

MARYLAND DEPARTMENT OF GENERAL SERVICES



# 2006 ANNUAL REPORT







## Message From the Secretary

Each and every day, the dedicated and professional employees of DGS work behind the scenes helping State Government operate efficiently, safely, and effectively for the citizens of Maryland. I am proud of their contributions and achievements.

As a business arm of State Government, DGS staff procures and manages hundreds of millions of dollars in private contracts annually to provide the goods, services, and facilities for our client agencies. Additionally, DGS teams perform maintenance and security services at our State office centers. We embrace the cost-effective use of resources while achieving our mission of service.



We can proudly highlight:

- DGS has made significant contributions to the State's fiscal well-being. Over the last four years, through innovative and efficient operations, DGS Divisions have saved more than \$104 million.
- The State's energy performance contracts – competitively bid by DGS – created savings of \$48 million for State and local government agencies.
- Through its innovative, national award winning Internet “reverse energy auction,” DGS saved Maryland taxpayers \$18.2 million in electricity costs.
- In a joint project, DGS and the Maryland Energy Administration opened the first State-owned E-85 ethanol fueling facility at the State Office Center in Baltimore.
- Major capital projects including the new \$25 million Maryland State Police Forensic Science Laboratory and the \$30 million House of Delegates office building addition were completed.
- Statewide, DGS Real Estate produced savings totaling almost \$16 million.
- In concert with the Maryland Department of Transportation, DGS positioned the 25-acre Baltimore State Office Center for transit-oriented redevelopment.

This is just a snapshot of what DGS achieves daily. These and countless other accomplishments are attributed to the commitment to public service of our 600 employees. I am proud to lead this team.



Steve Cassard









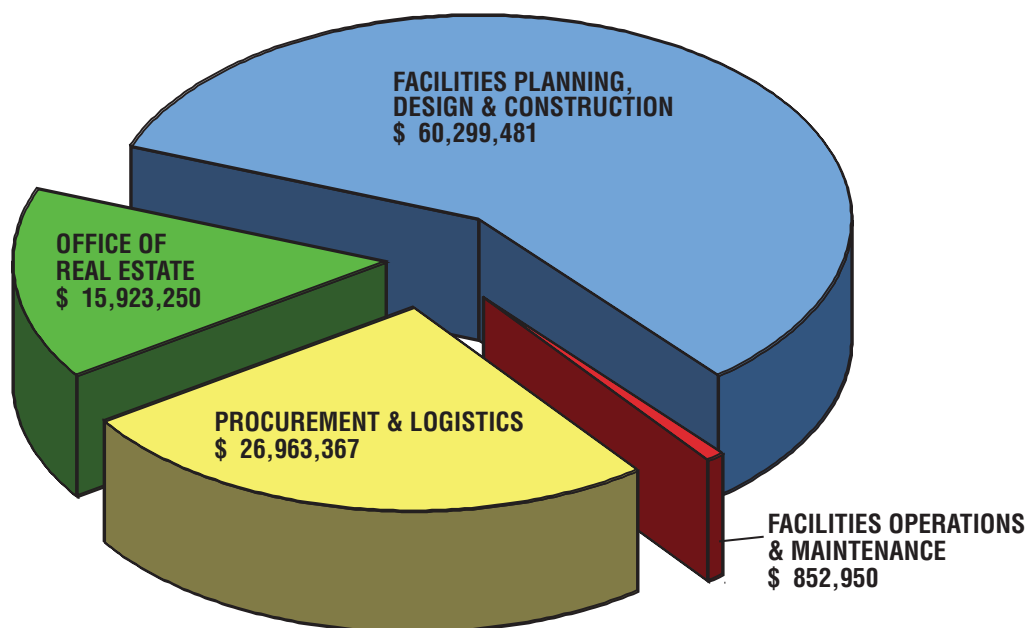
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## Maryland Department of General Services

### How Much DGS Saves – \$104,039,048



#### Facilities Planning, Design and Construction

##### Energy Projects & Services

Energy Performance Contracts	\$ 42,356,950
Local Government/Schools	\$ 6,000,000

##### Maintenance Engineering

Change orders	\$ 3,155,550
Technical support	\$ 1,429,000
In-house re-roofing designs	\$ 524,000
Roof repairs vs. replacement	\$ 2,360,000

##### Project Management & Design

Value engineering	\$ 3,437,525
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##### Construction Division

In-house constructability reviews	\$ 1,036,456
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**TOTAL SAVINGS \$ 60,299,481**

#### Facilities Operations and Maintenance

##### Janitorial Service Contract Review

Scope reduction	\$ 55,904
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##### Energy Management (56 Buildings)

HVAC Savings	\$ 418,040
2 degree cooling increase (FY04, 05)	\$ 102,006
Recovery of utility overcharges	\$ 155,000
301 W. Preston Lobby Light retrofit with lower wattage bulbs (FY06)	\$ 12,000
Other energy savings initiatives	\$ 110,000

**TOTAL SAVINGS \$ 852,950**

#### Office of Real Estate

##### Lease Management and Procurement

Negotiated Rent Savings	\$ 14,373,386
Escalation Review Savings	\$ 1,151,276
Excess Fit-up Review Savings	\$ 398,588

**TOTAL SAVINGS \$ 15,923,250**

#### Procurement and Logistics

Electricity Cost Savings (Reverse Energy Auctions)	\$ 18,274,677
Fuel Management Savings	\$ 2,180,410
Technology Savings (Virtual Plan Room)	\$ 268,000
Surplus Property Savings	\$ 326,435
Records Management Savings (State vs. public storage)	\$ 2,353,218
Pre-sort Mail Savings (State cost vs. U.S. Mail)	\$ 3,560,627

**TOTAL SAVINGS \$ 26,963,367**

#### DGS TOTAL

Savings from 7/01/02 through 6/31/06

**\$104,039,048**



The Department of General Services (DGS) manages, operates, and maintains multi-agency State facilities; assesses State-owned facilities and manages the renewal funds of those facilities; provides full spectrum real estate support to include acquisition and disposal of any interest in real property in the name of the State; master plans and manages space in State-owned and leased facilities; provides professional and technical services for the design and construction of State public improvements (except those of the Departments of Transportation, Public Safety and Correctional Services, and the University System of Maryland); as a primary procurement agency, manages centralized procurement of materials, supplies and equipment used by State agencies; provides central support for State agencies relating to high-speed digital duplicating, mail processing and courier services; provides centralized inventory standards and controls; manages records of State agencies; and manages the Maryland State Agency for Surplus Property.

By statute, the Secretary of General Services advises the Board of Public Works and any unit of State government on public improvements and construction matters, and serves as a member of a number of boards and committees.



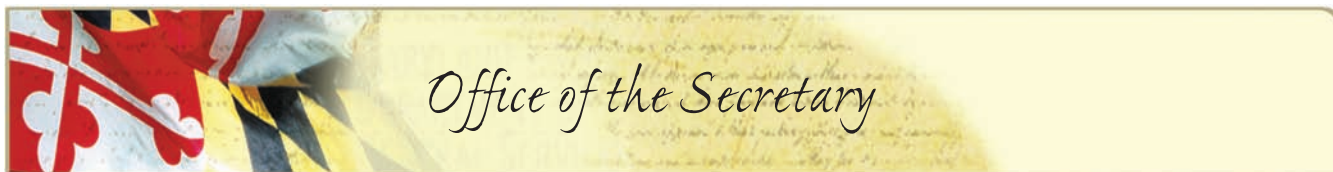
## MISSION

The Department of General Services serves Maryland and its citizens by ensuring State agencies are able to achieve their respective missions in a safe, efficient, and effective manner.

## KEY GOALS

- Goal 1: Improve efficiencies throughout the Department
- Goal 2: Provide a safe and secure environment for State employees and visitors
- Goal 3: Provide best value for customer agencies and taxpayers
- Goal 4: Maintain a professional workforce and workplace
- Goal 5: Carry out social, economic, and other responsibilities as a State agency





The Secretary of General Services is the chief executive officer of the Department with responsibility for the Department's programs, services, and budget. Pursuant to §4-403 and 4-406 of the Annotated Code of Maryland, the Secretary also advises and assists the Board of Public Works and other units of State government in matters which are under the jurisdiction of the Department. The Secretary serves as construction advisor to the State Board of Public Works, the Executive Department, and the Government House Trust. The Secretary is also a member of the Procurement Advisory Council, the Maryland Food Center Authority, the Interagency Council for Public School Construction, the Chesapeake Bay Cabinet, the Hall of Records Commission, the Maryland Security Council, and the Information Technology Board.

The Deputy Secretary advises the Secretary, plans, strategizes, performs special functions, and shares responsibility for management of the Department.

### **OFFICE OF EXTERNAL AFFAIRS**

The Office of External Affairs directs public relations, legislative initiatives, business development, and customer service activities for DGS. The primary goals of this office are to promote excellence in government through quality, cost-effective services provided by DGS; to provide direction and support to the Secretary in matters relating to all branches of State government; and is responsible for business development and customer service, by ensuring effective coordination of customer agency needs.

Public relations efforts include the development, coordination, and implementation of a comprehensive program for the Department. Activities include proactive media relations, preparation of news releases, publications, speeches and coordination of special events within the Department and in support of the Office of the Governor and DGS customer agencies.

External Affairs establishes the Department's legislative agenda; analyzes the impact of proposed legislation; represents the Department's position to the Governor's Legislative Office, other agencies, and the General Assembly; and coordinates and reviews mandated reports and studies. The Office is also responsible for the development and assessment of the Managing for Results Initiative.

### **FY 2006 Highlights**

- Continued customer service initiative with two DGS Divisions sending customer service surveys to various State departments and agencies.
- Coordinated emergency response plans with the Maryland Emergency Management Agency.
- Responded to two Joint Chairmen Report requests: 1) on streamlining the delivery of services by transferring functions between DGS and the Department of Budget and Management, and 2) procurement activities for FY 2006, providing an explanation for any procurement in which State Use Industries or Blind Industries and Services of Maryland were not used.
- Prepared 58 news releases promoting DGS and State initiatives.
- Fielded more than 250 media inquiries.
- Provided media support to many DGS customer agencies in conjunction with their capital and operations activities.
- Even though many employees contributed to tsunami and Gulf Coast hurricane relief efforts, DGS again exceeded the Department's goal donating \$30,328 to the Maryland Charity Campaign.
- Organized and managed State employee contributions to the annual Bea Gaddy Thanksgiving Dinner.





## EMERGENCY MANAGEMENT

An emergency coordinator, working across DGS Divisions, serves as the DGS liaison with the Maryland Emergency Management Agency (MEMA) and the Governor's Office of Homeland Security by acting on behalf of the Secretary in matters involving DGS and Departmental resources in the event of a natural disaster or civil emergency. In such an event, DGS provides essential Emergency Support Functions such as engineering services, public works recovery, debris management, and supplemental resource support. Since its implementation in 2005, External Affairs has managed the DGS Continuity of Operations Plan (COOP) which ensures that in an emergency, DGS will provide, in a timely and organized manner, the essential services on which our customers and State citizens depend.

### FY 2006 Highlights

- Participated in State relief efforts following Hurricane Katrina. Deployed a DGS Procurement Officer to Jefferson Parish, Louisiana to perform emergency procurement and logistics duties on behalf of Maryland's relief contingent.
- Served as the procurement and logistics arm for the State's Pandemic and Avian Influenza response plan.
- Served as the procurement and logistics arm for the State Evacuation Task Force.
- Continued training for senior staff on the National Incident Management System (NIMS) method of emergency management.



*Procurement's Sam Waters assists members of a New Orleans family who were victims of Hurricane Katrina.*

## LEGAL DIVISION

The Legal Division was established in accordance with legislation which requires the Attorney General to "act as the legal advisor to the Department." At present there are seven Assistant Attorneys General who function as "in-house counsel" to the Department and two additional attorneys in the Contract Litigation Unit of the Attorney General's Office who devote time to DGS litigation and are funded out of Departmental funds on a reimbursable basis to the Attorney General.

Duties of the Legal Division include responsibility for court cases, reviewing and preparing contract documents, and providing both formal and informal legal opinions on a regular basis to the Department's personnel. The Legal Division also assists the divisions of the Department on issues requiring legal assistance.





The Office of Administration encompasses three units: Fiscal Services, the Information Technology Group, and Personnel. Each unit provides administrative support to help accomplish the Department's key goals.

## **FISCAL SERVICES**

The Unit provides accounting and budgeting services to the Department. Fiscal Services is comprised of three primary sections: statewide capital projects accounting, operating accounting, and budget management. This unit provides guidance to management on various fiscal and budgetary matters; represents the Department's views on fiscal and budgetary issues to outside agencies and the public; accounts payable; accounts receivable; payroll; leave keeping; fixed asset management; forecasting of revenues and expenditures; budget preparation; and accounting and financial reporting.

### **FY 2006 Highlights**

- Paid 11,617 out of 11,730 invoices, in a timely manner, an on-time percentage of 99.04 percent.

## **INFORMATION TECHNOLOGY GROUP (ITG)**

ITG is responsible for maintaining, developing and implementing data systems and technologies used to facilitate operations of the various business units within the Department. In addition to providing day-to-day network and user support, this unit works to identify and implement technologies that will improve information processing and data communication so that each unit may serve its clients in a more efficient manner.

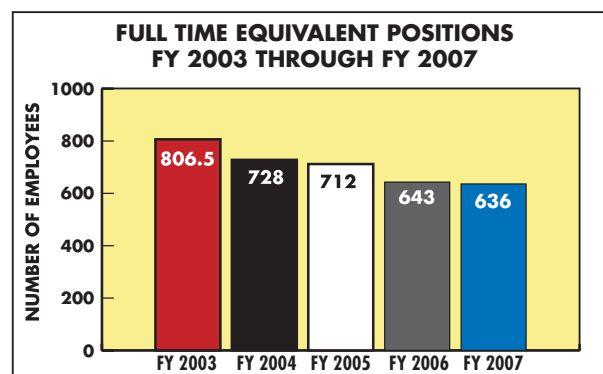
### **FY 2006 Highlights**

- Completed the migration to SwGi (Statewide Government Intranet).
- Rollout of over 400 new desktop computers to users across the State.
- Completed network upgrades to the Annapolis Public Buildings and Grounds headquarters and the Maryland State Agency for Surplus Property. RetailPro application was installed at Surplus Property.
- Completed major network improvements at the Headquarters network including, the installation of a network storage array increasing the Department's network storage capacity from 158 Gigabytes to 2.0 Terabyte; installation of an active archive solution providing 4.5 Terabytes of accessible off-line storage for data such as archived e-mail, archived documents and as-built drawings; installation of a new network back-up server and the installation of a new network production server cluster.
- In conjunction with the Prox/Video Security Project, the Wide Area Network has been expanded to include (how many) numerous buildings throughout the Annapolis and Baltimore metropolitan areas. This expansion allows ITG to connect users directly to the Headquarters network.
- Improved services at less cost: Completed Beta testing of a DSL Internet solution at the Western Regional Construction office providing users at this location broadband Internet service and VPN access to the HQ network at savings of \$35/mo representing a 40% cost reduction.
- Coordinated the network integration of five multi-functional copiers allowing users to utilize printing, faxing and scanning functionality. A program is now underway to identify those existing copiers throughout the Department scheduled for replacement to coordinate this network integration. As document scanning is utilized, the Department realizes time and cost savings with reduced paper consumption and reduced postage as now electronic images of the document can be e-mailed to recipients instantaneously rather than waiting days for hard copy delivery.



## PERSONNEL

The Personnel operation directs, manages, and coordinates all areas of human resources and collective bargaining for the Department. This includes setting policy and procedural guidelines to ensure compliance with State personnel law and regulations. Personnel activities include: recruitment, salary determination, position classification and promotion, disciplinary actions, employment counseling, health benefits, employee assistance, medical referrals, reporting of accident leave, employee's leave bank, mandated drug testing, budget and staff projections, ADA compliance, grievance resolution, Equal Employment Opportunity and Affirmative Action compliance, complaint resolution, arbitration of employer/employee disputes, training initiatives, employee award programs, as well as representing management before the Office of Administrative Hearings.



*Reduction of 170.5 positions from FY 2003 to FY 2007 represents a 21.1% decrease.*

### FY 2006 Highlights

- Administered entry-level testing for Police Officers, including a walk-in written exam, followed by physical agility testing.
- Administered promotional testing for Police Lieutenant, with three promotions made.
- In conjunction with the Office of Personnel Services and Benefits, conducted promotional testing for Police Sergeant, with nine promotions made.
- Conducted training sessions for DGS managers and supervisors in compliance with the Family and Medical Leave Act, and in the disciplinary process.
- Increased recruitment efforts by attendance at job fairs and enhanced online recruiting and advertising.
- Established an ACCESS-based DGS master database for use by personnel staff, with network accessibility to follow for DGS executive staff.
- Participated in the Governor's QUEST Internship program with a three month internship.





## *Facilities Operations and Maintenance*



The Facilities Operations and Maintenance Division is responsible for establishing policy and directing the statewide operation and maintenance of 56 buildings with 6.3 million square feet of space under DGS authority. The Division oversees two principal office centers – Annapolis Public Buildings and Grounds and Baltimore Public Buildings and Grounds - along with 15 regional Multi-Service Centers. Staff at each of the complexes and the Multi-Service Centers provides both preventive and routine maintenance as well as major repairs, alterations, improvements, and housekeeping services to support other State agencies.

In the interest of reliability, responsiveness, and cost effectiveness, the Department accomplishes the majority of its mission by employing maintenance, trades and other special service personnel to support the operations, preventive maintenance and repair services. The Department is supplemented with specialized support by private contractors for a full range of facility services to meet State requirements.

### **ANNAPOLIS PUBLIC BUILDINGS AND GROUNDS**

Annapolis Public Buildings & Grounds (APB&G) operates and maintains the State Office Center in Historic Annapolis. APB&G oversees 27 State-owned buildings encompassing more than 2 million square feet on 49 acres of landscaped areas and 24.5 acres of parking lots. The buildings house approximately 4,700 State employees and elected officials. Among the buildings the division maintains are: the State House, the House and Senate Office Buildings, the Legislative Services Building, the Treasury Building, the Revenue Administration Building, the five-building Tawes Office Complex, the Courts of Appeal Building, the Robert F. Sweeney District Court Building, the Maryland State Police Barrack "J," the Maryland State Archives Building, the Jeffery Building and Shaw House. In addition, APB&G is responsible for maintenance and daily operations of the Annapolis Day Care Center, the Crownsville People's Resource Center in Anne Arundel County, and the Governor's residence, Government House.



*Robert F. Sweeney District Court in Annapolis*

### **FY 2006 Highlights**

- Three trees on the State House grounds were removed due to disease. A study is being conducted to identify proper replacements.
- Government House brick repointing was completed. New additional exterior lighting was installed.
- Gutters and glass doors were replaced on the Tax and Treasury Buildings. Courtyard brick work completed.
- All windows in Shaw House were replaced.
- Repairs were completed on the security gate and the marble floors in the Senate Building.





## *Facilities Operations and Maintenance*

### **BALTIMORE PUBLIC BUILDINGS AND GROUNDS**

Baltimore Public Buildings & Grounds (BPB&G), which includes the Inner Harbor Complex, is responsible for the operation and maintenance of 14 State-owned buildings in Baltimore City and surrounding counties. The buildings house approximately 8,400 State employees with BPB&G maintaining over 3 million square feet, 100 acres of landscaped area and 21 acres of parking. The buildings include: the Baltimore State Office Center at 201, 300 and 301 West Preston Street; 2100 Guilford Avenue; the William Donald Schaefer Tower; the Public Defender Building; Saratoga State Center; the Woodstock Job Corps Center; the Hilton Heights Community Center; and the Nancy S. Grasmick Education Building. Management at BPB&G also oversees the State Records Management Center; Maryland Correctional Enterprises' offices and warehouse, and the Motor Fuel Lab in Jessup.



#### **FY 2006 Highlights**

- New fire alarm systems were installed at 300 and 301 West Preston Street, and the Nancy S. Grasmick State Education Building. A new generator was also installed in the Grasmick Building.
- As part of the Workplace Initiative, asbestos abatement, carpet removal, painting, and new tile was installed in the main hallways of the 301 West Preston Street Building. As part of this initiative, carpet was also replaced on five floors of the 201 St. Paul Building.
- Three elevator cables were replaced at 6 St. Paul, as well as select valves and piping for the fire system.
- New solar film was installed on the windows at 300 West Preston Street. Block glass windows were replaced with standard windows on the 311 West Saratoga Street Building.

### **MULTI-SERVICE CENTERS/DISTRICT COURT OPERATIONS**

The Multi-Service Center (MSC)/District Court Operations are responsible for the operation, maintenance and security of 15 District Court/Multi-Service Centers across the State. These facilities encompass more than 1.3 million square feet on 44.2 acres of landscaped areas and 18.4 acres of parking lots. These facilities are: Arbutus/Catonsville MSC in Baltimore County, Mary E. Risteau MSC in Bel Air, Edward F. Borgerding MSC in Baltimore, Carter M. Hickman MSC in Centreville, John R. Hargreaves MSC in Denton, Elkton MSC in Cecil County, Ellicott City MSC, Essex/Rosedale MSC, George M. Taylor MSC in Glen Burnie, J. Louis Boulblitz DC in Hagerstown, W. Paul Martin DC/MSC in Salisbury, Shillman Building in Baltimore, Carroll County DC in Westminster, John R. Hargrove, Sr. DC in South Baltimore, and the Silver Spring DC in Montgomery County. More than 2,700 State employees work in the Multi-Service Centers.



*Silver Spring District Court*

#### **FY 2006 Highlights**

- As part of the DGS Energy Management Program, automatic flush valves were installed in Glen Burnie and Essex restrooms to reduce water consumption. A kilowatt consumption meter was installed in Silver Spring to monitor facility electrical consumption.
- New security systems were installed in the Elkton and Shillman Buildings.
- Exterior brick work was repointed, replaced, and waterproofed in Salisbury, Denton and Centreville.
- Parking lots were resealed and restriped in Essex and Arbutus.
- A new computer was installed for the HVAC system in Elkton and new programming was installed for the HVAC system in Westminster. CO detectors and temperature sensors were also installed in Westminster and South Baltimore.





## *Facilities Operations and Maintenance*

### **PORTFOLIO MANAGEMENT**

The Portfolio Management Unit is responsible for issues related to space assigned to State agencies in DGS-operated buildings. In addition, the Unit develops, maintains, and analyzes a database of space allocations upon which decisions are made for long-range space assignments, leasing programs, and Master Plan construction programs.

The Unit identifies rent owed to DGS by tenant agencies. This involves reviewing agency budgets to determine the percentage of Federal, special and reimbursable funding, the basis for the calculation of rent owed to DGS. The Portfolio Management team also responds to agency requests for space in DGS-operated buildings, identifies locations that become vacant, and assists with subsequent planning to ensure the most efficient use of those areas.

#### **FY 2006 Highlights**

- Facilitated upgrades valued at \$150,000 for State buildings. As part of the Workplace Improvement initiative, critical areas of health and safety were addressed in order to minimize risk to the State. Upgrades included carpet and tile replacement, parking lot repairs, patching and painting walls, and asbestos removal.
- Facilitated the move of the State Ethics Commission from leased space to State-owned space at 45 Calvert Street in Annapolis, saving the State approximately \$100,000 per year in rental payments.
- Assisted the Office of the Public Defender by providing additional space Statewide (6 St. Paul, Glen Burnie, Bel Air, Elkton, Leonardtown, Prince Frederick, and Legislative space in Annapolis ) to complete the third phase of a three year effort for the Caseload Staff Initiative, which will help provide critical relief for attorneys with excessive caseloads.

### **ENERGY MANAGEMENT**

The Management Unit promotes energy efficiency and conservation initiatives to save energy, thereby reducing costs and emissions associated with facility energy use.

#### **FY 2006 Highlights**

- HVAC optimization projects returned cost avoidances totaling \$123,000.
- Remote Buildings Automation Systems access was utilized for performance measuring at Baltimore and Annapolis Public Buildings and Grounds.
- Technical support was provided to review effectiveness of energy performance contracts relative to environmental control and annual savings.
- Utility bills were analyzed for accuracy and usage trends.





## Facilities Planning, Design and Construction

The Facilities Planning, Design and Construction Division (FPDC) is responsible for the management and direction of four units: Project Management and Design, Construction, Maintenance Engineering, and Energy Projects and Services. Support staff includes a project cost center and a management information team. FPDC develops and implements policies, procedures, regulations, and standards to assure that programs and services meet the needs of its State agency customers. These customers include DGS, DHMH, DJS, DMIL, District Courts, DNR, DHR, DMSP, DBED, DLLR, DHCD, MDVA, MD Schools for the Deaf, Higher Education, local governments and nonprofit agencies (Grant & Loan Program), Community Colleges, and the Interagency Committee on Public School Construction (IAC/PSCP). Other agencies requesting support include: St. Mary's College of Maryland, Morgan State University, DPSCS, MES, MAIF, and the Maryland State Retirement Agency.

FPDC is responsible for Statewide Executive Branch Capital Project program review, which includes providing feasible alternatives, cost estimates, technical review comments, and design and construction schedules. The Division is also responsible for Architect/Engineer (A/E) selection for all projects (with the exception of USM and MDOT).

### **FY 2006**

**Negotiated 100 design contracts totaling \$9.9 million**

**Estimated Construction Value - \$322.8 million**

As the engineering and facilities advisor to the Governor and the Board of Public Works, the staff provides support to the Secretary as well as to the following committees and commissions: Interagency Committee on Public School Construction, Economic Growth and Resource Protection Planning Committee, Asbestos Oversight Committee, the Maryland Correctional Standards Commission, and the Capital Debt Affordability Committee.

### **PROJECT MANAGEMENT AND DESIGN**

Project Management & Design (PM&D) verifies and amplifies project scopes and definitions, reviews and approves capital programs, establishes project schedules; coordinates with using agencies, grantees, and the DBM Office of Capital Budgeting; appears before legislative budget committees; develops architect/engineer contract scopes of work; and monitors construction budget and project schedules during design and construction. The Project Management staff provides a single point of contact for the using agencies' Capital Improvement Program projects. The project managers provide oversight review and recommend approval of change orders during construction. They also monitor funding expenditures and appropriation balances. In FY 2006, the Project Management staff conducted six A/E selections over \$200,000 under the authority of the General Professional Services Selection Board.



*Rockville District Court - architectural rendition.*

PM&D staff managed design contracts and provided technical reviews for a number of important projects across the State during FY 2006. These include: the \$9 million Maximum Security Wing addition at Clifton T. Perkins Hospital; the \$52 million Rockville District Court; the \$3 million interior renovation of the Centreville District Court; the \$16 million addition and renovations to 2100 Guilford Avenue; the \$9 million Maryland State Police Barrack "O" and Garage/Communications Building in Hagerstown; the \$23 million Elementary School and Family Education/Early Intervention Center for the Maryland School for the Deaf, Frederick Campus; the \$4.8 million expansion of burial capacity at the Cheltenham Veterans Cemetery; and the \$3.1 million expansion of burial capacity at the Crownsville Veterans Cemetery.



## Facilities Planning, Design and Construction

The multi-discipline Design Team provides technical reviews of construction documents and approves the final construction documents for bidding and construction. The Design Team also provides technical consultation services to using agencies to investigate problems or new requirements at user facilities and recommends solutions or modifications. PM&D responded to more than 20 requests for special assistance from State facility managers during FY 2006. The Unit also supports the Office of Real Estate by performing building assessment inspections and preparing building condition reports for prospective property acquisitions.

PM&D also reviews public school and community college construction projects. For FY 2006, the legislature approved \$265.8 million for public school construction and \$45.6 million for community college construction. Total construction value of these projects is estimated to be \$841 million. Community college contracts awarded in FY 2006, representing 39 contracts in 16 counties, totaled \$107.3 million.

This Unit is also responsible for the Capital Grant and Loan Program, involving administrative and technical support for over 540 grant recipients and projects with an estimated construction value of \$660 million. Responsibilities include program and design review and accountability of funds associated with the program. Capital Grant and Loan contracts awarded in FY 2006 totaled \$241.8 million.

### ENERGY PROJECTS AND SERVICES

Energy Projects and Services' (EP&S) mission is to assist State agencies in reducing energy consumption and unit costs, improve building indoor air quality, and optimize equipment life in State facilities by providing building system commissioning and quality equipment service. EP&S is responsible for the following programs:

#### Energy Performance Projects

This program provides capital upgrades (heating, cooling, ventilation, central plant, peak power generation, electrical distribution, energy management systems, lighting) for State agencies, using funds financed all or in part from reduced energy consumption by a legislature-mandated minimum of 15 percent per square foot by 2010, of which 10 percent was achieved by 2005 compared to the year 2000 base. DGS also oversees monitoring and verification of actual savings throughout the payback period to ensure that the guaranteed savings are met.

#### **Energy Performance Projects Awarded in FY 2006**

\$ Value of potential projects in initial and Phase I review:	\$ 12,500,000
\$ Value of projects awarded (including maintenance for life of payback period):	\$ 4,797,400
Capital funding 100% financed from energy savings:	\$ 0
\$ Value of maintenance projects presently in initial and Phase I review:	\$ 1,600,000

### CONSTRUCTION

The mission of the Construction Unit is to inspect and supervise private contractors as they alter, renovate, or construct State buildings. By monitoring their work, the Unit ensures that construction conforms to approved designs and specifications. The Construction Unit ended FY 2006 with 57 projects worth \$89 million under construction, 14 projects worth \$93 million in the punch list stage, and 22 projects worth \$12 million awaiting final payment for a total workload of 109 projects valued at \$198 million. A total of 154 projects valued at \$109 million were completed in FY 2006. In addition, there were 283 projects under warranty valued at \$162 million. During this period, 476 warranty inspections valued at \$250 million were performed.



House Office Building addition



## Facilities Planning, Design and Construction

### FY 2006 – Major Capital Projects Completed

<u>Project</u>	<u>Cost</u> (in millions)
Public Safety Training Center Site Development	\$ 1.2
State Education Building Fire Alarm and Sprinkler System	\$ 1.9
Springfield Hospital Electrical Distribution	\$ 4.8
Maryland State Police Barrack "I" and Garage in Easton	\$ 4.8
St. Mary's College Somerset Hall Expansion and Renovation	\$ 14.9
Maryland State Police Forensic Science Laboratory in Pikesville	\$ 25.4
House of Delegates Building Addition and Alteration	\$ 30.4



State Police Forensic Science Lab in Pikesville

### Major Capital Projects Under Construction

<u>Project</u>	<u>Cost</u> (in millions)
Smallwood State Park Sweden Point Floating Docks	\$ 1.2
Gunpowder Falls State Park Beach Services Building	\$ 4.2
St. Mary's College Telecommunications Infrastructure	\$ 1.9
St. John's Archaeology Site Exhibit	\$ 6.5
Calvert Street State Parking Garage in Annapolis	\$ 20.1
Baltimore City Community College Liberty Campus Renovations	\$ 14.6
St. Mary's College New Academic Building	\$ 25.4



New Maryland State Police Barrack "I" in Easton

### MAINTENANCE ENGINEERING

Maintenance Engineering's mission is to implement Maintenance Management Services for State-owned facilities. This includes, but is not limited to, establishing policies and procedures, establishing and supervising a comprehensive and continuing program of maintenance and repairs of all public improvements, reviewing maintenance and operation of public improvements, resolving engineering questions and managing the Capital, Operating, Program Open Space, Critical Maintenance, Underground Heating Oil Tank Replacement and Hazardous Waste budgets. Maintaining existing resources is the primary directive of this Unit and an important complement to Priority Places.

Maintenance Engineering is responsible for carrying maintenance projects from conception through completion. In addition, the Unit is responsible for asbestos and other hazardous material projects, whether as stand-alone projects or as part of larger renovation projects. Besides the normal customer service requirements inherent in project management duties, the Unit responds to numerous unscheduled requests from various using agencies. For example, the Unit performs handicap accessibility projects as needed and is in charge of mold remediation and underground storage tank replacement projects.

In FY 2006, Maintenance Engineering's Roofing Unit performed 63 major roof design reviews. Roof design reviews for major roof projects are performed at least twice, during the document design and the 95 percent phases. Many of these reviews were for public school projects. The Roofing Unit is instrumental in resolving roof related problems uncovered during design, construction, and maintenance phases.







The Department of General Services Police (DGSP) provides law enforcement and security for 75 State buildings, 9 parking garages, and surface parking lots used by State employees and visited by thousands of Maryland citizens. DGSP is comprised of sworn police officers, security officers, and police communication operators. The Department has detachments in Annapolis, Baltimore, and at the Camp Fretterd Military Reservation in Baltimore County.

#### **ANNAPOLIS DETACHMENT**

The Annapolis Detachment is responsible for providing for the safety and security of 24 buildings, five parking garages (soon to be six) and surface parking lots. Included are the four high-security buildings: the Maryland State House, the Miller Senate Office Building, the Lowe House of Delegates Building, and the Legislative Services Building. Additionally, law enforcement services are provided for Government House, the Courts of Appeal Building, the Papenfuss Hall of Records/State Archives Building, and the Goldstein Treasury Building, Tawes Office Complex, the Robert F. Sweeney District Court Building, 45 Calvert Street, Shaw House, the Jeffery Building, and the Peoples Resource Center in Crownsville.

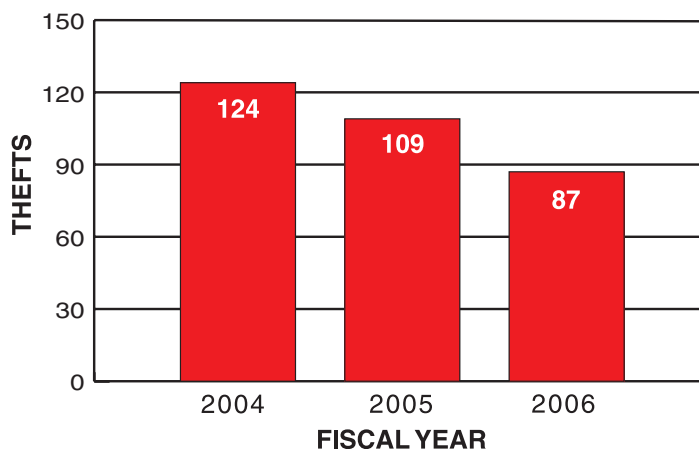
#### **BALTIMORE DETACHMENT**

The Baltimore Detachment is responsible for providing for the safety and security of 16 buildings, four parking garages and six parking lots. The buildings include the Baltimore State Office Center on West Preston Street, the Fifth Regiment Armory, the William Donald Schaefer Tower, the Public Defender Building, Saratoga State Center, the Nancy S. Grasmick State Education Building, the Shillman Building, and 2100 Guilford Avenue.

#### **CAMP FRETTERD MILITARY RESERVATION**

There are 35 buildings situated within the Camp Fretterd Military Reservation, including the State Emergency Operations Center which houses the Maryland Emergency Management Agency. DGSP officers assigned to the Detachment provide for the safety and security of all personnel occupying these buildings and grounds by monitoring and screening all persons entering the reservation, supplemented with aggressive law enforcement patrols of the Reservation.

#### **THEFTS AT DGSP-SECURED FACILITIES**







### FY 2006 Highlights

- 70 percent of DGS Police-serviced facilities have been activated for access control through the use of "prox" access, coupled with alarms and video surveillance. Additionally, more than 55,000 Maryland State Security Cards have been issued in support of the enhanced security measures.
- Thefts from facilities under the control of DGS Police have been reduced by 33 percent since FY 2002, a reduction from 129 thefts in FY 2002 to 87 thefts for FY 2006.
- DGSP continues to participate and support drills and exercises related to public safety and response to terrorist attacks, and participate in multiple Homeland Security Task Forces and partner enterprises.
- DGS Police has reorganized and redesigned its organizational structure to mirror industry recognized core elements and job function of a professional law enforcement agency. This realignment of duties and responsibility, coupled with professional in-house and external training in leadership and law enforcement technical skills, has greatly increased the effectiveness and efficiency of the DGS Police force.
- DGS Police have made significant promotions at the Police Manager (Lieutenant) and Police Supervisor (Sergeant) level, in accordance with State Personnel Law which has identified the "Best Qualified" personnel to build a strong and professional law enforcement agency. Three police managers and nine police supervisors were promoted.
- DGS Police continues its community outreach program through our involvement in the Drug Abuse Resistance Education (D.A.R.E.) program. While supporting two schools, DGS police graduated 330 students from the D.A.R.E. program.





## Procurement & Logistics

The Department of General Services (DGS) is a primary procurement agency with responsibilities for purchasing a variety of goods and services statewide for State and local government agencies, as well as non-profit entities. The Division of Procurement and Logistics (P&L) is responsible for the planning, implementation, and coordination of a variety of services offered by DGS.

The Department's procurement office provides professional and technical acquisition support services to State and local government agencies, conducts central procurement of architectural and engineering services, commodities, construction, energy, facilities maintenance, and printing services. The professional procurement staff performs specialized contracting, bid/proposal administration, and bid security for all State government users. The Technology unit administers Internet-based *eMaryland Marketplace* (eMM), a full-service interactive procurement system, and the Homeland Security eProcurement System for First Responders.



Procurement and Logistics is also responsible for the activities of the Business Enterprise Office (BEO), Inventory Standards and Support Services Division (ISSSD), State Printing and Duplicating (SP&D), the Maryland State Agency for Surplus Property (MSASP)

and Statewide Records Management. The Business Enterprise Office maximizes the business which DGS conducts with small and minority-owned businesses participating in the State procurement process. Inventory Standards and Support Services Division oversees statewide inventory of equipment, supplies and other materials, administers the State's 94 station Fuel Management System, including four compressed natural gas fueling sites, and the Department's fleet. State Printing and Duplicating provides central support for all State government activities related to digital duplicating. Records Management stores and services more than 450 million State documents at the Records Center in Jessup, and advises agencies on records management.

### CONSTRUCTION, ARCHITECTURE/ENGINEERING AND CAPITAL MAINTENANCE

Construction, Architecture Engineering (A/E) and Capital Maintenance procurement provide a broad spectrum of functions, which includes the administration of contracts for Construction, A/E services, construction-related services, and capital maintenance in a timely and cost-effective manner.

#### FY 2006 Highlights

- 111 Construction Projects were awarded for construction and construction-related services totaling \$87,241,337, including:
  - ◊ The \$25.3 million St. Mary's College Academic Building. The Academic Building is currently under construction. When completed in 2007, the new 57,289 square-foot building will provide instructional and research facilities.
  - ◊ A \$6.4 million main museum building over the foundation and cellar of the original St. John's house in St. Mary's City. The St. John's site is one of the most significant historic resources in the United States. Built by John Lewger in 1638, the site will reopen for public display in 2007.
  - ◊ At the Deer's Head Hospital Center in Salisbury, DGS awarded an emergency contract to upgrade the hospital's sprinkler system to allow the facility to accommodate wounded U.S. Military Active Duty Veterans returning from the war in Iraq.



## *Procurement & Logistics*

### **FACILITIES MAINTENANCE CONTRACTING**

Facilities Maintenance provides procurement services to client agencies by conducting on-line interactive bidding using *eMaryland Marketplace*, and award of contracts that support the day-to-day operations of agency's facilities statewide. Typical services provided by these contracts are: janitorial, trash removal, uniformed guard, equipment repair and maintenance, pest control, grounds maintenance, and recycling. In addition to direct and comprehensive procurement services, the Facilities Maintenance program provides advice, guidance and training to our client agencies. Facilities Maintenance is also pro-actively involved in dispute resolution between agencies and contractors, as well as enforcement of contract terms to ensure contract compliance.

#### **FY 2006 Highlights**

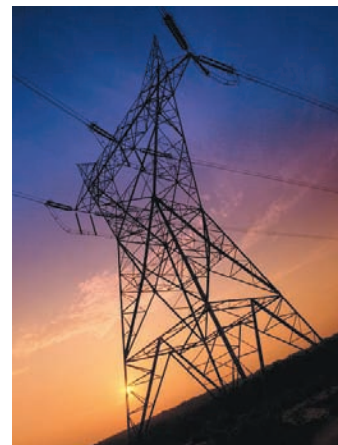
- Awarded 101 contract awards totaling \$28.4 million, including:
  - ◊ A \$1.2 million contract for Janitorial Services at Clifton T. Perkins State Hospital;
  - ◊ A \$2.9 million contract for building management at the Maryland State Police Crime Lab;
  - ◊ And a \$645,000 contract for uniformed guard services for the Prince George's County Department of Social Services.
- Continued management of three regional trash removal Indefinite Quantity Contracts (Eastern, Central and Western) that allow State agencies and local governments to obtain private-sector trash removal services.

### **COMMODITY PROCUREMENT**

Commodity Procurement continues in the forefront as a service-oriented program dedicated to providing leadership, assistance, and support in the acquisition of equipment and supplies that enable State agencies to complete their missions.

#### **FY 2006 Highlights**

- Awarded 343 new contracts and 190 contract renewals totaling \$268.3 million.
- In the fourth Internet "Reverse Energy Action", Commodity Procurement conducted a multi-step bidding process which resulted in the award of 12 contracts valued at \$74.8 million, a cost avoidance of \$7.2 million, based on the difference between utility rates and auction rates.



### **BOARD OF PUBLIC WORKS ADMINISTRATION**

Board of Public Works Administration supports the Department by formulating and disseminating the Department's Action Agenda to the State Board of Public Works (BPW), advising the Secretary on matters related to the agenda, processing contract awards made through the BPW and the Departmental Procurement Review Board (DPRB) including bonding and insurance verification, and management of the Bid/Proposal Administration. In FY 2006, the BPW Administration has assisted the Department in processing 1,470 procurements through the BPW and the DPRB totaling \$556,406,999.



## **PROCUREMENT LAW AND STATE POLICY**

Since first promulgated in 1982, State Procurement Law and regulations have been modified over time to further a number of social and economic goals.

### **Preferred Provider Program**

State law establishes a means of obtaining additional socio-economic benefits in the procurement process. This is accomplished by ensuring that the Department of Public Safety and Correctional Services' Maryland Correctional Enterprises, Maryland Works, and Blind Industries and Services of Maryland, foster training and opportunities for physically and mentally handicapped citizens. These Preferred Providers have the first right of refusal for contracts to provide State agencies with goods and services contained in a Master List of products maintained and published by DGS.

### **Acceptable Recycled Products**

The Acceptable Recycled Products List contains recycled items currently under State contracts, as well as other information which is also available on the DGS web site and is part of the State's effort to promote environmental sustainability.

Maryland Procurement Law includes a price preference for recycled materials to further encourage their use. DGS holds 30 active State contracts containing acceptable recycled products.

### **Small Business Awards**

Procurement Law also provides for small business awards. DGS made 109 awards to small businesses in FY 2006 for more than \$18.9 million.

### **In-State/Out-of-State Purchases**

As allowed by law, DGS is committed to the success of Maryland-based companies. The ratio of In-State/Out-of-State purchases continues to exhibit the careful attention P&L pays to Maryland businesses. During FY 2006, there were 832 in-state awards totaling \$240.2 million vs. 295 out-of-state awards totaling \$140.3 million. Of these, 22 in-state awards totaling \$38.1 million and one out-of-state award totaling \$1.8 were a result of multiple-award Indefinite Quantity Contracts.

## **TECHNOLOGY**

The Technology Program provides support and training for the Advanced Purchasing and Inventory Control System (ADPICS), statewide support and training for eMaryland Marketplace (eMM), the State's Internet-based procurement and information system and the eProcurement System for First Responders. As part of this support, the program also maintains and updates the statewide ADPICS vendor and commodity tables.

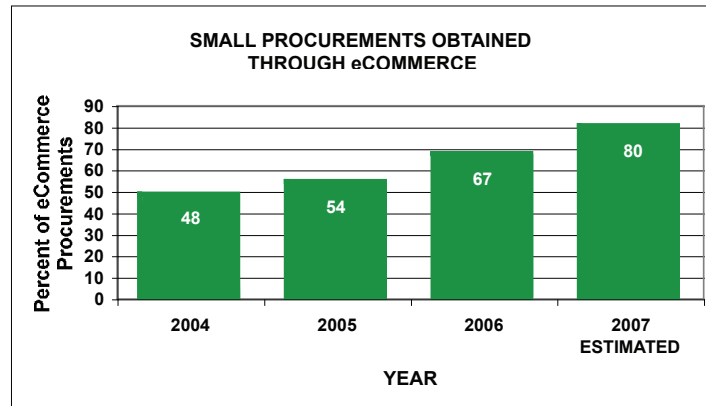




## Procurement & Logistics

### FY 2006 Highlights

- DGS unilaterally agreed to release SAIC from the eMM contract saving the State administrative costs of \$75,279 a month.
- As a result of the new eMM fee structure (COMAR 21.02.03.06), DGS generated revenues to cover all FY 2006 eMM operating expenses.
- The Department implemented the new eMM functionality for posting award notices.



### BUSINESS ENTERPRISE OFFICE

The DGS Business Enterprise Office is responsible for the coordination and administration of the Minority Business Enterprise (MBE) program. DGS has a comprehensive MBE program designed to expand State business conducted with minority and small businesses. The Department's MBE mission is to ensure that a minimum of 25 percent of the total dollar value of procurement contracts be made directly or indirectly to certified MBEs, with a minimum of 7 percent to certified African American-owned, and 10 percent to women-owned MBEs.

In FY 2006, DGS awarded \$368,730,079 in procurements requiring minority business participation. Of that amount, \$41,343,208 was awarded to certified minority businesses.

Procurement Category	Total Procurement Dollars	Total MBE Dollar Awarded	Total MBE Percentage
Services	\$ 5,170,599	\$ 2,492,483	48.20%
Architectural/Engineering	\$ 6,806,258	\$ 3,072,856	45.15%
Maintenance	\$ 45,184,087	\$14,506,423	32.11%
Construction	\$ 62,914,290	\$16,658,160	26.48%
<b>Sub Total:</b>	<b>\$120,604,042</b>	<b>\$36,774,005</b>	<b>30.49%</b>
Commodities (1)	\$248,126,037	\$ 4,569,203	1.84%
Corporate Card (2)	\$ 528,808	\$ 44,083	8.34%
<b>TOTAL:</b>	<b>\$368,730,079</b>	<b>\$41,343,208</b>	<b>11.21%</b>

(1) As the control agency for the state in the area of Commodities, DGS is tasked with the duty of securing substantial statewide purchases that ensure efficient operations for our partners. Accordingly, the vast majority of the commodity purchases are obtained through manufacturers of large bulk purchases such as pharmaceuticals and road and highway materials. This category contains high dollar purchases with few certified MBE Manufacturers.

(2) DGS is working to ensure that agency buyers using the Corporate Credit card adhere to strict COMAR protocol, assigning all small procurements to certified MBE firms where possible, and effective. It will also coordinate with statewide offices to ensure compliance and uniformity.





## Procurement & Logistics

### FY 2006 Highlights

- The Department continues to incrementally implement operational changes to attain statutorily required MBE participation levels.
- Contract awards of \$21,273,927 to MBE subcontractors increased over the FY 2005 (\$19,669,792) level by \$1,604,135.
- The Baltimore City Community College Student Services Building construction project was awarded for \$14,350,000. Of that amount, \$3,835,612 (26.7%) was awarded to five certified minority businesses.
- The new St. Mary's College Academic Building construction project was awarded for \$25,369,002. Of that amount, \$6,353,000 (25.05%) was awarded to five certified minority businesses.
- The St. Johns Archaeological Site construction project was awarded for \$6,472,300. Of that amount, \$1,935,399 (29.9%) was awarded to a certified minority business.
- The State's presort mail, courier, delivery and messenger services contract valued at \$1,506,624 was awarded to Dozier Technologies, Inc., of Lanham, a woman-owned, minority business. Savings for Maryland taxpayers are projected to top \$2.68 million in postage costs.
- More than 3,700 Small Business Reserve vendors have registered online.
- DGS has made 109 awards to small businesses totaling more than \$18.9 million.
- Participated in 10 statewide outreach workshops for small and minority businesses.

### INVENTORY STANDARDS AND SUPPORT SERVICES DIVISION



Inventory Standards and Support Services (ISSSD) oversees statewide management of inventory of materials, supplies, foodstuffs, and State personal property. This program provides agencies with technical automated inventory control assistance, establishes procedures and auditing programs to

assure compliance with State regulations and control standards. The program is the disposal authority for disposition of excess and surplus personal property. ISSSD is responsible for the Department's Fleet Management Program, consisting of 91 motor vehicles and the Statewide Automated Fuel Dispensing and Management System with 94 refueling stations located in Baltimore City and every Maryland County.

### FY 2006 Highlights

- Conducted four Certified Property Officer Training classes.
- Conducted three inventory compliance audits.
- Processed 2,449 excess property declarations involving 102,887 excess and surplus property items with an original acquisition value of \$74 million.
- Supervised the auctioning of 1,116 operable/inoperable surplus State motor vehicles which returned \$2.5 million to State agencies.
- The Statewide Fuel Dispensing and Management System dispensed 11.6 million gallons in gasoline, diesel, motor fuel, and compressed natural gas. Total savings was \$1,042,308. Since its June 1991 inception, the program has saved the State a total of \$6.71 million.
- Added three new locations to the Statewide Fuel Management Program.
- Installed 10,000 gallon tank and new E-85 pump at Baltimore State Office Center station.





## *Procurement & Logistics*

### **MARYLAND STATE AGENCY FOR SURPLUS PROPERTY**

The Maryland State Agency for Surplus Property (MSASP) is responsible for the receipt and redistribution of State and Federal surplus property. MSASP is a self-supporting program; all operating funds are generated by the sale of surplus property or service charges applied to Federal property. Surplus State property is available to the public, but Federal surplus property is limited to eligible donee institutions through a direct transfer program.

#### **FY 2006 Highlights**

- Provided water, blankets and other essential property in support of DGS Hurricane Katrina recovery efforts in Jefferson Parrish, Louisiana.
- Donated 73,000 blankets to the American Red Cross, Maryland shelters and other “providers of assistance” organizations.
- Collected \$1,465,273 for the sale and redistribution of surplus property (\$452,030 was generated by enterprise activities).
- Donated \$671,598 in Federal excess property to donee organizations in support of their programs.

### **RECORDS MANAGEMENT**

This Program develops policies and procedures to efficiently manage the records of all departments and agencies in Maryland State government and assists State, county and municipal agencies in the establishment of records retention and disposal schedules. In accordance with law, a public record cannot be destroyed without scheduling and the prior approval of the State Archivist. At the State Records Management Center in Jessup, the Division provides efficient storage and service of inactive State records that must be retained for specified periods of time to meet administrative, fiscal, and legal needs. Additionally, the unit coordinates the Statewide Forms Management Program among government agencies and prepares the annual Forms Management Activities Report for submission to the General Assembly.

#### **FY 2006 Highlights**

- Provided storage for 156,360 cubic feet of records equivalent to 26,060 four-drawer file cabinets.
- Accepted into storage 26,018 cubic feet of new accessions equivalent to 4,336 four-drawer file cabinets.
- Destroyed, through recycling, 26,160 cubic feet (392 tons) of records eligible for disposal in accordance with established records retention schedules.
- Retrieved and returned 12,094 individual files for State agencies.
- Interfiled 1,542 new individual record files within existing record storage boxes.

### **STATE PRINTING AND DUPLICATING**

This unit provides central support for all State government agencies relating to graphic design, high speed duplicating, digital color duplicating, mail processing, and courier services.

#### **FY 2006 Highlights**

- Transferred quick copy operations from DGS to Maryland Correctional Enterprises.
- Outsourced courier, delivery, and mail management services.





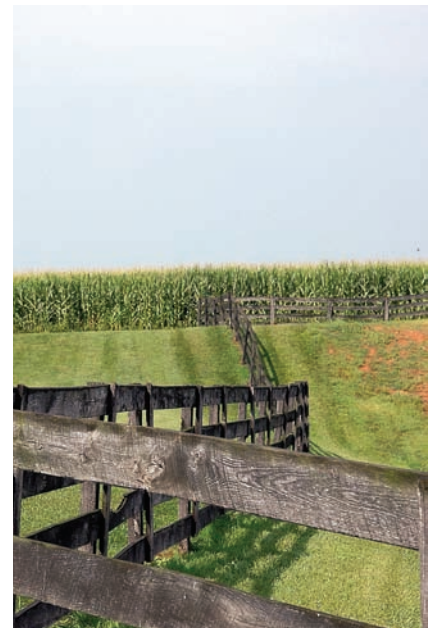
The Office of Real Estate is responsible for establishing policy and for directing all real property functions of three units: the Land Acquisition and Disposal Unit, the Lease Management and Procurement Unit, and the Valuation and Appraisal Unit. Along with management oversight, the Assistant Secretary is responsible for communicating with the leadership of client agencies, State and local elected officials, private property owners and brokers, and the Board of Public Works (BPW).

## LAND ACQUISITION AND DISPOSAL

The Land Acquisition and Disposal Unit is responsible for the acquisition and disposal of real property for all State agencies, with the exception of the Department of Transportation's transactions for highways, roads, and bridges. Acquisition activities include obtaining and compiling real property information for ordering titles and appraisals, evaluating the property condition via due diligence, conducting negotiations with property owners/representatives, securing purchase option agreements, rights-of-way and easements, pursuing the powers of eminent domain, and preparing BPW action items for approval. This Unit also administers the agricultural easement program for the Maryland Agricultural Land Preservation Foundation.

The Unit receives special funding for its support of Program Open Space from the Department of Natural Resources. The Unit is also responsible for the disposal of excess real property and intergovernmental property transfer, after such a recommendation is made by the Maryland Department of Planning. Disposition is usually in the form of a sale for fair market value through requests for bids, requests for proposals, or requests for expression of interest.

The Unit presented 31 purchase and sale agreements, options, and easements to the BPW for a total FY 2006 transaction value of \$12.8 million.



*Eastern Shore farm in the Agricultural Land Preservation Program*

	FY 04	FY 05	FY 06
New Program Open Space Cases	62	3	40
POS Cases Approved by BPW	1	5	7
POS Acres Acquired	1,615	1,523	1,166
POS Acquisition Costs	\$3.8m	\$1.4m	\$7.5m
Other Acquisitions Approved by BPW	0	1	1
Other Acquisition Costs	0	\$63,000	\$259,132
Transactions Approved by BPW w/no consideration	18	25	16
Total # of Disposals	4	10	7
Total Value of Disposals	\$157,893	\$2.6m	\$5m



The Unit receives special fund support from the Maryland Agricultural Land Preservation Foundation through the Department of Agriculture for its support of the Agricultural Easement Program. In FY 2006, the Unit presented to the BPW 68 easement options valued at \$22.9 million.

	FY 04	FY 05	FY 06
Ag Easements Approved by BPW	110	9	68
Ag Easement Acreage	13,073.96	1,134.7	8,482.64
Ag Easement Costs	\$ 30.5 m	\$ 4.2 m	\$22.9 m
GreenPrint Ag Easements Approved by BPW	1	2	0
GreenPrint Ag Easement Acreage	153	418	0
GreenPrint Ag Easement Costs	\$0.29 m	\$1.5 m	0

## VALUATION AND APPRAISAL

The Valuation and Appraisal Unit oversees real property valuation issues for all State agencies, except MDOT and USM. The valuation issues include, but are not limited to, preparing preliminary estimates of development potential and contracting for private fee appraisals. It is responsible for reviewing for form, fact, and legal sufficiency the independent appraisals of the properties to be acquired, including Maryland Agricultural Land Preservation Foundation easements. Valuation recommendations are made to the Assistant Secretary for a determination of a property's approved value. This Unit also evaluates appraisals for Capital Grants and Loans and for disposal of State real property assets, and it conducts staff appraisals and other real estate related analytical studies.

	FY 04	FY 05	FY 06
Appraisal Reviews	524	578	735
Staff Appraisals	32	92	30

## LEASE MANAGEMENT AND PROCUREMENT

The Lease Management and Procurement Unit acquires and manages new and renewal leasehold agreements for real property between State agencies (excluding USM and certain MDOT actions) and commercial and governmental landlords. This includes soliciting lease proposals in approved geographic boundaries, evaluating requests for proposals, negotiating rental rates, terms and conditions with the apparent winner, reviewing and approving space modifications; preparing lease documents, establishing standards for the use of office space, and preparing action agenda items for BPW approval. The Unit also inspects leased property to enforce lease terms.



### Current Annual Lease Inventory

	Annual Rent	Measured Space	No. of Leases
Office/Storage	\$ 70,662,315	4,727,117 nusef	370
Parking	\$ 2,928,970	5,900 spaces	68
Revenue Leases	\$ 6,264,610	—	287
Office	\$ 454,200	—	18
Storage	\$ 200,004	—	5
Parking	\$ 3,603	—	4
Other	\$ 211,674	—	110
Tower	\$ 505,583	—	42
Land	\$ 4,889,545	—	108

Employee housing leases were completed for 171 occupied units totaling \$262,848 annually in rental payments. (This represents relatively unchanged total rental payments from FY 05.) There are 14 vacant units.

	Leases to BPW	Value	RFPs Issued	Neg Rent Savings	Escalation Review Savings	Excess Fit Up Review Saving
FY 03	102	\$62,248,081	22	\$5,543,636	\$100,438	\$208,877
FY 04	89	\$47,547,587	8	\$1,791,834	\$168,766	\$48,998
FY 05	129	\$67,350,285	12	\$2,450,857	\$536,021	\$105,486
FY 06	107	\$46,170,289	12	\$4,587,059	\$346,051	\$35,227





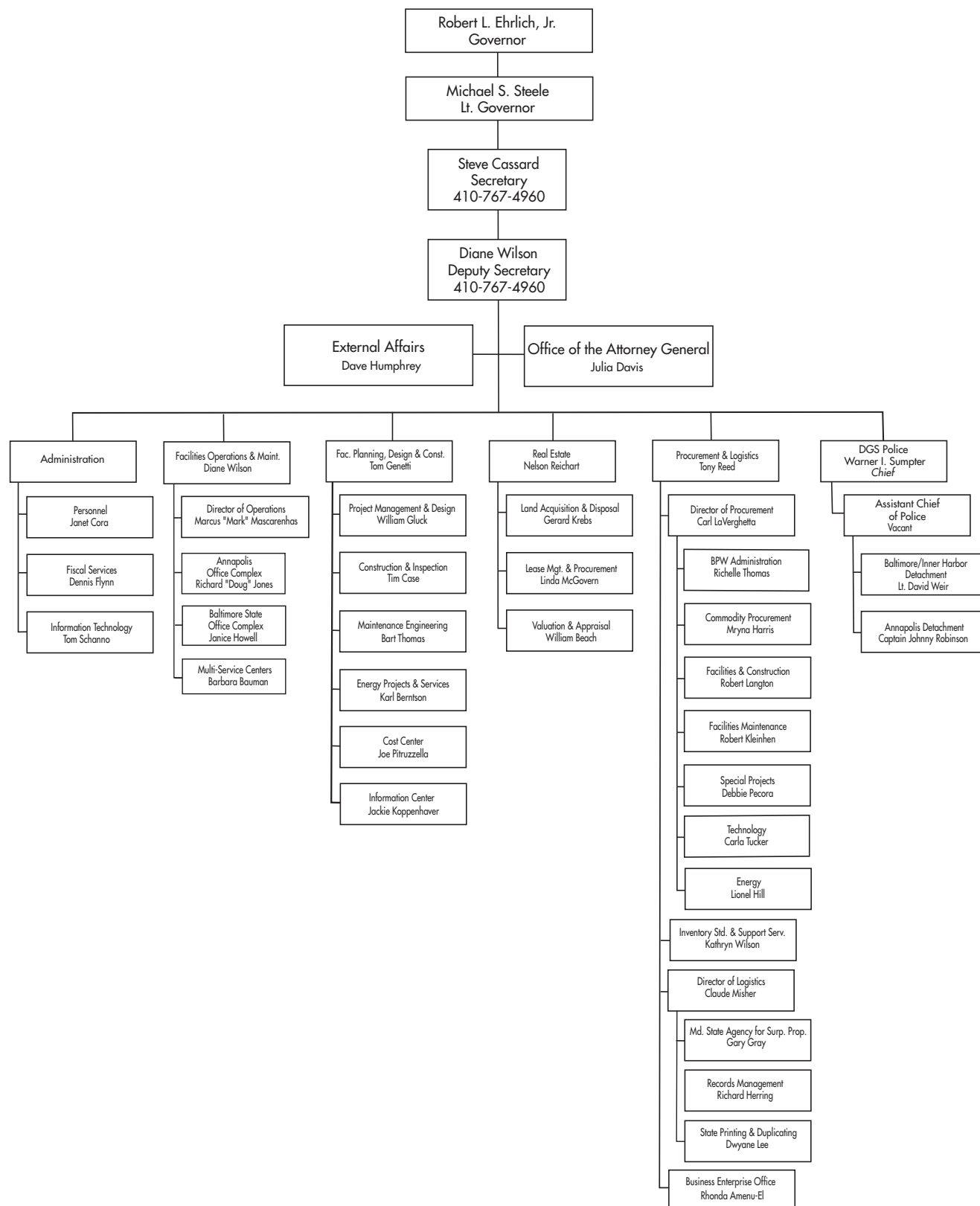
### **FY 2006 Highlights**

- Partnered with the Maryland Department of Transportation on the State Center Transit Oriented Development project to begin redeveloping the 25 acre State owned campus in Baltimore City.
- Acquired 8.9 acres of land at the site of the original Battle of North Point fought on September 12, 1814, for the Department of Natural Resources. The site will become part of a 100 mile scenic and historical driving trail.
- Disposal of 13.8 acres of excess land on Dorsey Run Road in Howard County for \$1,875,000 for the Department of Health and Mental Hygiene. The site was part of the former Perkins Hospital property.
- Re-negotiation of the lease agreement between DGS and the U.S. Department of Labor which relieved DGS of all maintenance responsibilities avoiding millions of dollars of unfunded expenses at the Woodstock Job Corps Center.
- Disposal of 13.8 acres of land, known as Lots 2 & 3 of the Rosewood Tech Center, and a 6.3 acre tract known as Lot 5 of the Rosewood Tech Center for combined amount of \$3 million for the Department of Health and Mental Hygiene.
- Acquired 8.7 acre parcel including the historic Lee Mansion which comprises part of the Jerusalem Mill Village for the Department of Natural Resources for \$620,000.
- Contracted for the development of a 16,000 square foot unemployment insurance call center in Westwood Commerce Park in Salisbury for the Department of Labor, Licensing and Regulation. The new call center – to be completed in 2008 – will bring 40 new jobs to the region.
- Acquired a conservation easement to preserve 982 acres, known as Weston Farms, situated on the Nanticoke River for \$3.6 million.
- Acquired 93 acres of marsh and woodland known as the Waterman Property in Queen Anne's County for the Department of Natural Resources for \$31.3 million.
- Relocation of the Baltimore County MVA Express to North Plaza Mall from Towson.





# Maryland Department of General Services FY 2007







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