

The Office of Annapolis Public Buildings and Grounds replaced the Office of Superintendent of Public Buildings and Grounds, which was established by Chapter 15, Acts of 1862. The Superintendent is in charge of the operation, maintenance and protection of the following State-owned buildings: Government House, the State House, Old Treasury Building, Courts of Appeal, Hall of Records, Treasury Building, William S. James Senate Office Building, Treasury Building Annex, Stokes Building, Shaw House, Income Tax Building, Central Services Building, which houses the Power Plant, Tawes State Office Building, Jeffrey Building, Thomas Hunter Lowe House of Delegates Building, Legislative Services Building and State Police Barrack and Garage. He is also responsible for the several buildings which are leased by the State. The Superintendent is appointed by the Secretary and serves under the merit system (Code 1957, 1971 Repl. Vol., Art. 41, secs. 133-138).

Staff: 1975, 188; 1976, 192; 1977, 199.

#### OFFICE OF BALTIMORE PUBLIC BUILDINGS AND GROUNDS

Frederick W. DeJong, *Superintendent*

301 W. Preston Street,  
Baltimore 21201 Telephone: 383-4486  
Nights and Holidays: 383-4497

The Office of Baltimore Public Buildings and Grounds replaced the Superintendent of State Office Buildings—Baltimore, which was created by Chapter 40, Acts of 1958. The Superintendent is charged with the responsibility of operating, maintaining and protecting the State Office Building, the State Highway Administration Building, the former Department of Motor Vehicles Building, the Herbert R. O'Connor Office Building and such other buildings and grounds owned or controlled by the State in the Baltimore area as designated by the Board of Public Works. The cost of operating these buildings is borne partially by funds collected from Special and Federal Fund agencies (Code 1957, 1971 Repl. Vol., Art. 41, sec. 140).

Staff: 1975, 153; 1976, 153; 1977, 165.

#### OFFICE OF CENTRAL SERVICES

Robin J. Zee, *Director*

301 W. Preston Street,  
Baltimore 21201 Telephone: 383-2240

The Director of the Office of Central Services is responsible for supervising and coordinating the Purchasing Bureau, the Communications Division, the Printing and Publication Division and the Hall of Records Commission.

#### PURCHASING BUREAU

Stanley J. Hanna, *Chief, Purchasing Bureau*

301 W. Preston Street,  
Baltimore 21201 Telephone: 383-3644

The Purchasing Bureau, initially created as the Central Purchasing Bureau by Chapter 184, Acts of 1920, became a part of the Department of Budget and Procurement and its name changed to the Purchasing Bureau by Chapter 63, Acts of 1939. When the Department of Budget and Fiscal Planning was created by Chapter 78, Acts of 1969, the Purchasing Bureau was assigned to that Department. The Purchasing Bureau was placed under the Secretary of General Services by Chapter 97, Act of 1970.

The Purchasing Bureau is responsible for the purchase of all materials, supplies and equipment for the use of every State agency. The Secretary, through the Bureau, formulates standards for all materials, supplies and equipment to be purchased for the using authorities of the State. It maintains a warehouse for storing supplies and purchases them from a \$1,300,000 Revolving Fund. These supplies are bought by State agencies who are back-charged through their budget by the Comptroller (Code 1957, 1971 Repl. Vol., Art. 41, secs. 231G-231K).

Staff: 50.

#### COMMUNICATIONS

Dayton W. Eddy, *Telecommunications Coordinator*

301 W. Preston Street,  
Baltimore 21201 Telephone: 383-4493