

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

LAND ACQUISITION DIVISION

Deborah A. Photiadis, *Chief*

301 W. Preston St., Room 1307
Baltimore 21201 Telephone: 225-4310

The Land Acquisition Division acquires and disposes of real property for State agencies with the exception of the Department of Transportation. Most of the Division's work is for the Department of Natural Resources.

The Division acquires Open Space property for State parks, wildlife preserves, and natural environment areas. To secure such property, the Division obtains independent appraisals, conducts negotiations with owners, secures purchase options, and requests Board of Public Works approval on proposed purchase terms. The Division also processes requests to obtain or grant rights of way and 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 (Code State Finance and Procurement Article, secs. 4-411 through 4-414).

SPACE MANAGEMENT DIVISION

William Sraver, Jr., *Chief*

301 W. Preston St., Room 1309
Baltimore 21201 Telephone: 225-4325

The Space Management Division manages space assignments in State-owned facilities, acquires leased facilities for all State agencies, approves space modifications, and establishes standards for the allocation of space. The Division negotiates the leasing of State property (except Port and Aviation facilities) and conducts surveys of State space requirements. In addition, the Division 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

Robert J. Byrd, *Director*

301 W. Preston St., Room 1305
Baltimore 21201 Telephone: 225-4220

The Director of Central Services 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 four divisions according to functional responsibility: Purchasing Bureau, Printing and Publication, Inventory Management, and Records Management.

PURCHASING BUREAU

Paul T. Harris, Sr., *Chief*

301 W. Preston St., Room M-2
Baltimore 21201 Telephone: 225-4620

The Purchasing Bureau originally was established in 1920 as the Central Purchasing Bureau (Chapter 184, Acts of 1920). It was placed under the Department of General Services in 1970 (Chapter 97, Acts of 1970). The 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 items. Total purchases annually exceed \$150 million.

State agencies must submit requisitions to the Bureau for all purchases, except those costing less than \$1,000 or those designated as 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 Jessup, 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 (Code State Finance and Procurement Article, secs. 4-301 through 4-315).

PRINTING AND PUBLICATION DIVISION

Kenneth B. Webster, *Manager*

301 W. Preston St., Room M-8
Baltimore 21201 Telephone: 225-4430

This division is responsible for operating two duplicating centers that include graphic art