

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

The Office of Real Estate was administratively formed by the Department of General Services in July 1978. The Office combines the Space Management Division and the Land Acquisition Division under one Director. This consolidation improves coordination and efficiency of the State's real estate activities.

LAND ACQUISITION DIVISION

Norman M. Baer, *Chief*

301 W. Preston St.
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The Land Acquisition Division acquires and disposes of real property for State agencies with the exception of the Department of Transportation. The majority of the Division's work is for the Department of Natural Resources. It involves acquisition of Open Space property for State parks, wildlife preserves, and natural environment areas. Acquisition activities include obtaining independent appraisals, conducting negotiations with owners, 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, public 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.

SPACE MANAGEMENT DIVISION

Lawrence Gleason, *Chief*

301 W. Preston St.
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The Space Management Division 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 to the Board of Public Works on the need for State office space construction.

OFFICE OF CENTRAL SERVICES

Frank C. Robey, *Director*

301 W. Preston St.
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The Director provides policy and administrative direction for supportive services that are generally independent of one 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 Records Management.

PURCHASING BUREAU

James F. Mann, *Chief*

301 W. Preston St.
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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 \$135 million.

State agencies must submit requisitions to the Bureau for all purchases, except those costing less than \$1,000 or those designated exempt commodities. The requisition identifies both the commodity and quantity requested. The commodity may be supplied by 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 commodity through the Bureau as an individual requirement, or 4) ordering it as part of the Bureau's scheduled purchase program. Emergency procurements can also be made by an agency whenever the purchase is necessary to preserve human life or State property.

TELECOMMUNICATIONS DIVISION

Lawrance H. Mitchell, *Telecommunications Coordinator*

301 W. Preston St.
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This division is responsible for meeting the needs of State agencies for voice, teletype, radio, and other communication-related services. The Division's activities also include management of the State's telephone system, MARCOM (Maryland Communications and Information System). The Division provides direction, assistance, and recommendations to other State agencies in the area of telecommunications procurement.