prior fiscal year.”**

This report is provided as attachment C. The reports shows the total number of days of the purchasing cycle from the date a vehicle requisition was received in the campus purchasing office until the purchase order was sent to the car dealership. In past years the CSU has reported approximately 63 days for the DGS approval process to be completed. That 63 day figure was used to determine the saving in the procurement cycle for each vehicle being reported. The average CSU Procurement cycle was reduced by approximately 51 days per vehicle without intervention of DGS approving vehicles.

Although tracked in the FAMS system, the CSU does not have any history purchasing “NEV-Other Vehicles – Low Speed Vehicles” these through DGS. This report shows the CSU average procurement cycle only and does not draw any conclusions as to the speed by which DGS could process these vehicles approvals.

**13332.09(g) 4            “Any changes in policies or procedures made during the prior fiscal year relative to motor vehicle procurement and contracts for procurement and identifying any vehicles procured pursuant to the new policy or procedure.”**

No CSU policies or procedures were changed during the reporting period. However, on February 18, 2011 the CSU's Executive Vice Chancellor and Chief Financial Officer issued a memorandum to CSU Campus Vice Presidents, Finance/Administration to “...conduct an internal assessment of your fleet to determine that it is being used in a cost-effective manner...”

**13332.09(g) 5            “The estimated cost savings associated with management by the California State University of motor vehicle procurement, including average time to complete procurements, reduced administrative costs, reduced charges paid to the Department of General Services, and competitive or reduced market prices obtained for vehicles.”**



## The California State University

OFFICE OF THE CHANCELLOR

Government Code 13332.09(g) CSU Vehicle Report  
June 21, 2011  
Page Three

The cost to the CSU in being required to obtain DGS vehicle purchase approvals is significant. DGS charges \$81 per vehicle per year for their services. The majority of the DGS services in procurement and fleet management are duplicative to those that the CSU already performs. With a fleet asset size of 4,400 the CSU estimates that DGS would have charged the CSU approximately \$356,000 in the reporting year. That service fee, the additional procurement cycle time of 52 days and the labor costs of the additional interactions with DGS staff would place a significant burden on the CSU. It increases the effective price of each vehicle procured as well as duplicate efforts of state employees in both organizations.

The nature of CSU campus vehicle fleet and utilization typically requires a quick resolution to a vehicle need where the additional time to procure a vehicle could mean loss of campus safety, academic or administrative program productivity.

The CSU uses the DGS vehicle contracts to its best advantage. The CSU finds that for those standard configuration vehicles under DGS contract those vehicles are competitive in price. However, once the CSU factors in the DGS contract usage charge, or for those vehicles that are not standard configurations, campuses can often purchase the same or functionally similar vehicle for less money by competitive bidding than single vehicle.

If you have any questions, please contact Tom Roberts, Director, Contract Services and Procurement, at 562-951-4583.

Sincerely,

Benjamin F. Quillian  
Executive Vice Chancellor and  
Chief Financial Officer

Enclosures

BFQ: tr

c: Charles B. Reed, CSU Chancellor  
Ephraim Smith, Executive Vice Chancellor and Chief Academic Officer  
Garrett Ashley, Vice Chancellor, University Relations and Advancement  
Robert Turnage, Assistant Vice Chancellor for Budget  
Karen Y. Zamarripa, Assistant Vice Chancellor, Advocacy and State Relations  
George Ashkar, Assistant Vice Chancellor/Controller, Financial Services  
Tom Roberts, Director, Contracts Services and Procurement

**CSU Report on Vehicles**

**Attachment A  
Totals In Fleet as of June 30, 2010  
1 of 3**

	Auto-Compact (COM)	Auto-Fullsize (FUL)	Auto-Midsize (MID)	Auto Sub-Compact (SUB)	Bus-Intercity (BIN)	Bus-Transit (>27'6") (BST)	BSC	Bus-Transit (<27'6") (BLT)	Buses - Bus-Trolley Bus (BTR)	Other Vehicles - Low Speed Vehicle (NEV)	Motorcycle (MTC)
Bakersfield	1	3	7	-	-	-				32	1
Chancellor's Office			1								
Channel Islands	1	6	1							75	
Chico	2	4									
Dominguez Hills		1								89	
East Bay	1	3	3		1			2		34	
Fresno		7								127	2
Fullerton	1	10	6							86	1
Humboldt		4	1		7					19	5
Long Beach	5	8	2	3						163	
Los Angeles		8	5							96	
Maritime Academy			2								
Monterey Bay	1	1	2								
Northridge		6	1					3		125	3
CalPoly Pomona	1	1	8							59	
Sacramento		9				2	3			87	
San Bernardino	3	9	6							53	
San Diego		21	13	2						5	
San Francisco	7	3	4				1				4
San Jose	1	3	5			1	2	5		19	
CalPoly San Luis Obispo	4	5	7							145	20
San Marcos	2	1	3							43	
Sonoma		3	4								6
Stanislaus		4	2							22	
<b>TOTALS</b>	<b>30</b>	<b>120</b>	<b>83</b>	<b>5</b>	<b>8</b>	<b>3</b>	<b>6</b>	<b>7</b>	<b>3</b>	<b>1,279</b>	<b>42</b>

**CSU Report on Vehicles**

**Attachment A  
Totals In Fleet as of June 30, 2010  
2 of 3**

	Pickup-LD (PUL)	Pickup-MD (PUM)	Other Trucks (not Pickups) (SUVLD)	Other Trucks (not Pickups) (SUVMD)	Other Trucks (not Pickups) (SUVHD)	Other Trucks (not Pickups) (TLD)	Other Trucks (not Pickups) (TMD)	Other Trucks (not Pickups) (THD)	Minivan (VMN)
Bakersfield	16	4	-	-	1	-	1	3	2
Chancellor's Office		1		1	1				
Channel Islands	5	17			1	2	4		2
Chico	26	31		3	1	10	1	5	7
Dominguez Hills	2	9	1			4			1
East Bay	10	7	5	1					5
Fresno	31	57			4	11	2	6	4
Fullerton	33	44			5		1	1	4
Humboldt	15	14			1		2	4	12
Long Beach	18	19	1		5	2	3	3	6
Los Angeles	14	4		2				4	
Maritime Academy	6	4	1	1		1	2	1	2
Monterey Bay	10	9		1		2			3
Northridge	7	29		2	2	1	1	2	3
CalPoly Pomona	40	42	1	4	1	2	2	8	4
Sacramento	19	9	2	1	1			2	5
San Bernardino	34	14			4	4	1	2	3
San Diego	71	43	3	9	4	4	1	2	37
San Francisco	16	11	2	1	3	1	8	2	5
San Jose	19	6		3			7	3	5
CalPoly San Luis Obispo	20	82	7	5	1	10	6	19	21
San Marcos		5			1	1	1		4
Sonoma	7	4	2	2	1	1	3	3	
Stanislaus	6	7		1	3		2	3	21
	<b>425</b>	<b>472</b>	<b>25</b>	<b>37</b>	<b>40</b>	<b>56</b>	<b>48</b>	<b>73</b>	<b>156</b>

CSU Report on Vehicles

Attachment A  
Totals In Fleet as of June 30, 2010  
3 of 3

	Van-LD- Other (VLD)	Van-MD (VMD)	Riding Lawnmower > 20 horsepower (RLM)	General Purpose (GNP)	Constructio n Equipment (CONS)	Farm Equipment (FARM)	DGS Classification (N/A)	Non-Self Propelled (NSP)	Total in Fleet
Bakersfield	9	-	5	2		4			91
Chancellor's Office									4
Channel Islands	1	1	6	7	2	1			132
Chico	4			6		30	40		170
Dominguez Hills	4	8			3				122
East Bay	7	8	14		30	4	2		137
Fresno	9	4	17	14	1	64			360
Fullerton	7		7		8	3	4		221
Humboldt	4	6	3	44	6	4	1	47	199
Long Beach	7	4	4	7	6	3	16		285
Los Angeles	5	5							143
Maritime Academy	2								22
Monterey Bay	4	3					4		40
Northridge	5	13							203
CalPoly Pomona	16	7	18	39	6		2	26	287
Sacramento	11	6	10	15	6		3		191
San Bernardino	5	7	7				34		186
San Diego	19	11		17	7		11		280
San Francisco	1	1	4	96					170
San Jose	3	15	5	110	16	2		29	259
CalPoly San Luis Obispo	36	5	9	7	37	81	3		530
San Marcos	1	3		5	2			4	76
Sonoma	3	2	10	104	2	2			159
Stanislaus			9	16	3	2			101
	<b>163</b>	<b>109</b>	<b>128</b>	<b>489</b>	<b>135</b>	<b>200</b>	<b>120</b>	<b>106</b>	<b>4,368</b>

**CSU Report on Vehicles**

**Attachment B  
Total Purchased Purchased By DGS Type  
Period Ending June 30, 2010  
1 of 3**

	Auto-Compact	Auto-Fullsize	Auto-Midsize	Auto-Subcompact	Bus-Intercity	Bus-School	Bus-Transit (>27'6")	NEV - Low Speed Vehicle	General Purpose
Bakersfield									
Chancellor's Office									
Channel Islands									
Chico									
Dominguez Hills									
East Bay									
Fresno		2							
Fullerton									
Humboldt			1					1	
Long Beach									
Los Angeles									
Maritime Academy									
Monterey Bay									
Northridge								4	
CalPoly Pomona									
Sacramento		2							
San Bernardino	1	1							
San Diego		3							
San Francisco									
San Jose									
CalPoly San Luis Obispo									
San Marcos		1							
Sonoma		1						4	
Stanislaus		1						3	
	<b>1</b>	<b>11</b>	<b>1</b>					<b>12</b>	

*All Public  
Safety  
Vehicles*

*Golf Cart Type or  
Similar*

**CSU Report on Vehicles**

**Attachment B  
Total Purchased Purchased By DGS Type  
Period Ending June 30, 2010  
2 of 3**

	Low Speed Vehicle (NEV)	Motorcycle	Pickup-LD	Pickup-MD	SUV-HD	SUV-LD	SUV-MD	Truck-HD
Bakersfield								
Chancellor's Office								
Channel Islands				1				
Chico								
Dominguez Hills								
East Bay								
Fresno			1				1	
Fullerton							1	
Humboldt								
Long Beach								
Los Angeles								
Maritime Academy								
Monterey Bay								
Northridge								
CalPoly Pomona								
Sacramento								
San Bernardino		1						
San Diego			1					
San Francisco								
San Jose								
CalPoly San Luis Obispo								
San Marcos								
Sonoma								1
Stanislaus								
		<b>1</b>	<b>2</b>	<b>1</b>			<b>2</b>	<b>1</b>
		<i>Public Safety Vehicle</i>						<i>Used Vehicle</i>

**CSU Report on Vehicles**

**Attachment B  
Total Purchased Purchased By DGS Type  
Period Ending June 30, 2010  
3 of 3**

	Truck-LD	Truck-MD	Van-LD-Minivan	Van-LD-Other	Van-MD	Total Purchased
Bakersfield						-
Chancellor's Office						-
Channel Islands						1
Chico						-
Dominguez Hills						-
East Bay						-
Fresno					1	5
Fullerton						1
Humboldt				1		3
Long Beach						-
Los Angeles						-
Maritime Academy						-
Monterey Bay						-
Northridge						4
CalPoly Pomona						-
Sacramento						2
San Bernardino						3
San Diego						4
San Francisco						-
San Jose						-
CalPoly San Luis Obispo						-
San Marcos						1
Sonoma						6
Stanislaus						4
				1	1	34

# Attachment C

## Estimated Procurement Cycle Savings Not Using DGS to Approve Vehicle Purchases Period Ending June 30, 2010

**Estimated Savings in Days Not Using DGS for  
Vehicle Procurement Approvals**

Campus	Vehicle Type	Requisition Date	PO Release Date	Procurement Cycle Requisition to Vehicle Order Date	Estimated Time Savings (in days ) in Procurement Cycle without using DGS for vehicle approvals. Uses CSU experienced 63 Days for DGS approvals.
San Bernardino	Auto-Compact	9/16/2009	9/30/2009	14	49
Fresno	Auto-Fullsize	5/20/2010	5/27/2010	7	56
Fresno	Auto-Fullsize	5/20/2010	5/27/2010	7	56
Sacramento	Auto-Fullsize	3/17/2010	3/22/2010	5	58
Sacramento	Auto-Fullsize	3/17/2010	3/22/2010	5	58
San Diego	Auto-Fullsize	5/13/2010	5/20/2010	7	56
San Diego	Auto-Fullsize	5/13/2010	5/20/2010	7	56
San Diego	Auto-Fullsize	12/17/2009	12/17/2009	0	63
San Marcos	Auto-Fullsize	12/14/2009	1/6/2010	23	40
Somona	Auto-Fullsize	6/2/2010	6/7/2010	5	58
Stanislaus	Auto-Fullsize	12/11/2009	1/14/2010	34	29
San Bernardino	Auto-Fullsize (used)	8/4/2009	8/11/2009	7	56
Humboldt	Auto-Midsize	8/6/2009	8/12/2009	6	57
San Bernardino	Motorcycle (used)	2/25/2010	3/5/2010	8	55
San Diego	Pickup-LD	12/17/2009	12/17/2009	0	63
Channel Islands	Pickup-MD	4/4/2010	4/19/2010	15	48
Fresno	Pickup-MD	7/1/2009	7/2/2009	1	62

## Attachment C

# Estimated Procurement Cycle Savings Not Using DGS to Approve Vehicle Purchases Period Ending June 30, 2010

**Estimated Savings in Days Not Using DGS for  
Vehicle Procurement Approvals**

Campus	Vehicle Type	Requisition Date	PO Release Date	Procurement Cycle Requisition to Vehicle Order Date	Estimated Time Savings (in days ) in Procurement Cycle without using DGS for vehicle approvals. Uses CSU experienced 63 Days for DGS approvals.
Fresno	SUV-MD	12/11/2009	1/14/2010	34	29
Fullerton	SUV-MD	4/12/2010	5/10/2010	28	35
Sonoma	Truck-HD	6/1/2010	6/2/2010	1	62
Humboldt	Van-LD-Other	4/29/2010	4/30/2010	1	62
Fresno	Van-MD	12/11/2009	12/22/2009	11	52

**Average CSU Procurement Cycle (in days)                      10.3**

<b>Estimated Average Savings in Procurement Cycle Without DGS Involvement (in days)</b>	<b>52.7</b>
---	-------------

## Attachment C

### Estimated Procurement Cycle Savings Not Using DGS to Approve Vehicle Purchases Period Ending June 30, 2010

**Estimated Savings in Days Not Using DGS for  
Vehicle Procurement Approvals**

Campus	Vehicle Type	Requisition Date	PO Release Date	Procurement Cycle Requisition to Vehicle Order Date	Estimated Time Savings (in days ) in Procurement Cycle without using DGS for vehicle approvals. Uses CSU experienced 63 Days for DGS approvals.
<b>Electric or Gas Low Speed Vehicles (Information only)</b>					
Humboldt	NEV-Low Speed	2/11/2010	2/23/2010	12	<i><b>Note:</b> The CSU has no experience purchasing these vehicles through DGS. We are unable to compare procurement cycles.</i>
Northridge	NEV-Low Speed	7/10/2009	7/16/2009	6	
Northridge	NEV-Low Speed	7/10/2009	7/16/2009	6	
Northridge	NEV-Low Speed	8/5/2009	8/11/2009	6	
Northridge	NEV-Low Speed	8/5/2009	8/11/2009	6	
Sonoma	NEV-Low Speed	8/21/2009	8/27/2009	6	
Sonoma	NEV-Low Speed	3/9/2010	3/11/2010	2	
Sonoma	NEV-Low Speed	11/9/2009	11/12/2009	3	
Sonoma	NEV-Low Speed	11/9/2009	11/12/2009	3	
Stanislaus	NEV-Low Speed	2/18/2010	3/25/2010	35	
Stanislaus	NEV-Low Speed	4/28/2010	5/28/2010	30	
Stanislaus	NEV-Low Speed	4/28/2010	6/1/2010	34	
<b>Average CSU Procurement Cycle (in days)</b>				<b>12.4</b>	