

nance and repair, the exterior painting of buildings, special equipment repair and maintenance, pest control, window cleaning, fire detection, and safety equipment services. The Division's telephone section provides general telephone information and is responsible for installation, service, and billing for all State agencies within the 383- and 659-telephone and 222- and 223-MARCOM exchanges.

## DIVISION OF REAL ESTATE

Wm. Raymond Bosley, *Director*

301 W. Preston Street  
Baltimore 21201 Telephone: 383-6063

The Division of Real Estate was administratively formed by the Department of General Services in July 1978. The Division combines the Space Management Branch and the Land Acquisition Branch under one Director. The intent of this consolidation was to increase the coordination and efficiency of the State's real estate functions, since many of these transactions overlap the responsibilities of both sections.

### Space Management

Klaus P. Heinemeyer, *Chief*

301 West Preston Street  
Baltimore 21201 Telephone: 383-6063

The Space Management unit manages space assignments in State-owned facilities, acquires leased facilities for all State agencies, approves space modifications, establishes standards for the allocation of space, negotiates the leasing of State property (except Port and Aviation facilities), and conducts surveys of State space requirements. The Division also negotiates certain concession agreements and makes recommendations concerning the need for State office space construction to the Board of Public Works.

### Land Acquisition

Vacancy, *Chief*

301 West Preston Street  
Baltimore 21201 Telephone: 383-6737

This Division is responsible for the acquisition and disposal of real property for State agencies with the exception of the Department of Trans-

portation. The majority of the Division's workload involves the acquisition of Open Space property for the Department of Natural Resources that is to be designated as State parks, wildlife preserves, and natural environment areas. Acquisition activities include obtaining independent appraisals of the property in question, conducting negotiations with the owners of the subject property, securing purchase options, and requesting Board of Public Works approval on proposed purchase terms. The Division also processes requests to obtain or grant rights of way, utility, preservation, and scenic easements. Property transfers between State agencies and the disposition of excess property are also processed by the Division and presented for approval to the Board of Public Works.

## OFFICE OF CENTRAL SERVICES

Robin J. Zee, *Director*

301 West Preston Street  
Baltimore 21201 Telephone: 383-2440

The Director provides policy and administrative direction of supportive services that are generally independent of one or another and are necessary for the effective operation of State agencies. The Office is organized into divisions according to functional responsibility: Purchasing Bureau, Telecommunications, Printing and Publication, Inventory Management, and the Hall of Records Commission, which includes the State Archives and the Records Management Division.

## PURCHASING BUREAU

Stanley J. Hanna, *Chief, Purchasing Bureau*

301 West Preston Street  
Baltimore 21201 Telephone: 383-3644

The Purchasing Bureau is responsible for the procurement of all materials, supplies, and equipment used by State agencies. The Bureau annually purchases commodities ranging from office supplies to medicines and food stuffs. Total purchases annually exceed \$94 million. Unless an item costs less than \$200 or is an exempted commodity, State agencies must submit to the Bureau a purchase requisition that identifies both the item and quantity requested. The item may be supplied in one of several ways: 1. drawing it from the State warehouse in Waterloo, 2. ordering it through an open-ended contract that has been developed by the Bureau, 3. bidding the