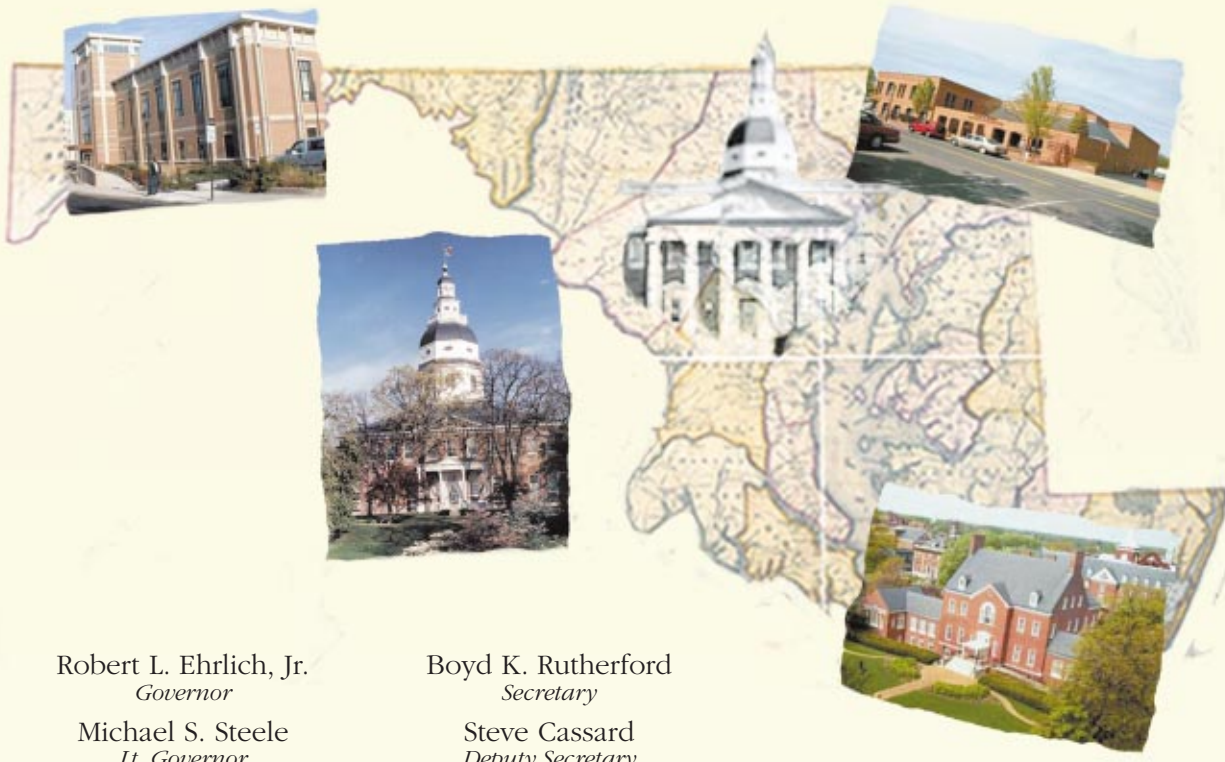




MARYLAND

Department of General Services
2004 Annual Report



Robert L. Ehrlich, Jr.
Governor
Michael S. Steele
Lt. Governor

Boyd K. Rutherford
Secretary
Steve Cassard
Deputy Secretary



Message From Governor Robert L. Ehrlich, Jr.

The impact that the Department of General Services has when it successfully achieves its mission extends throughout the State and to future generations of citizens and State employees. From the purchase of road salt to the construction of a State Police Barrack to the security and maintenance of our buildings, DGS is well focused on its core mission — Customer Service.



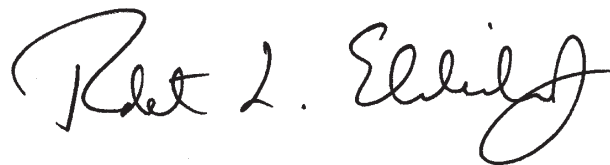
As a primary procurement agency, DGS competitively makes purchases that benefit Maryland taxpayers. The Ehrlich-Steele Administration embraces sensible, productive relations between government and businesses, and using the State's resources to help the economy remain strong.


One of those resources is *eMaryland Marketplace*, an innovative business tool that provides an efficient means to improve vendor access to State procurement information. *eMaryland Marketplace*, along with the new Small Business Reserve program, provide greater opportunities for small and minority businesses, secure competitive prices, and enhance the efficiency and timeliness of the procurement process.

Thanks to DGS and the Governor's Office of Homeland Security, we have launched an Internet-based emergency management equipment ordering system that assists local government agencies in the purchase of first-responder, emergency management equipment.

DGS played a major role in the long-term Tropical Storm Isabel recovery efforts, mobilizing its capabilities, conducting damage assessments, providing logistics support and taking a prominent role in the clean-up of contaminated soil, all of which were essential to statewide recovery efforts.

DGS, and its dedicated and professional State employees, continues to focus on our critical priorities and is helping forge long-term solutions. We are all working to achieve a better Maryland for everyone.

A handwritten signature in black ink that reads "Robert L. Ehrlich, Jr." The signature is fluid and cursive.



Message From the Secretary

As always, the Department of General Services seeks new ways to streamline its operations in order to serve Maryland taxpayers and State agencies in a more efficient manner. This goal was accomplished in dramatic and innovative ways in FY 2004.



- *eMaryland Marketplace* (eMM) conducted the first-ever Internet energy reverse-auction, which produced the avoidance of \$11 million in electricity costs. An unprecedented 13 percent of the energy will come from renewable sources.
- Governor Ehrlich signed House Bill 702 requiring all procurement advertising to take place on eMM by FY 2006.
- DGS launched a plan to evaluate and maximize the use of Maryland's real property assets that could result in significant cost savings or revenues to the State.
- Two days after Tropical Storm Isabel hit, DGS engineering/construction appraisal teams joined Federal Emergency Management Agency experts to determine initial damage assessment and recovery/repair costs for federal reimbursement.
- DGS played a key role in the long-term recovery effort to assist property owners in eight Maryland counties where Tropical Storm Isabel dislodged heating oil tanks contaminating the soil and leaching into the ground water.
- DGS continues to develop its Continuity of Operations Plan, which provides for the continuity of service among State agencies following a natural or man-made disaster

Our commitment to maintain accountability to the taxpayers of Maryland through efficient and fiscally responsible operations remains unflinching. The skill, competence, and spirit of our employees keeps DGS' customer service mission in focus.





MARYLAND DEPARTMENT OF GENERAL SERVICES

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MARYLAND DEPARTMENT OF GENERAL SERVICES

The Department of General Services (DGS) manages, operates, and maintains multi-agency State facilities; assesses State-owned facilities and manages the renewal funds of those facilities; provides full spectrum real estate support to include acquisition and disposal of any interest in real property in the name of the State; master plans and manages space in State-owned and leased facilities; provides professional and technical services for the design and construction of State public improvements (except those of the Departments of Transportation, Public Safety and Correctional Services, and the University System of Maryland); as a primary procurement agency, manages centralized procurement of materials, supplies and equipment used by State agencies; provides and manages centralized graphic reproduction capabilities including duplicating/printing, graphic design, and graphic art production; provides centralized inventory standards and controls; provides document imaging services; manages records of State agencies; and manages the Maryland State Agency for Surplus Property.

By statute, the Secretary of General Services advises the Board of Public Works and any unit of State government on public improvements and construction matters, and serves as a member of a number of boards and committees.

MISSION

The Department of General Services serves Maryland and its citizens by ensuring State agencies are able to achieve their respective missions in a safe, efficient, and effective manner.

KEY GOALS

- Goal 1: Improve efficiencies throughout the Department
- Goal 2: Provide a safe and secure environment for State employees and visitors
- Goal 3: Provide best value for customer agencies and taxpayers
- Goal 4: Maintain a professional workforce and workplace
- Goal 5: Carryout social, economic, and other responsibilities as a State agency





OFFICE OF THE SECRETARY

The Secretary of General Services is the chief executive officer of the Department with responsibility for the Department's programs, services, and budget. Pursuant to §4-403 and 4-406 of the Annotated Code of Maryland, the Secretary also advises and assists the Board of Public Works and other units of State government in matters which are under the jurisdiction of the Department. The Secretary serves as construction advisor to the State Board of Public Works and the Executive Department, the Electricity Deregulation Advisory Committee, and the Government House Trust. The Secretary is also a member of the Procurement Advisory Council, the Maryland Food Center Authority, the Interagency Council for Public School Construction, the Chesapeake Bay Cabinet, the Hall of Records Commission, the Maryland Security Council and the Information Technology Board.

The Deputy Secretary advises the Secretary, plans, strategizes, performs special functions, and shares responsibility for management of the Department.

FY 2004 Highlights

- Improved customer service by implementing customer service surveys, with oversight from a customer service liaison.
- Coordinated emergency response plans with the Maryland Emergency Management Agency, including the response to Tropical Storm Isabel and the creation of a DGS Continuity of Operations Plan.
- Participated in the Preferred Provider Taskforce which resulted in the development of 14 recommendations.

OFFICE OF EXTERNAL AFFAIRS

The Office of External Affairs directs public relations, legislative initiatives, business development, and customer service activities for DGS. The primary goals of this office are to promote DGS, provide legislative direction to the Secretary, and coordinate efforts to ensure that customer needs are met.

Public relations efforts include the development, coordination, and implementation of a comprehensive program for the Department. Activities include proactive media relations, preparation of news releases, publications, speeches, and coordination of special events within the Department and in support of the Office of the Governor and DGS customer agencies.

The Office of External Affairs coordinates departmental policy and provides direction and support to the Secretary in matters relating to all branches of State government. This includes establishing the Department's legislative agenda and analyzing the impact of proposed legislation; representing the Department's position to the Governor's Legislative Office, other agencies, and members of the General Assembly; and coordinating and reviewing mandated reports and studies. Currently, the Office is responsible for 23 mandated reports.

The Office is responsible for the development and assessment of the Managing for Results Initiative, ensuring that DGS' mission, values, and goals are attained through the implementation of strategic planning, effective policies and procedures, and measurable objectives.

The Office of External Affairs is also responsible for business development and customer service. The DGS Services unit works within the Department to ensure effective coordination of customer agency needs. Customer agencies have a single point-of-contact within DGS to address any of their concerns, allowing them to carry out their missions in a more timely and efficient manner.



OFFICE OF THE SECRETARY

EMERGENCY MANAGEMENT

The Deputy Secretary and a coordinating team serve as the DGS liaison with the Maryland Emergency Management Agency (MEMA) and the Governor's Office of Homeland Security by acting on behalf of the Secretary in matters involving DGS and departmental resources in the event of a natural disaster or civil emergency. In such an event, DGS provides essential Emergency Support Functions such as engineering services, public works recovery, debris management, and supplemental resource support. The Deputy Secretary and the Assistant Director of External Affairs are coordinating the development of a DGS Continuity of Operations Plan (COOP) which will ensure that in an emergency, we will provide the essential services that our customers and State citizens depend on in a timely and organized manner.

TROPICAL STORM ISABEL

In its emergency support function, DGS played a major role in the assessment and the long-term recovery efforts after Tropical Storm Isabel struck Maryland on September 18, 2003.

- Two days after Tropical Storm Isabel hit, an 11-member engineering team from DGS Facilities Planning, Design, and Construction Division joined Federal Emergency Management Agency (FEMA) experts on Damage Assessment Teams that fanned out across the State over a three day period to determine initial damage assessment and recovery/repair costs for Federal reimbursement.
- A four-member DGS construction/appraisal team joined Maryland Department of Transportation staff for a six week assignment to perform public property damage assessment and repair cost estimates.
- With DGS procurement assistance, generators, pumps, emergency lighting and fuel were made available to local governments and non-profits via DGS State contracts.
- DGS made available to local jurisdictions statewide contracts for the hauling and disposal of storm-related debris.
- DGS Surplus Property trucks (four tractor-trailers) picked-up and delivered 12,600 gallons of bottled water to Cambridge, Dorchester County.
- DGS facilitated the procurement of 2,000 gallons of chlorine bleach to be used in Dorchester County for the disinfecting of wells.
- The DGS Surplus Property facility was a staging/distribution location for 5,000 sheets of plywood donated by the Lowes Corp. The material was distributed to Anne Arundel and Baltimore counties.
- At the request of the Maryland Port Administration, DGS located microfilm documents related to the mechanical and electrical design specifications for Baltimore's World Trade Center, which sustained severe flood damage.
- Collaborating with the Maryland Department of the Environment (MDE), DGS contracted with six geotechnical assessment teams to inspect more than 400 private properties in 12 Maryland counties where there was soil contamination, the result of overturned outdoor heating oil fuel tanks. Of the 416 home sites assessed, 170 required remediation, which was accomplished by 12 DGS-contracted construction firms. The approximate cost of the soil remediation was \$2.25 million with 75 percent of the cost provided by FEMA.
- Before the clean up could begin, the MDE obtained legal permission to enter homeowners' properties to assess the extent of contamination. Armed with 416 site access agreements, DGS utilized the expertise of five geotechnical consulting firms to survey the sites. These teams collected and tested soil samples from the properties to determine the extent of contamination and the amount of soil that needed to be removed. Of the 416 sites, 170 sites in eight counties required remediation. DGS coordinated with 12 contractors to remove the soil and replace it with clean fill dirt, then restoration of the sites with topsoil, grass seed and straw mulch. DGS also coordinated having the contaminated soil hauled to appropriate sites for disposal.



OFFICE OF THE SECRETARY

LEGAL DIVISION

The Legal Division was established in accordance with legislation which requires the Attorney General to “act as the legal advisor to the Department.” At present there are six Assistant Attorneys General who function as “in-house counsel” to the Department and two additional attorneys in the Contract Litigation Unit of the Attorney General’s Office who devote time to DGS litigation and are funded out of Departmental funds on a reimbursable basis to the Attorney General.

Duties of the Legal Division include responsibility for court cases, reviewing and preparing contract documents, and providing both formal and informal legal opinions on a regular basis to the Department’s personnel. The Legal Division also assists the divisions of the Department on issues requiring legal assistance. These include the following:

- Architectural/Engineering selection and procurement
- Advice and counsel to the Secretary
- Affirmative litigation
- Approval of contracts for form and legal sufficiency
- Bid protests
- Defense of construction litigation
- E-Commerce initiatives
- Law Enforcement Officers Bill of Rights
- Leases
- Legislation
- Minority Business Enterprise participation
- Personnel hearings
- Preservation easements
- Procurement law
- Public Information Act requests
- Regulations
- Sale and acquisition of real property
- Tort claims

FY 2004 Highlights

- Guided DGS into becoming the first State procurement agency to accept electronic bid bonds.
- Helped streamline the agricultural easement acquisition process.
- Played a key role in facilitating the successful acquisition of the Bloomsbury Square Housing Project in Annapolis, part of which will be used for the Lowe House Office Building addition.



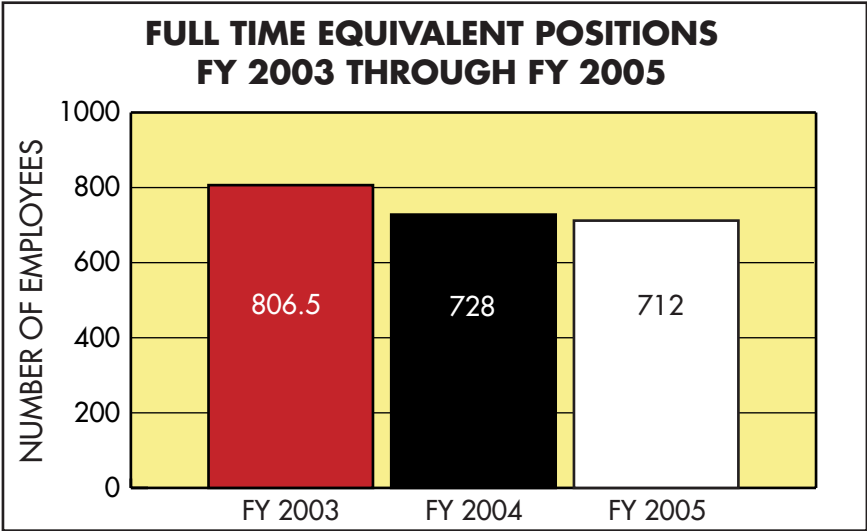


OFFICE OF ADMINISTRATION

The Office of Administration encompasses three units: Personnel, Fiscal Services, and the Information Technology Group. Each unit provides administrative support in order to help accomplish the Department's key goals.

PERSONNEL

The Personnel operation directs, manages, and coordinates all areas of human resources and collective bargaining for the Department. This includes setting policy and procedural guidelines to ensure compliance with State personnel law and regulations. Personnel activities include: recruitment, salary determination, position classification and promotion, disciplinary actions, employment counseling, health benefits, employee assistance, medical referrals, reporting of accident leave, employee's leave bank, mandated drug testing, budget and staff projections, ADA compliance, grievance resolution, EEO and Affirmative Action compliance, complaint resolution, arbitration of employer/employee disputes, training initiatives, employee award programs, as well as representing management before the Office of Administrative Hearings.



Reduction of 94.5 PINs from 2003 to 2005 represents a 11.71% decrease..

FY 2004 Highlights

- Recruited 35 new employees that effected our Statewide EEO diversity goals
- Provided 780 hours of training toward maintaining a professional workforce



OFFICE OF ADMINISTRATION

FISCAL SERVICES

The Unit provides accounting and budgeting services to the Department. Fiscal Services is comprised of three primary sections: statewide capital projects accounting, operating accounting, and budget management. This unit provides guidance to management on various fiscal and budgetary matters; represents the Department's views on fiscal and budgetary issues to outside agencies and the public; accounts payable; accounts receivable; payroll; leave keeping; fixed asset management; forecasting of revenues and expenditures; budget preparation; and accounting and financial reporting.

FY 2004 Highlights

- Paid 11,563 out of 11,671 invoices, in a timely manner, an on time percentage of 99.07 percent.

INFORMATION TECHNOLOGY GROUP

This unit is responsible for automation of DGS processes to support departmental activities. Responsibilities include vendor and product selection, systems development, systems installation and integration, data center operations, system maintenance, and end-user support.

FY 2004 Highlights

- Information technology services contract approved and in operation.
- Subscribed to e-mail spam and virus scanning service reducing unnecessary incoming e-mail by nearly 70 percent. The Department has not experienced a successful virus attack since the start of this service.
- The DGS Annapolis Metropolitan Network (AMAN) has been completed. The Annapolis Energy Management System is currently running over AMAN and future plans are to move the Department's Security systems to this same network.





The Department of General Services Police (DGSP) provides law enforcement and security for the Annapolis and Baltimore State Office Centers. DGSP is comprised of sworn police officers, security officers, and police communication officers. DGSP continues to work closely with allied law enforcement on matters of mutual concern.

ANNAPOLIS DETACHMENT

The Annapolis Detachment of DGS Police provides law enforcement and security for 19 buildings, including the Maryland State House, the Revenue Administration and the Goldstein Treasury Buildings, as well as the Lowe House Office Building and the James and Miller Senate Office Buildings. In addition, the detachment covers five parking garages and 11 surface parking lots. Annapolis officers also handle both scheduled and unscheduled demonstrations held on State property and coordinate closely with the Annapolis City and Maryland State Police Departments on traffic enforcement and other security matters.

BALTIMORE DETACHMENT

The Baltimore DGS Police Detachment provides law enforcement and security for 11 buildings, six State parking lots and four parking garages. The buildings include the Baltimore State Office Center at 201, 300, 301 West Preston Street, the Fifth Regiment Armory, the William Donald Schaeffer Tower, the Public Defender Building, Saratoga State Center, Civic Plaza, 2100 Guilford Avenue, 500 North Calvert Street, and 201 Saint Paul Street.

FY 2004 Highlights

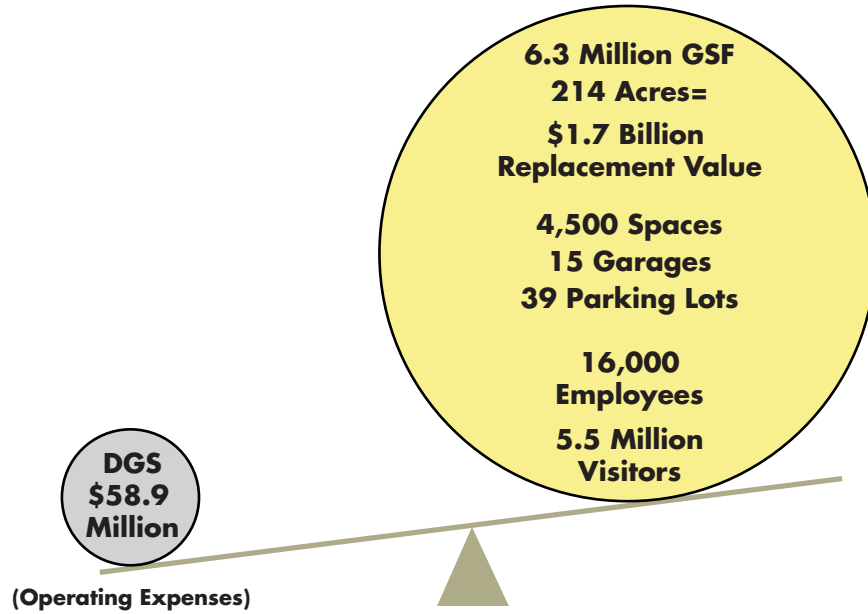
- Successfully launched reorganization of the Department. As a result of a nationwide search Warner Sumpter, whose career spans 35 years with the Maryland Army National Guard and Maryland State Police was sworn in as new Chief of Police.
- A Chief of Staff position was created and filled, providing advisory and administrative support to the Chief.
- Continued to forge relationships with allied Law Enforcement, including the Maryland State Police, Executive Protection and the Baltimore City Police Department.
- Restructured the Criminal Investigation Division.
- Became a member of the MSP Tactical Operation Center (TOC) which is comprised of Maryland State Law Enforcement agencies whose core mission is sharing intelligence as part of the State's Homeland Security efforts.





DGS POLICE AND FACILITIES OPERATIONS AND MAINTENANCE

SECURITY AND OPERATION SERVICES LEVERAGED



	Employees (FTE)	Appropriations (All Funds)
● Security; Salaries; Contracts; Support	233.00	\$ 13,104,489
● Operations & Maintenance Salaries	235.00	11,348,212
● Utilities		11,192,151
● Maintenance & Janitorial Contracts		10,767,405
● Capital Lease Payments		5,296,250
● Administration Overhead	27.12	3,654,363
● Facilities Operation Cost		3,523,981
	<hr/> 495.12	<hr/> \$ 58,886,851



FACILITIES OPERATIONS AND MAINTENANCE

The Facilities Operations and Maintenance Division is responsible for establishing policy and directing the statewide operation and maintenance of 56 buildings with 6.3 million square feet of space under the Department of General Services' authority. The Division oversees two principal office centers - Annapolis Public Buildings and Grounds and Baltimore Public Buildings and Grounds - along with 15 regional Multi-Service Centers. Staffs at each of the complexes and the Multi-Service Centers provide both preventive and routine maintenance as well as major repairs, alterations, improvements, and housekeeping services to support other State agencies.

In the interest of reliability, responsiveness, and cost effectiveness, the Department accomplishes the majority of its mission by employing maintenance, trades and other special service personnel to support the operations, preventive maintenance and repair services. The Department is supplemented with specialized support by private contractors for a full range of facility services to meet State requirements.

ANNAPOLIS PUBLIC BUILDINGS AND GROUNDS

Annapolis Public Buildings & Grounds (APB&G) operates and maintains the State Office Center in Historic Annapolis. APB&G oversees 27 State-owned buildings encompassing more than 2 million square feet on 49 acres of landscaped areas and 24.5 acres of parking lots. The buildings house approximately 4,700 State employees and elected officials. Among the buildings the division maintains are: the State House, House and Senate Office Buildings, the Legislative Services Building, the Treasury Building, the Revenue Administration Building, the five-building Tawes Office Complex, the Courts of Appeal Building, the Robert F. Sweeney District Court Building, the Maryland State Police Barrack "J," the Maryland State Archives Building, the Jeffery Building and Shaw House. In addition, APB&G is responsible for maintenance and daily operations of the Annapolis Day Care Center, the Crownsville People's Resource Center in Anne Arundel County, and the Governor's residence, Government House.

Response to Customer Satisfaction Survey

CATEGORY	SATISFIED	NEEDS IMPROVEMENT	N/A	% SATISFIED	% NEEDS IMPROVEMENT
Timeliness of service provided	84	15	2	83%	17%
Quality of service provided	80	18	1	82%	18%
Responsiveness of DGS staff to your inquiries	94	8	3	92%	8%
Professionalism of DGS staff	97	8	0	92%	8%
Courtesy of DGS staff	103	1	0	99%	1%
Cleanliness of restrooms	70	34	0	67%	33%
Adequacy of restroom supplies	77	27	0	74%	26%
Cleanliness of your building	71	33	0	68%	32%
Temperature in your building	60	45	0	57%	43%
Overall grounds condition	84	17	1	83%	17%
Overall level of service	88	15	0	85%	15%

In January 2004, FOM sent Customer Satisfaction Surveys to all 188 members of the General Assembly to determine the quality of the work environment in the legislative buildings in Annapolis. Of the 188 surveys sent, there were 105 responses.



FACILITIES OPERATIONS AND MAINTENANCE

FY 2004 Highlights

- Successfully secured the Complex in anticipation of Tropical Storm Isabel, which ensured minimal damage to the buildings and critical equipment.
- Facilitated roof replacements and elevator renovation projects including the Tawes Complex, 45 Calvert Street and the Courts of Appeal.
- Renovated multiple electrical services and emergency power systems throughout the Complex.
- Assisted in the planning and implementation of construction projects including demolition of the old Bloomsbury Square, the fourth floor addition to the James Building, and the installation of a second cooling tower at the Hall of Records.
- Completed security projects at Government House.

BALTIMORE PUBLIC BUILDINGS AND GROUNDS

Baltimore Public Buildings & Grounds (BPB&G), which includes the Inner Harbor Complex, is responsible for the operation and maintenance of 14 State-owned buildings in Baltimore City and surrounding counties. The buildings house approximately 8,400 State employees with BPB&G maintaining over 3.0 million square feet, 100 acres of landscaped area and 21 acres of parking. The buildings include: the Baltimore State Office Center at 201, 300 and 301 West Preston Street; 2100 Guilford Avenue; the William Donald Schaefer Tower; the Public Defender Building; Saratoga State Center; Woodstock Job Corps Center; Hilton Heights Community Center; and Civic Plaza. Management at BPB&G also oversees the State Records Management Center; State Use Industries offices and warehouse, the Motor Fuel Lab in Jessup, and the Maryland State Agency for Surplus Property in Jessup.

FY 2004 Highlights

- Supported the replacement of the main telephone switch gear for the State Office Center; replaced emergency phones throughout the Preston Street complex.
- At the 201 W. Preston Street building, FOM installed new overhead door to the loading dock and facilitated implementation of Lab security upgrades.
- Renovated the 300 building auditorium, the Governor's Office of Children, Youth and Families, DGS Police, the Department of Aging, and DBM. Also renovated spaces at Saratoga Center and painted the lobbies of the Public Defender building.
- Completed major repairs to the flag pole, replaced the fire pump/valves for the sprinkler system and replaced the cooling tower plenum at Schaefer Tower.
- Made security related improvements to the parking lot at the 2100 Guilford Avenue building and installed emergency lights at Civic Plaza.

MULTI-SERVICE CENTERS/DISTRICT COURT OPERATIONS

The Multi-Service Center (MSC)/District Court Operations are responsible for the operation, maintenance and security of 14 District Court/Multi-Service Centers across the State. These facilities encompass more than 1.3 million square feet on 44.2 acres of landscaped areas and 18.4 acres of parking lots. These facilities are: Arbutus/Catonsville MSC in Baltimore County, Mary E. Risteau MSC in Bel Air, Edward F. Borgerding MSC in Baltimore, Carter M. Hickman MSC in Centreville, John R. Hargreaves MSC in Denton, Elkton MSC in Cecil County, Ellicott City MSC, Essex/Rosedale MSC, George M. Taylor MSC in Glen Burnie, J. Louis Boulbitz DC in Hagerstown, W. Paul Martin MSC in Salisbury, Shillman Building in Baltimore, Carroll County DC in Westminster, and the John R. Hargrove, Sr. DC in South Baltimore. More than 2,700 State employees work in the Multi-Service Centers.



FACILITIES OPERATIONS AND MAINTENANCE

FY 2004 Highlights

- Continued to restructure the organization to incorporate geographic regions that provide more opportunity to share resources and improve customer service.
- Continued preparations for the opening of the Silver Spring District Court.
- Security initiatives included installation of entrance lights at Shillman Building and the installation of a card reader system for the garage entry at Bel Air.

PORTFOLIO MANAGEMENT DIVISION

The Portfolio Management Division is responsible for issues related to space assigned to State agencies in DGS-operated buildings. In addition, employees develop, maintain, and analyze a database of space allocations upon which decisions are made for long-range space assignments, leasing programs, and Master Plan construction programs.

The Division identifies rent owed to DGS by tenant agencies. This involves reviewing agency budgets to determine the percentage of Federal, special and reimbursable funding, the basis for the calculation of rent owed to DGS. The Portfolio Management team also responds to agency requests for space in DGS-operated buildings, identifies locations that become vacant, and assists with subsequent planning to ensure the most efficient use of those areas.

FY 2004 Highlights

- Completed statewide assessment of space in support of the Workplace Improvement Initiative. This multi-year program begins the process of carpet replacement in DGS-operated buildings, with an emphasis on safety.
- Facilitated backfill of space in Jeffery Building with the Governor's Office of Homeland Security, the Maryland Department of Planning, and the Department of Veterans Affairs.
- Relocated DHMH, MSP, and MDOT Legislative offices to 45 Calvert Street; provided additional legislative space for the Department of Aging and the Governor's Office of Children Youth and Families.

ENERGY MANAGEMENT

The addition of an Energy Manager in FY 2004 highlights the Department's commitment to promote energy efficiency and conservation initiatives to save energy and reduce costs.

FY 2004 Highlights

- Modeled DGS Energy Management Program under the guidelines of the Federal Energy Management Program.
- Provided technical support to review effectiveness of energy performance contracts relative to environmental control and annual guaranteed savings.
- Established and maintained utilities monitoring database; analyzed utility bills for accuracy and usage trends.





REAL ESTATE

The Office of Real Estate is responsible for establishing policy and for directing all real property functions of three units: the Land Acquisition and Disposal Unit, the Lease Management and Procurement Unit and the Valuation and Appraisal Unit. Along with management oversight the Assistant Secretary is responsible for communicating with the leadership of client agencies, State and local elected officials, private property owners and brokers, and the Board of Public Works.

Land Acquisition and Disposal

The Land Acquisition and Disposal Unit is responsible for the acquisition and disposal of real property for all State agencies, with the exception of the Department of Transportation’s transactions for highways, roads and bridges. Acquisition activities include obtaining and compiling real property information for ordering titles and appraisals, evaluating the property condition via due diligence, conducting negotiations with property owners/representatives, securing purchase option agreements, rights-of-way and easements, pursuing the powers of eminent domain, and preparing Board of Public Works action items for approval.

The Unit receives special funding for its support of Program Open Space from the Department of Natural Resources. The Unit is also responsible for the disposal of excess real property and intergovernmental property transfer, after such a recommendation is made by the Maryland Office of Planning. Disposition is usually in the form of a sale for fair market value through requests for bids, requests for proposals or requests for expression of interest.

The Unit presented 23 purchase and sale agreements, options, and easements to the Board of Public Works for a total FY 2004 transaction value of \$4,013,779.

	FY 02	FY 03	FY04
New Program Open Space Cases	56	20	62
POS Cases Approved by BPW	26	5	1
POS Acres Acquired	3,376	11,081	1,615
POS Acquisition Costs	\$10.8m	\$9.4m	\$3.8m
GreenPrint Acres Acquired	4,184 acres	16,129 acres	-
GreenPrint Acquisition Costs	\$23.1m	\$12m	-
Other Acquisitions Approved by BPW	39	3	0
Other Acquisition Costs	\$34.8m	\$11.9m	0
Transactions Approved by BPW w/no consideration	0	20	18
Total # of Disposals	0	4	4
Total Value of Disposals	0	\$2.7m	\$157,893



REAL ESTATE

The Unit receives special fund support from the Maryland Agricultural Land Preservation Foundation through the Department of Agriculture for its support of the Agricultural Easement Program. In FY 2004, the Unit presented to the Board of Public Works six easement options valued at \$2.4 million.

	FY 02	FY 03	FY 04
Ag Easements Approved by BPW	144	68	6
Ag Easement Acreage	14,041	12,684.80	570.134
Ag Easement Costs	\$25.5 m	\$15.2 m	\$961,354.95
GreenPrint Ag Easements Approved by BPW	27	17	3
GreenPrint Ag Easement Acreage	4,000	3,480.99	568.02
GreenPrint Ag Easement Costs	\$6.5 m	\$5.6 m	\$1.4 m

Valuation and Appraisal

The Valuation and Appraisal Unit oversees real property valuation issues for all State agencies, except MDOT and USM. The valuation issues include, but are not limited to, preparing preliminary estimates of development potential and contracting for private fee appraisals. It is responsible for reviewing for form, fact, and legal sufficiency the independent appraisals of the properties to be acquired. Valuation recommendations are made to the Assistant Secretary for a determination of a property's approved value. This Unit also evaluates appraisals for Capital Grants and Loans and disposal of State real property assets and it conducts staff appraisals and other real estate related studies.

	FY 02	FY 03	FY04
Appraisal Reviews	865	1,015	524
Staff Appraisals	123	142	32
BPW Items	133	N/A	N/A

Lease Management and Procurement

The Lease Management and Procurement Unit acquires and manages new and renewal leasehold agreements for real property between State agencies (excluding USM and certain MDOT actions) and commercial and governmental landlords. This includes soliciting lease proposals in approved geographic boundaries, evaluating requests for proposals, negotiating rental rates, terms and conditions with the apparent winner, reviewing and approving space modifications; preparing lease documents, establishing standards for the use of office space, and preparing action agenda items for Board of Public Works approval.



REAL ESTATE

The Unit also inspects leased property to enforce lease terms.

Current Annual Lease Inventory

	Annual Rent	Measured Space	No. of Leases
Office/Storage	\$ 66,805,169	4,711,104 nusf	372
Parking	\$ 3,055,694	6,159 spaces	66
Revenue Leases	\$ 5,891,427	—	278
Office	\$ 1,191,115	—	20
Other	\$ 251,300	—	116
Tower	\$ 409,230	—	42
Land	\$ 4,039,782	—	100

Employee housing leases were completed for 179 occupied units totaling \$287,339 annually in rental payments. (This represents a \$7,532 rental increase over FY 03.) There are 18 vacant units. The three year cycle for rent evaluations has commenced. The Military in Havre de Grace and DHMH Springfield Hospital Center are completed with minimal rent increases. With closing of Crownsville, the program will be reduced by at least 20 units for FY 05.

	Leases to BPW	Value	RFPs Issued	Neg Rent Savings	Escalation Review Savings	Excess Fit Up Review Saving
FY01	100	\$106,223,257	12	\$597,244	\$71,013	
FY02	150	\$86,031,449	10	\$3,842,426	\$317,150	
FY03	102	\$62,248,081	22	\$5,543,636	\$100,438	\$208,877
FY04	89	\$47,547,587	8	\$1,791,834	\$168,766	\$48,998

In FY03 we began tracking savings from excess fit up review savings

FY 2004 Highlights

- Lease Management and Procurement handled the reassignment of space from the Secretary of State in Annapolis to the Public Defender avoiding a \$175,820 charge for terminating the lease and a rent savings of \$673,964 for the Secretary of State. The Public Defender's Office will also have a resulting rent reduction savings of \$32,895.
- Renegotiated CSX and Aggregate Industry land leases in Jessup resulting in a rental value of \$6,154,660 over the respective lease term, representing a \$2,874,800 increase in revenue over the previous lease term.





FACILITIES PLANNING, DESIGN AND CONSTRUCTION

The Facilities Planning, Design and Construction Division (FPDC) is responsible for the management and direction of four units: Project Management and Design; Construction; Maintenance Engineering; and Energy Projects and Services. Support staff includes a project cost center and a management information team. FPDC develops and implements policies, procedures, regulations, and standards to assure that programs and services meet the needs of its State agency customers. These customers include DGS, DHMH, DJS, DMIL, District Courts, DNR, DHR, DMSP, DBED, DLLR, DHCD, MDVA, MD Schools for the Deaf, Higher Education, local governments and nonprofit agencies (Grant & Loan Program), Community Colleges, and the Inter-Agency Committee on Public School Construction. Other agencies requesting support include: St. Mary's College of Maryland, Morgan State University, DPSCS, MES, MAIF, and the Maryland State Retirement Agency.

The Assistant Secretary is responsible for Statewide Executive Branch Capital Project program review, which includes providing feasible alternatives, cost estimates, technical review comments, and design and construction schedules. The Assistant Secretary is also responsible for Architect/Engineer (A/E) selection for all projects (with the exception of USM and MDOT).

FY 2004 Highlights

Negotiated 97 design contracts totaling \$11.7 million
Estimated Construction Value - \$271.7 million

As the engineering and facilities advisor to the Governor and the BPW, the staff provides support to the Secretary as well as to task forces and committees, e.g., Interagency Committee on Public School Construction, Economic Growth and Resource Protection Planning Committee, Asbestos Oversight Committee, Chlorofluorocarbon (CFC) Task Force, the Maryland Building Rehabilitation Code Advisory Council, the Lower Western Shore Tributary Team/Maryland Green Building Network, the Maryland Green Buildings Council, and the Task Force to Study Lighting Efficiency and Light Pollution in Maryland.

PROJECT MANAGEMENT AND DESIGN

Project Management & Design (PM&D) verifies and amplifies project scopes and definitions, reviews and approves capital programs, establishes project schedules; coordinates with using agencies, grantees, and the DBM Office of Capital Budgeting; appears before legislative budget committees; develops architect/engineer contract scopes of work; and monitors construction budget and project schedules during design and construction. The Project Management staff provides a single point of contact for the using agencies' Capital Improvement Program projects. The project managers provide oversight review and recommend approval of change orders during construction. They also monitor funding expenditures and appropriation balances. In FY 2004, the Project Management staff conducted seven A/E selections over \$200,000, under the authority of the General Professional Services Selection Board.

PM&D staff managed the completion of design contracts, conducted successful procurements for construction contractor selections and awarded construction contracts for several important projects across the State during FY 2004. These include: the \$27.8 million addition and alterations to the Thomas Hunter Lowe House of Delegates Building in Anne Arundel County; the \$23.8 million Forensic Science Laboratory for the Maryland State Police in Baltimore County; the \$5 million dormitory renovations at the Public Safety Training Center in Carroll County; the \$4.7 million Food Service Center and the \$4 million replacement of the electrical distribution system at the Springfield Hospital Center in Carroll County; the \$4.2 million Easton Barrack "I" and Garage for the Maryland State Police in Talbot County; and the \$1.7



FACILITIES PLANNING, DESIGN AND CONSTRUCTION

million new water tower and the \$1.3 million student services building parking lot at St. Mary's College of Maryland in St. Mary's County.

The multi-discipline Design Team provides technical reviews of construction documents and approves the final construction documents for bidding and construction. The Design Team also provides technical consultation services to using agencies to investigate problems or new requirements at user facilities and recommends solutions or modifications. PM&D responded to more than 30 requests for special assistance from State facility managers during FY 2004. The unit also supports the Office of Real Estate by performing building assessment inspections and preparing building condition reports for prospective property acquisitions.

PM&D also reviews public school and community college construction projects. For FY 2004, the legislature approved \$127 million for public school construction and \$42.6 million for community college construction. Total construction value of these projects is estimated to be \$573 million. Community college contracts awarded in FY 2004, representing 116 contracts in 21 counties, totaled \$66.7 million.

This Unit is also responsible for the Capital Grant and Loan Program, involving administrative and technical support for over 398 grant recipients and projects with an estimated construction value of \$688 million. Responsibilities include program and design review and accountability of funds associated with the program. Capital Grant and Loan contracts awarded in FY 2004 totaled \$380,904,882.

ENERGY PROJECTS AND SERVICES

Energy Projects and Services' (EP&S) mission is to assist State agencies in reducing energy consumption and unit costs, improve building indoor air quality, and optimize equipment life in State facilities by providing building system commissioning and quality equipment service. EP&S is responsible for the following programs:

Energy Performance Projects

This program provides capital upgrades (heating, cooling, ventilation, central plant, peak power generation, electrical distribution, energy management systems, lighting) for State agencies, using funds financed all or in part from reduced energy consumption by a legislature-mandated minimum of 15 percent per square foot by 2010, of which 10 percent is expected by 2005 compared to the year 2000 base. DGS also oversees monitoring and verification of actual savings throughout the payback period to insure that the guaranteed savings are met.

Energy Performance Projects Awarded in FY 2004

\$ Value of potential projects in initial and Phase I review:	\$ 2,800,000
\$ Value of projects awarded (including maintenance for life of payback period):	\$ 882,000
Capital funding 100% financed from energy savings:	\$ 1,699,000
\$ Value of maintenance projects presently in initial and Phase I review:	\$ 680,000

Chlorofluorocarbon Phase-out Program

This program manages a Statewide capital program to replace chilled water systems that use environmentally damaging CFCs. The U.S. Environmental Protection Agency has recognized Maryland's CFC Program as the first statewide program to eliminate ozone-depleting CFC refrigerant in the United States.



FACILITIES PLANNING, DESIGN AND CONSTRUCTION

Energy Phase-out Projects Awarded in FY 2004

\$ Value of projects awarded:	\$1,033,000
Lbs. of CFC removed from State's inventory of chillers:	1,430 lbs.

CONSTRUCTION

The mission of the Construction Unit is to inspect and supervise private contractors as they alter, renovate, or construct State buildings. By monitoring their work, the Unit ensures that construction conforms to approved designs and specifications. The Construction Unit ended FY 2004 with 82 projects worth \$143 million under construction, 28 projects worth \$84.8 million in the punch list stage, and 29 projects worth \$103.4 million awaiting final payment for a total workload of 174 projects valued at \$104.6 million. A total of 12 projects valued at \$74.7 million were completed in FY 2004. In addition, there were 418 projects under warranty, valued at \$269.6 million. During this period, 361 warranty inspections were performed.

FY 2004 – Major Capital Projects Completed

<u>Project</u>	<u>Cost</u> (in millions)
Bloomsbury Square Public Housing	\$8.4
Jefferson Patterson Park Museum, Goldstein Memorial Gallery	\$1.1
Enoch Pratt Library addition, Baltimore	\$11.2
State Police Barrack "F", Northeast	\$4.3
Patapsco Valley State Park, Greenway Trail	\$1.1
Baltimore City Community College, Liberty Campus Phase I	\$15.2
Public Safety Training Center, Springfield:	
Construction of academic and administration buildings	\$22.6
Renovation of two residential dormitories	\$5.2

Major Capital Projects Currently Under Construction

<u>Project</u>	<u>Cost</u> (in millions)
African-American Museum, Baltimore	\$21.8
New State Police Forensic Science Laboratory, Pikesville	\$23.8
House of Delegates Office Building alterations	\$27.8
Addition and alteration, Banneker-Douglas Museum, Annapolis	\$3.1
New Silver Spring District Court	\$15.6
St. Mary's College:	
Somerset Hall expansion and renovation	\$14.9
Public Safety Training Center, Springfield:	
Physical Training Center	\$4.6
Springfield Hospital Center:	
Electrical distribution replacement	\$4.1
Construction of Food Service Center	\$4.7
Construction of State Police Barrack "I", Easton	\$4.2
Construction of stone jetty at Matapeake Marine Terminal	\$1.8
Operations Maintenance Shop, Salisbury Armory	\$2.8
Jefferson Patterson Park Museum, construction of roads and parking	\$2.4



FACILITIES PLANNING, DESIGN AND CONSTRUCTION

MAINTENANCE ENGINEERING

Maintenance Engineering's mission is to implement Maintenance Management Services for State-owned facilities. This includes, but is not limited to, establishing policies and procedures, establishing and supervising a comprehensive and continuing program of maintenance and repairs of all public improvements, reviewing maintenance and operation of public improvements, resolving engineering questions and managing the Capital, Operating, Program Open Space, Critical Maintenance, Underground Heating Oil Tank Replacement and Hazardous Waste budgets. Maintaining existing resources is the primary directive of this unit and an important complement to Priority Places.

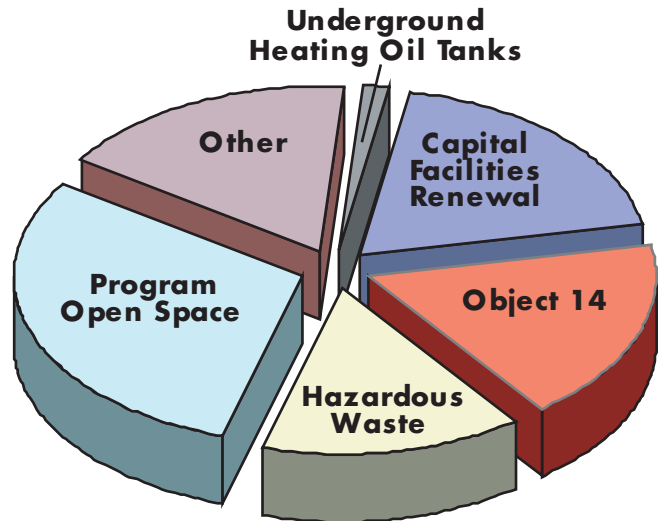
Maintenance Engineering is responsible for carrying out maintenance projects from conception through completion. In addition, the unit is responsible for asbestos and other hazardous material projects, whether as stand-alone projects or as part of larger renovation projects.

Besides the normal customer service requirements inherent in project management duties, the Unit responds to numerous unscheduled requests from various using agencies. For example, the Unit performs handicap accessibility projects as needed and is in charge of mold remediation and underground storage tank replacement projects.

In FY 2004, Maintenance Engineering's Roofing Unit inspected 141 roofs at 16 facilities and issued condition reports for each. Roof design reviews for major roof projects are performed at least twice, during the design development and the 95 percent phases. The Roofing Unit is instrumental in resolving roof problems discovered during the construction phase. Additionally, throughout the year, the Unit held seminars focused on selected roof topics.

During FY 2004, Maintenance Engineering's Assessment Unit inspected approximately 3.8 million gross square feet of State-owned buildings and reported on their maintenance condition. The ultimate goal is to inspect all State-owned buildings under the Department's jurisdiction every five years. Due to increased project management workload and several position vacancies, the amount of inspected gross square feet is reduced proportionately from last year.

Number and Type of Active Projects Managed by Maintenance Engineering Division of Facilities Planning



TOTAL PROJECTS = 391

Project	#	Value
Capital Facilities Renewal	75	\$ 19,597,350.00
Object 14 (\$2.5K - \$100K projects)	69	\$ 2,040,708.00
Hazardous Waste	58	\$ 2,915,110.00
Program Open Space	117	\$ 4,355,285.00
Other (UA Oper, etc.)	67	\$ 10,120,087.00
Underground Heating Oil Tanks	5	\$ 981,518.00
TOTALS	391	\$ 40,010,058.00





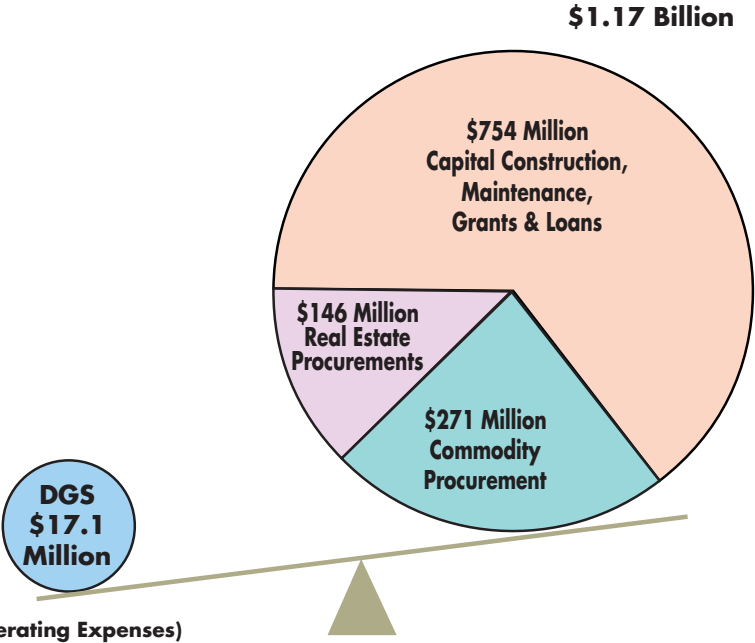
PROCUREMENT & LOGISTICS

DGS is a primary procurement agency with numerous responsibilities for purchasing a variety of goods and services statewide for State and local government agencies, as well as non-profit entities. The Division of Procurement and Logistics (P&L) is responsible for the planning, implementation, and coordination of a variety of services offered by DGS.

The Department's procurement office provides professional and technical support services to State and local government agencies; conducts central procurement of architectural and engineering services, commodities, construction, energy, facilities maintenance, and printing services. The professional procurement staff performs specialized contracting, bid/proposal administration, and bid security for all State government users except the University System of Maryland. The Technology unit administers Internet-based *eMaryland Marketplace*, a full-service interactive procurement system.

P&L is also responsible for the activities of the Minority Business Enterprise Office (MBE), Inventory Standards and Support Services Division (ISSSD), State Printing and Duplicating (SPD), the Maryland State Agency for Surplus Property (MSASP) and Records Management. MBE maximizes the business DGS conducts with minority-owned businesses participating in the State procurement process. ISSSD oversees statewide inventory of equipment, supplies and other materials. ISSSD also administers the State's 89-station Fuel Management System, including four compressed natural gas fueling sites, and the Department's fleet. SPD provides central support for all State government activities related to graphic design and printing. Records Management stores and services more than 150,000 cubic feet of State documents at the Records Center in Jessup, and advises agencies on records management.

PROCUREMENT SERVICES LEVERAGED



CONSTRUCTION, ARCHITECTURE/ENGINEERING AND CAPITAL MAINTENANCE

Construction, A/E, and capital maintenance procurement provides a broad spectrum of functions and administers contracts for Construction, A/E services, construction related services, and capital maintenance in a timely and cost effective manner.

	Employees (FTE)	Appropriations (All Funds)
● Facilities, Planning Design & Construction	106.62	\$ 7,404,991
● Procurement & Logistics	95.60	6,531,888
● Real Estate Management	30.55	2,115,081
● Administration Overhead	11.88	1,062,050
	<u>244.65</u>	<u>\$ 17,114,010</u>



PROCUREMENT & LOGISTICS

FY 2004 Highlights

- Implemented electronic processes to facilitate procurement including electronic fund transfer, electronic bid bonds and Virtual Plan Room.
- 80 Capital Maintenance Projects successfully solicited and awarded through eMaryland Marketplace at a value of \$15,171,568.
- 67 Construction Projects awarded for construction and construction-related services totaling \$74,161,240.
- Architectural/Engineering awarded 72 contracts at a value of \$14,568,452.
- 46 emergency procurements were awarded totaling \$26,766,389, largely as a result of the damage caused by Tropical Storm Isabel.

FACILITIES MAINTENANCE CONTRACTING

Facilities Maintenance provides support for day-to-day operations and upkeep of facilities; buildings and equipment. Typical service contracts under this program are for: security, janitorial services, pest control, equipment maintenance and repair, snow removal, comprehensive building management, trash removal, and recycling. This unit was proactive in working with the Department of Human Resources and the Baltimore City Department of Social Services to enhance hiring agreement initiatives.

FY 2004 Highlights

- Information technology services contract awarded to allow indefinite quantity, master task-order driven contracts to provide information technology support.
- Awarded 96 contracts totaling over \$25 million.

COMMODITY PROCUREMENT

Commodity Procurement continues in the forefront as a service-oriented program dedicated to providing leadership, assistance, and support in the acquisition of equipment and supplies that enable State agencies to complete their missions.

FY 2004 Highlights

- Conducted first-ever Internet "reverse auction", which will avoid \$11 million in electricity costs. An unprecedented 13 percent of the energy is from renewable sources.
- Awarded Statewide Natural Gas Supply Management renewal option for \$8 million.
- Contracts awarded for two Mobile Command Post Centers for statewide homeland security efforts.

BOARD OF PUBLIC WORKS ADMINISTRATION

Board of Public Works Administration supports the Department by formulating and disseminating the Department's Action Agenda to the State Board of Public Works (BPW), advising the Secretary on matters related to the agenda, processing contract awards made through the BPW and the Departmental Procurement Review Board (DPRB) including bonding and insurance verification, and management of the Bid/Proposal Administration.

In FY 2004, the BPW Administration has assisted the Department in processing 1,505 procurements through the BPW and the DPRB totaling \$722,527,437.

PROCUREMENT LAW AND STATE POLICY

Since first promulgated in 1982, State Procurement Law and regulations have been modified over time to further a number of social and economic goals.



PROCUREMENT & LOGISTICS

Preferred Provider Program

State law establishes a means of obtaining additional socio-economic benefits in the procurement process. This is accomplished by ensuring that the Department of Public Safety and Correctional Services' State Use Industries and businesses foster training and opportunities for physically and mentally handicapped citizens. These Preferred Providers have the first right of refusal for contracts to provide State agencies with goods and services contained in a Master List of products maintained and published by DGS.

Acceptable Recycled Products

The Acceptable Recycled Products List contains recycled items currently under State contracts, as well as other information which is also available on the DGS web site and is part of the State's effort to promote environmental sustainability. Maryland Procurement Law includes a price preference for recycled materials to further encourage their use.

Small Business Awards

Procurement law also provides a small business preference. DGS made 264 awards to small businesses in FY 2004 for more than \$5.3 million.

In State/Out State Purchases

As allowed by law, DGS is committed to the success of Maryland-based companies. The ratio of In-State/Out-of-State purchases continues to exhibit the careful attention P&L pays to Maryland businesses. During FY 2004, there were 918 In-State Awards totaling \$226.6 million vs. 434 Out-of-State Awards totaling \$176.6 million.

TECHNOLOGY

The Technology program provides support and training for the Advanced Purchasing and Inventory Control System (ADPICS) and *eMaryland Marketplace* (eMM), the State's Internet-based procurement and procurement information systems. As part of this support, the program manages the statewide ADPICS vendor and commodity tables.

eMM continues to evolve with the passage of House Bill 702, requiring all procurement advertising to take place on eMM by FY2006. The bill also eliminates the current eMM fee structure charged to participating vendors enabling any vendor to participate in the bidding process.

FY 2004 Highlights

- Kicked off two pilot programs: Virtual Plan Room, the posting and distributing of construction project plans and specification online, and Electronic Bid Bonds, the practice of receiving bid bonds electronically.



PROCUREMENT & LOGISTICS

STATE PRINTING AND DUPLICATING

Formerly known as Visual Communications and Digital Imaging, this unit provides central support for all State government activities relating to design, printing, storage, and retrieval of printed materials. Services provided include: graphic design, high-speed digital duplicating, digital color printing/duplicating, Computer Output to Laser Disk (COLD), mail processing and courier services.

FY 2004 Highlights

- Formed State Printing User Group to begin implementation of strategic plan to maximize State printing assets with a goal of reducing overall copy costs and bringing jobs currently procured from the commercial sector back in-house. User Group members are from other State agency print and copy operations.
- Production operation restructured to provide quick copying, bindery and mail service. All offset printing is outsourced.

INVENTORY STANDARDS AND SUPPORT SERVICES DIVISION

Inventory Standards and Support Services (ISSSD) oversees statewide management of inventory of materials, supplies, foodstuffs, and State personal property. This program provides agencies with technical automated inventory control assistance, establishes procedures, and auditing programs to assure compliance with State regulations and control standards. The program is the disposal authority for disposition of excess and surplus personal property. ISSSD is responsible for the Department's Fleet Management Program consisting of 101 motor vehicles and the Statewide Automated Fuel Dispensing and Management System with 89 refueling stations located in Baltimore City and every Maryland County.

FY 2004 Highlights

- Conducted eight Certified Property Officer Training classes.
- Conducted 15 Inventory Compliance Audits.
- Processed 2,323 excess property declarations involving 94,369 excess and surplus property items with an original acquisition value of \$42.6 million.
- Supervised the auctioning of 1,023 operable/inoperable surplus State motor vehicles which returned \$2.02 million to State agencies.
- The Statewide Fuel Dispensing and Management System dispensed 10.8 million gallons in gasoline, diesel, motor fuel, and compressed natural gas. Total savings was \$640,269. Since its June 1991 inception, the program has saved the State a total of \$4.95 million.



PROCUREMENT & LOGISTICS

MINORITY BUSINESS ENTERPRISE

DGS has a comprehensive Minority Business Enterprise (MBE) program in place to expand the State business conducted with small and minority businesses. In Fiscal Year 2004, DGS awarded \$209,737,820¹ in contracts requiring minority business participation. Of that amount, \$30,906,345 or 14.73 percent was awarded to certified minority businesses. Although the overall 25 percent MBE goal was not achieved in FY 2004, the 25 percent goal was achieved and exceeded in several key procurement categories. The following table illustrates the procurement categories and the corresponding MBE dollars and percentages.

MBE Participation by Procurement Category

Procurement Category	Total Dollars	Total MBE Dollars	MBE Percentage
Construction	\$ 35,716,259	\$ 12,621,231	35%
Maintenance	\$ 31,015,392	\$ 13,363,876	43%
Services ²	\$ 538,990	\$ 170,637	31%
Commodities	\$ 134,445,970	\$ 2,813,494	2%
Totals	\$ 209,737,820	\$ 30,906,345	14.73%

FY 2004 Highlights

- Construction of the new State Police Forensic Science Lab awarded for \$23,795,000. Of that amount \$6,517,825 (27.4%) was awarded to MBEs.
- Construction of Dormitories I and II at the Public Safety Training Center awarded for \$4,989,545. Of that amount, \$1,893,000 (38%) was awarded to MBEs.
- Construction of the Food Service Center at Springfield Hospital Center awarded for \$4,821,900. Of that amount, \$1,252,000 (26%) was awarded to MBEs.
- Construction of the new State Police Barrack "I" and garage at Easton awarded for \$4,212,770. Of that amount, \$1,042,589 (25%) was awarded to MBEs.

¹ This information is based on ADPICS data. Classifications are those defined by the DGS MBE office which are currently under review.

² \$17,624,590 in service contracts were completed in FY 2004. Of that amount, \$17,085,600 was emergency contracts related to Hurricane Isabel clean up efforts. Because these were considered emergency contracts, MBE participation requirements were waived.



PROCUREMENT & LOGISTICS

MARYLAND STATE AGENCY FOR SURPLUS PROPERTY

The Maryland State Agency for Surplus Property (MSASP) is responsible for the receipt and redistribution of State and Federal surplus property. MSASP is a self-supporting program; all operating funds are generated by the sale of surplus property or service charges applied to Federal property.

Surplus State property is available to the public, but Federal surplus property is limited to eligible donee institutions through a direct transfer program.

FY 2004 Highlights

- Collected \$896,400 from the sale of surplus property.
- After Tropical Storm Isabel played a major role as the receiving and distribution point for plywood for area counties, as well as providing assistance picking up and delivering water to citizens on the Eastern Shore.
- Donated 35,000 blankets to Maryland shelters and other "providers of assistance" organizations in conjunction with the Department of Human Resources.
- Donated \$59,240 in Federal excess property to the Department of Business and Economic Development's Maryland Film Office in support of the Home Box Office cable television production "The Wire" and the film "Syriana."
- Re-opened the wood shop, upholstery shop, and the modular shop.

RECORDS MANAGEMENT

This Program develops policies and procedures to efficiently manage the records of all departments and agencies in Maryland State government and assists State, County and Municipal agencies in the establishment of records retention and disposal schedules. In accordance with law, a public record cannot be destroyed without scheduling and the prior approval of the State Archivist. At the State Records Management Center in Jessup, the Division provides efficient storage and service of inactive State records that must be retained for specified periods of time to meet administrative, fiscal and legal needs. Additionally, the unit coordinates the Statewide Forms Management Program among government agencies and prepares the annual Forms Management Activities Report for submission to the Maryland General Assembly.

FY 2004 Highlights

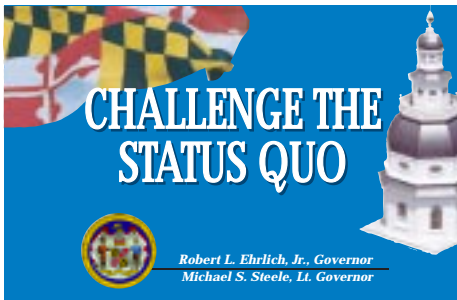
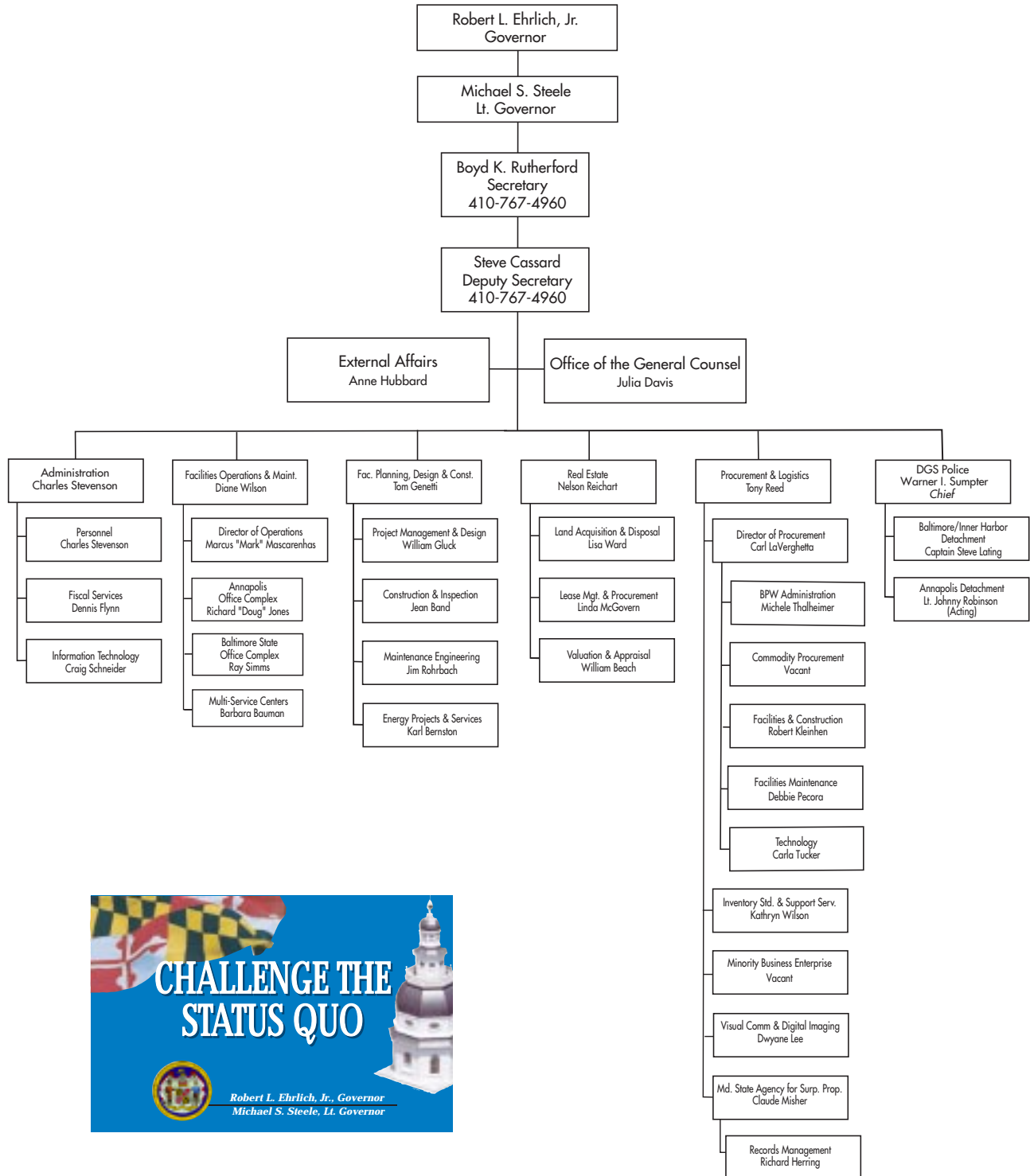
- Provided storage service for 156,023 cubic feet of records equivalent to 26,004 four-drawer file cabinets.
- Accepted into storage 29,911 cubic feet of new accessions equivalent to 4,985 four-drawer file cabinets.
- Destroyed, through recycling, 39,924 cubic feet (599 tons) of records eligible for disposal in accordance with established records retention schedules.
- Retrieved and returned 12,350 individual record files for State agencies.
- Interfiled 3,833 new individual record files within existing record storage boxes.





FY 2004 MARYLAND DEPARTMENT OF GENERAL SERVICES

Maryland Department of General Services FY 2005





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