

nications equipment, systems, and services. The unit also monitors contracts to assure that vendors meet specifications (Code State Finance and Procurement Article, secs. 4-901 through 4-904).

SERVICES CONTRACTS

Richard Funk, *Chief*
(410) 225-4280

Formed in December 1993, Services Contracts procures all building services for the Department. Contracts are made for a variety of services, including janitorial, security, carpentry, painting, mechanical equipment, and plumbing.

MANAGEMENT SUPPORT

Dorothy N. Niemeyer, *Chief*
(410) 225-4222

Management Support originated as the Contract Services Division under Finance and Administration. The Division was renamed Management Support and made part of the Procurement and Contracting Office in 1993. Management Support oversees all capital project bidding and prepares and distributes the Department's Action Agenda to the Board of Public Works. The unit also prepares and distributes the agenda of the Procurement Review Board. Monthly, the unit compiles a Procurement Agency Activity Report that describes transactions approved by the Procurement Review Board.

PRINTING & PUBLICATION DIVISION

William E. Culen, *Manager*

301 West Preston St., Room M-8
Baltimore, MD 21201 (410) 225-4430

The Printing and Publication Division evolved from certain functions of two agencies: the Purchasing Bureau and the Office Services Section. In 1970 the Office Services Section was formed within the Office of Central Services. When the printing purchasing functions of the Purchasing Bureau were combined with the Office Services Section, the Printing and Publication Division was created in 1974.

The Division assists State agencies with graphic reproduction, including printing, publishing, duplicating, photocopying, graphic design, typography and graphic art production. The Division helps State agencies set performance standards and goals for in-State duplicating and copying installations and prepares State specifications and standards for printing, publication, equipment, and supplies. All individual procurements of equipment, supplies and services for such activities are made by or through the Division and are subject to standards set by the Division (Code State Finance and Procurement Article, sec. 4-305). In addition, the Division provides agencies with duplicating and photocopying on a reimbursable basis from its Bal-

timore and Annapolis Duplicating Centers. These centers offer predominately same day service and short-run, short-schedule service not economically available from commercial sources.

The Division's courier system delivers interoffice mail and duplicating orders for State government in Baltimore and Annapolis. U.S. mail is picked up by Division personnel, metered with appropriate postage, and given to a contract firm for presorting.

The Division's Central Graphics Section provides layout and design services, including type selection, lettering, line drawings, arrangement of composite copy for photography, cover design, and preparation of camera-ready copy on a reimbursable basis.

INVENTORY STANDARDS & SUPPORT SERVICES DIVISION

William Lytle, *Manager*

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The Inventory Standards and Support Services Division originated as the Inventory Management Division in 1977 (Chapter 970, Acts of 1977). It received its present name in 1992. The Division manages the use of State government property. The Division plans and controls inventories of State materials, supplies, and food items. It establishes investment standards and controls for individual agencies to minimize the capital needed to meet inventory requirements. The Division issues policy guidelines and regulations, and provides technical assistance to State agencies on inventory controls, planning, storage, and distribution. The Division also manages the physical inventory and personal property disposal programs; the State's Office Waste Recycling Program; and the Vehicle Fuel Management Program.

MARYLAND STATE AGENCY FOR SURPLUS PROPERTY

Claude Misher, *Director*

P.O. Box 122
Brock Bridge Road
Jessup, MD 20794 (410) 799-0440

The Maryland State Agency for Surplus Property is a self-supporting public service. The Agency makes available federal surplus property to nonprofit health or educational institutions and public agencies in Maryland. Applications for eligibility to participate in the program are available on request. In addition, the Agency also takes possession of surplus property no longer needed by State agencies and makes it available to the general public and to public and private agencies and organizations that are federally tax exempt and meet federal criteria. Such property may be viewed at the Agency's warehouse in Jessup.

Originally organized in 1947, the Agency was established by Executive Order in 1955. The