

police and building guards offer around-the-clock security. The Baltimore State Office Complex includes the five buildings housing approximately 5,400 State employees, 8.5 acres of landscaped area, and 9.2 acres of parking lots. Division staff also maintain the four acres of the State Vietnam Veterans' Memorial. In addition, the Division supplies equipment and materials needed to maintain the buildings and some State vehicles. The Division also dispatches and controls pool cars and other assigned vehicles.

The Division's telephone section gives general telephone information and is responsible for installation, service, and billing for all State agencies within the 333- and 225-telephone and MARCOM exchanges.

MULTI-SERVICE CENTERS DIVISION

John C. Reese, *Administrator*

301 W. Preston St., Room 1302
Baltimore, MD 21201 225-4282

The Multi-Service Centers Division operates, maintains, and provides security for ten District Court/Multi-Service Center buildings.

The Division offers both preventive and routine maintenance and oversees the contractual provision of repairs, alterations, improvements, housekeeping, and security services to preserve facilities and equipment. The Division also supplies equipment and materials needed to maintain the buildings.

SARATOGA STATE CENTER DIVISION

Frederick W. DeJong, *Superintendent*

310 W. Saratoga St.
Baltimore, MD 21201 333-4099

Created in 1986, the Saratoga State Center Division operates, maintains, and secures State buildings at 310 W. Saratoga St. and 220-230 N. Howard St. in Baltimore City, and the State Records Management Center/Warehouse at 7275 Waterloo Road and the Motor Fuel Lab in Jessup (Howard County).

At the Jessup facility, the Division provides both preventive and routine maintenance and oversees the contractual provision of some maintenance tasks and services. At the Saratoga State Center, the Division provides preventive and routine maintenance, repairs, alterations, improvements, housekeeping, and security services to preserve facilities and equipment. The Division also supplies maintenance equipment and materials.

ASSISTANT SECRETARY FOR SERVICES & LOGISTICS

Robert J. Byrd, *Assistant Secretary for Services & Logistics*

301 W. Preston St.
Baltimore, MD 21201 225-4440

The Assistant Secretary for Services & Logistics is responsible for the management and general direction of the Office of Central Services. The Assistant Secretary coordinates the development and implementation of policies, procedures, regulations, and standards to assure that programs and services meet the needs of the agencies served. The Assistant Secretary for Services & Logistics and Assistant Secretary for Facilities Management constitute the Department's Procurement Review Board.

OFFICE OF CENTRAL SERVICES

300 W. Preston St., Room 401
Baltimore, MD 21201 225-4294

The Office of Central Services is organized into four divisions: 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, MD 21201 225-4620

The Purchasing Bureau 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 purchases commodities ranging from office supplies to medicines and food items. Annually, total purchases 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 ordered through an open-ended contract developed by the Bureau, bid through the Bureau as an individual requirement, or ordered as part of the Bureau's scheduled purchase program. Emergency procurements can 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).