

**DEPARTMENT OF BOATING AND WATERWAYS**

2000 Evergreen Street, Suite 100  
SACRAMENTO, CA 95815-3888  
(916) 263-1331

August 31, 2010

Director Tom Fayram  
Santa Barbara County Parks,  
Cachuma Lake  
2225 Highway 154  
Santa Barbara CA 93105

**Contract #: 10-204-753**  
**Fiscal Year: 2010/2011**  
**Amount: \$80,000.00**  
**Item: Patrol Boat and Trailer**

Dear Mr. Fayram:

It is our pleasure to inform you that you have been awarded a grant in the amount of \$80,000.00 to replace a patrol boat and trailer.

Enclosed is a complete copy of the Equipment and Operation Contract between the State of California, Department of Boating and Waterways (Department) and the Santa Barbara County Parks, Cachuma Lake. In addition to the contract, several other documents have been enclosed for signature. For your convenience, areas of concern have been tagged and highlighted. Please read and comply with the following instructions.

**Failure to comply as stated herein will result in your contract being disapproved.**

**PLEASE NOTE: All contracts are pending FY 10/11 State Budget approval. Do not begin bid process or any bid activities related to this contract until you receive a fully executed contract letter.**

If you are replacing a patrol vessel, you must contact the Department of General Services, Office of Fleet Administration Inspector in your region to inspect the above-mentioned vessel to be replaced. Your contract cannot commence until the Department receives the "Equipment Survey Approval OFA-6 form".

1. **Signature and Return:**

Carefully review the Contract and verify your county information. **Please have all tagged and highlighted forms completed, signed and return to this Department.** A copy of the contract will be sent to you after processing. **DO NOT TAKE THE CONTRACT APART.**

2. **Minute Order or Resolution:**

We will also need one (1) certified copy of the Minute Order or Resolution of your Board of Supervisors or City Council authorizing the execution of this Contract. **The Minute Order or Resolution must authorize by name and title the signatory of the Contract and must be stamped with a certified county or city seal.**

3. **Contractor Certification Clauses and Recycling Certification:**

Please have the attached Contractor Certification Clauses form CCC298 and Recycling Certification form completed, signed, and returned to this Department along with the Contract and Minute Order or Resolution. **AGAIN, DO NOT TAKE THE CONTRACT APART.**

4. **Procurement Standards:**

This Contract involves State and/or Federal funds. Please follow the procurement instructions contained in this Contract and exhibits. Please pay special attention to the specific procurement standards regarding advertising **by your department**, adequate purchase descriptions, sealed bids, and public openings. You will be asked to provide, with your written request for reimbursement, **a signed certification that you complied with approved procurement procedures**. Please refer to Articles III and XIII of the Contract.

5. **Approval of Boat Specifications:**

The Contract states that the patrol boat to be purchased must be approved by the Department **prior** to the purchase. **This means that the Department must review and approve your boat specifications and you must receive a letter informing you that the contract has been fully executed before the bid process can begin.** We have enclosed a guideline for specification writing that may be of assistance to you.

***Due to Federal procedural changes, you must now attain a fully executed contract, complete your bid process, obtain a secured purchase order and submit for reimbursement by September 30, 2011. NO EXCEPTIONS.***

If you have any questions, please call me directly at (916) 263-8184.

Sincerely,



Corrina Dugger  
Enforcement Unit

Enclosures