

chair **Betty T. Yee**
member **Jerome E. Horton**
member **Michael Cohen**

State of California
Franchise Tax Board

06.26.15

To: Selvi Stanislaus

From: Marco Esquivel

Subject: Request for Approval – Facility Action Items

Memorandum

This memorandum provides information for your notification to the Board pursuant to the Board's resolution requiring approval for Facility Action Items. FTB is requesting approval to proceed with two DGS Customer Requests Upgraded Information Sharing Environment (CRUISE) requests as follows:

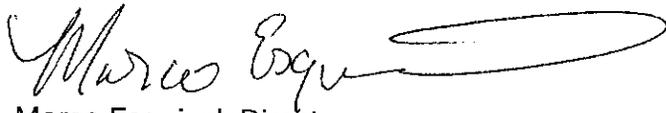
FTB Electrical Services Delegation and Low Voltage Work at Central Office and all State Owned Field Office Locations

Facilities Management requests the Board's approval for a blanket delegation to submit DGS CRUISE requests for all minor electrical projects and low voltage work. DGS Project Management & Development Branch (PMDB) is requiring that FTB adhere to a new process regarding electrical and low voltage work. In lieu of submitting tenant work orders directly to Building Property Management (BPM) at FTB's Central Office Complex, PMDB will review all requests. Once DGS PMDB has reviewed the request, they will give FTB the option to secure electricians from DGS's Direct Construction Unit (DCU), utilize onsite available DGS BPM resources, or outsource directly for electrical services via the State's procurement process. FTB Facilities will coordinate all electrical and low voltage work at its Central Office Complex and all state-owned field offices.

FTB Mailroom Modernization

Business Services and Facilities Management are requesting the Board's approval to request DGS Architectural Design & Engineering (A&E) services and a fee proposal to develop plans to modernize FTB's Mail Operation Center. Business Services Section Mailroom contains FTB's mission critical infrastructure and systems that provide the backbone for FTB's revenue-generating capabilities. FTB's Mail Operation Center is

currently in the process of acquiring new larger air compression units. Larger air compression units require more power, space, and create a high level of noise. The air compression units will need to be installed outside of the building due to increased noise levels. Replacement of the existing air compressor units with newer more efficient systems will ensure the sustainability and cost effectiveness of the Mailroom environmental controls.

A handwritten signature in black ink, appearing to read "Marco Esquivel", followed by a large, horizontal, oval-shaped flourish.

Marco Esquivel, Director
Finance and Executive Services Division